



Ettington Church of England
Primary School

'ETTINGTON STAY SAFE CODE'

STAFF ACCEPTABLE USE AGREEMENT

- I will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Head and Governors.
- I will not reveal my password(s) to anyone.
- I will not allow unauthorised individuals to access email / internet / intranet / network, or other school / LA systems.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved, secure email system(s) for any 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 Teacher.
- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licenced.
- I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home without permission.
- 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, laptop or iPad loaded to me by the school, is provided solely to support my professional responsibilities.
- I will embed the school's e-safety curriculum into my teaching.

- I understand that all internet usage / and network usage can be logged and this information could be made available to Head Teacher on request.
- I understand that failure to comply with this agreement could lead to disciplinary action.

USER SIGNATURE

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.

I agree to abide by all the points above.

Signature: Date:

Full Name: (Printed)

Job Title: