Acceptable Use Policy

April 2021

Name of School	Kensington Primary School
AUP review Date	April 2021
Date of next Review	April 2024
Who reviewed this AUP?	Mojisola Omole

Acceptable Use of Technology Agreement: All Staff, Volunteers and Governors

Introduction: ICT in its many forms internet, email, mobile devices, laptops, ipads, Learning Platform, social media and software are now part of our daily lives. It is our duty to ensure that they are used safely and responsibly.

All staff, volunteers and other stakeholders within Kensington Primary School agree to the following:

- I will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Head and the LAB.

- I will not reveal my 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 / intranet / network, or other school systems, *or any Local Authority (LA) system I have access to.*

- I will ensure all documents, data etc., are printed, saved, accessed and deleted / shredded in accordance with the school's network and data security protocols.

- I will not engage in any online activity that may compromise my professional responsibilities.

- I will only use the approved email system(s) for any school business. This is currently: [*LGfL StaffMail*]

- I will only use the approved *[email system (London Mail)*, *Learning Platform and 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 is considered offensive or of an extremist nature by the school.

- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach or equipment failure to the *appropriate line manager/Mojisola Omole.*

- I will not download any hardware or software on any school owned device without the Head's permission.

- I will not download any software or resources from the Internet that can compromise the network or might allow me to bypass the filtering and security system or are not adequately licensed.

- I will check copyright and not publish or distribute any work including images, music and videos, that is protected by copyright without seeking the author's permission.

- I will not connect any device (including USB flash drive), to the network that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's *recommended anti-virus and other ICT 'defence' systems*.

- I will ensure images of children will only be taken, stored and used for purposes within school if there is parental permission.

- I will use the school's Learning Platform in accordance with school protocols.

- 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 only access school resources remotely (such as from home) using the *LGfL / school approved system* and follow e-security protocols to interact with them.

- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption (this includes data on USB flash drives, iPads and laptops) and that I follow school data security protocols when using any such data at any location.

- 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 alert *[Mojisola Omole]* Designated Safeguarding Lead / appropriate senior member of staff if I feel the behaviour of any child may be a cause for concern.

- I understand 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 *Designated Safeguarding Lead /senior member of staff*

- I understand that all Internet and network traffic / usage can be logged and this information can be made available *to the Head / Safeguarding Leader* on their request.

- I understand that Internet encrypted content (via the https protocol), may be scanned for security and/or safeguarding purposes.

- *I will only use any LA system I have access to in accordance with their policies.*

- *Staff that have a teaching role only:* I will embed the school's on-line safety / digital literacy / counter extremism curriculum into my teaching.

Kensington Primary School protocols for using mobile devices are as follows:

- Mobile phones should not be used when you are with the children unless you are taking work-related photos or need to send a work-related, emergency message.

- Any photos taken should be uploaded to the Google Drive ASAP and by the end of that working day at the latest and then deleted from your phone.

- Posts to social media must not provide information that could in any way be used to identify children.

- Posts to TTLT social media account should only ever be to celebrate and promote positive work and achievements and your line manager should be notified.

- If you are posting to social media on a personal account, you must very carefully consider personal posts you make. It would be considered a breach of the Acceptable Use Policy and, potentially, of the Code of Conduct to be posting school-related posts alongside posts that could offend our children or community.

- Members of SLT may use their phones for the strategic running of the school.

Acceptable Use Policy (AUP): Agreement Form
All Staff, Volunteers, Governors, User Signature

I agree to abide by all the points above.

I understand that I have a responsibility for my own and others e-safeguarding and I undertake to be a 'safe and responsible digital technologies user'.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent Online Safety Policy.

I understand that failure to comply with this agreement could lead to disciplinary action.

I acknowledge that I have read and understood the Acceptable Use Policy.

Full Name _____

Signature _____

Date _____