Appleton Wiske Community Primary School
Acceptable Use Policy

All members of staff and governors are asked to read and sign the Acceptable Use Policy (AUP) when joining the school and at least annually thereafter. This is to ensure that staff members are aware of their professional responsibilities when using technologies (e.g. internet, e-mail).

- I understand that 'technologies' relates to ICT systems, hardware, software, internet, e-mail, Learning Platforms and mobile phones.
- I will use school technologies for activities relating to my professional duties and understand that it is a criminal offence to use an ICT system for uses other than those permitted by its owner.
- I understand that I have a duty to protect my passwords and personal network and Learning Platform logins, and should log off the network and Learning Platform when leaving workstations unattended.

Any attempts to access, corrupt or destroy other users' data, or compromise the privacy of others in any way, using any technology, is unacceptable.

- I understand that I have a duty to respect the technical safeguards which are in place.
- I will not install any software or hardware without permission from a technician, Computing co-ordinator or the Head Teacher.
- I will ensure that all data containing personal information (e.g. of pupils) is stored securely within school and will not use my own devices to store information relating to staff or pupils at the school.
- I will not use my own personal devices to take photographs of pupils at this school unless I have signed a Video/Photo Agreement Form. A separate form will be completed for each event the school hosts where children are participating.
- Encrypted memory sticks will be issued where appropriate and used to store all sensitive, confidential school related documents. These memory sticks remain the property of the school and will be returned when the staff member or Governor leaves.
- I will respect copyright and intellectual property rights.
- If I am concerned about a pupil's use of technology I will inform the Head Teacher.
- I understand that I have a responsibility to report any misuses of technology, including the unacceptable conduct of others, to the Head Teacher.
- I will ensure that communication with pupils by email or through a Learning Platform are professional.
- I will promote and model positive use of current and new technologies and e-safety.
- I know that I can access information about e-safety from the North Yorkshire Primary ICT Room within the North Yorkshire Learning Platform and from the Learning Net. I am aware that Computing co-ordinator or Head Teacher can also provide information, resources and guidance.
- I understand that my use of school technologies may be monitored by the school and by Schools ICT.
- I am aware that in certain circumstances where unacceptable use is suspected, enhanced monitoring and procedures may come into action, including the power to check and/or confiscate personal technologies such as mobile phones.
- I am aware that failure to adhere to the AUP may result in disciplinary action and, if criminal activity is suspected, police involvement.

Revised: January 2017
Review date: January 2018

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Signature	Date	Position