Coley Primary School

Device and Technology acceptable use agreement for Staff

Note: All Internet and email activity is subject to monitoring
Whilst our school promotes the use of technology or devices, and understands the positive effects they can have on enhancing pupils' learning and community engagement, we must also ensure that staff use technology and devices appropriately. Any misuse of technology and devices will not be taken lightly and will be reported to the headteacher in order for any necessary further action to be taken.
This agreement outlines staff members' responsibilities when using technology and devices, both school-owned and personal, and applies to all staff, volunteers, contractors and visitors.
Please read this agreement carefully, and sign at the bottom to show you agree to the terms outlined.

1. Data protection and cyber-security

I will:

- Use technology and devices, including the use and storage of personal data, in line with data protection legislation, including the Data Protection Act 2018 and UK GDPR.
- Follow the school's Data Protection Policy and any other relevant school policies and procedures.

I will not:

- Attempt to bypass any filtering, monitoring and security systems.
- Share school-related password with pupils, staff, parents or others unless permission has been given for me to do so.

2. Using technology in school

I will:

- Follow the Online Safety Policy.
- Only use ICT systems which I have been permitted to use.
- Ensure I obtain permission prior to accessing materials from unapproved sources.
- Only use the internet for personal use during out-of-school hours, including break and lunch time.
- Only use recommended removable media and keep this securely stored.

I will not:

- Install any software onto school ICT systems unless instructed to do so by the headteacher or ICT technician.
- Search for, view, download, upload or transmit any inappropriate material when using the internet.

3. Emails

I will:

- Only use the approved email accounts that have been provided to me when sending communications regarding school business.
- Ensure any personal information that is being sent via email is only sent to the relevant people and is appropriately protected.

I will not:

- Use personal emails to send and/or receive school-related personal data or information, including sensitive information.
- Use personal email accounts to contact pupils or parents

4. School-owned devices

I will:

- Only use school-owned devices for the purpose of carrying out my school responsibilities.
- Only access websites and apps that have been approved by the headteacher.
- Understand that the usage of my school-owned devices will be monitored.

- Keep my school-owned devices with me or within my sight at all times.
- Transport school-owned devices safely.
- Provide suitable care for my school-owned devices at all times.
- Only communicate with pupils and parents on school-owned devices using appropriate channels.
- Ensure I install and update security software on school-owned devices as directed by the ICT technician.
- Seek permission from the headteacher before using a school-owned device to take and store photographs or videos of pupils, parents, staff and visitors.
- Immediately report any damage or loss of my school-owned devices to the ICT technician.
- Immediately report any security issues, such as downloading a virus, to the ICT technician.
- Understand that I am expected to pay an excess for any repair or replacements costs where the device was damaged or lost as a result of my own negligence.
- Make arrangements to return school-owned devices to the ICT technician upon the end of my employment at the school.

I will not:

- Not permit any other individual to use my school-owned devices without my supervision, unless otherwise agreed by the headteacher.
- Install any software onto school-owned devices unless instructed to do so by the headteacher or ICT technician.
- Use school-owned devices to send inappropriate messages, images, videos or other content.
- Use school-owned devices to view, store, download or share any inappropriate, harmful or illegal content.
- Use school-owned devices to access personal social media accounts.

5. Personal devices

I will:

- Only use personal devices during out-of-school hours, including break and lunch times – unless this has been agreed by the headteacher.
- Ensure personal devices are either switched off or set to silent mode during school hours.
- Only make or receive calls in specific areas, e.g. the staff room.
- Store personal devices appropriately during school hours, e.g. a lockable cupboard in the classroom or a locker – unless staff have been given permission to keep their phone with them by the headteacher.
- Understand that I am liable for any loss, theft or damage to my personal devices.

I will not:

- Use personal devices to communicate with pupils or parents.
- Access the school's WiFi using a personal device unless permission to do so has been granted by the headteacher or ICT technician.
- Use personal devices to take photographs or videos of pupils or staff.
- Store any school-related information on personal devices unless permission to do so has been given by the headteacher.

6. Social media and online professionalism

I will:

- Understand that I am representing the school and behave appropriately when posting on school social media accounts.
- Ensure I apply necessary privacy settings to social media accounts.

I will not:

- Communicate with pupils or parents over personal social media accounts.
- Accept 'friend' or 'follow' requests from any pupils or parents over personal social media accounts.
- Post any comments or posts about the school on any social media platforms or other online platforms which may affect the school's reputability.

- Post any defamatory, objectionable, copyright-infringing or private material, including images and videos of pupils, staff or parents, on any online website.
- Post or upload any images and videos of pupils, staff or parents on any online website without consent from the individuals in the images or videos.
- Give my home address, phone number, mobile number, social networking details or email addresses to pupils or parents – any contact with parents will be done through authorised school contact channels.

7. Working from home

I will:

- Ensure I obtain permission from the headteacher and DPO before any personal data is transferred from a school-owned device to a personal device.
- Ensure any data transferred from a school-owned device to a personal device is encrypted or pseudonymised.
- Ensure any sensitive personal data is not transferred to a personal device unless completely necessary – and, when doing so, that it is encrypted.
- Ensure my personal device has been assessed for security by the DPO and ICT technician before it is used for home.
- Ensure no unauthorised persons, such as family members or friends, access any personal devices used for home working.

8. Training

I will:

- Participate in any relevant training offered to me, including cyber-security and online safety.
- Allow the ICT technician and DPO to undertake regular audits to identify any areas of need I may have in relation to training.
- Employ methods of good practice and act as a role model for pupils when using the internet and other digital devices.
- Deliver any training to pupils as required.

9. Reporting misuse

I will:

- Report any misuse by pupils or staff members breaching the procedures outlined in this agreement to the headteacher.
- Understand that my use of the internet will be monitored by the ICT technician and recognise the consequences if I breach the terms of this agreement.
- Understand that the headteacher may decide to take disciplinary action against me, in accordance with the Disciplinary Policy and Procedure, if I breach this agreement.

I certify that I have read and understood this agreement, and ensure that I will abide by each principle.	
Signed (**staff member**):	Date:
Print name:	