



Acceptable Use Policy (AUP): Staff agreement form

September 2025

Covers use of digital technologies in school: i.e. email, Internet, drive and network resources, learning platform, software, equipment and systems.

- I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the headteacher.
- I will not reveal my email password(s) to anyone.
- I will follow 'good practice' advice in the creation and use of my password. If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access email / Internet / drive / network, or other school systems.
- I will ensure all documents, data etc., are saved, accessed and deleted in accordance with the school's network and data security and confidentiality protocols.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved school email, Google Classroom or other school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business.
- I will not browse, download or send material that could be considered offensive to colleagues.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the Head.
- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software, using the appropriate anti-virus, firewall and other ICT 'defence' systems.
- If using my personal laptop or other device for work purposes, I will have two separate accounts on my laptop/ device, for school and personal use.
- I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission from the manager/ headteacher and will not store images at home without permission.
- I will use the school's Google Classroom in accordance with school protocols.
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role.

- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any “significant personal use” as defined by HM Revenue & Customs.
- I will access school resources remotely (such as from home) only through school approved methods and follow e-security protocols to access and interact with those materials.
- I will ensure that when using any confidential data I follow school data security protocols.
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I will embed the school's e-safety curriculum into my teaching where appropriate.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I understand that it is my duty to support a whole-school safeguarding approach and will report any behaviour (of other staff or pupils), which I believe may be inappropriate or concerning in any way, to a senior member of staff / named child protection officer at the school.
- I will ensure that pupil imagery is shared appropriately at all times.
- I understand that failure to comply with this agreement could lead to disciplinary action

I agree to abide by all the points above.

I agree to have a school email address, be connected to the internet via the school network and be able to use the school's ICT resources and systems.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent e-safety policies.

Signature Date Full Name (printed)

Job title School:

Date: