

## **Durlston Court Staff Acceptable Use Agreement**

This covers the use of all digital technologies in school: i.e. **email, Internet, intranet, network resources**, learning platform, software, communication tools, **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 Head and Governing Body.

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.

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

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.

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 or equipment failure to my line manager or Network Manager.

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.

I will not use personal digital cameras or camera phones or digital devices (without permission) for taking, editing and transferring images or videos of pupils or staff and will not store any such images or videos at home.

I will only use school approved equipment for any storage, editing or transfer of digital images / videos and ensure I only save photographs and videos of children and staff on the DCS Photo Drive or Staff Resources Drive.

I will follow the school's policy on use of mobile phones / devices at school.

I will use 3Sys 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 will ensure any confidential data that I wish to transport from one location to another is protected by encryption 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 understand that all Internet, network traffic and computer usage can be logged and this information can be made available *to the Head / Safeguarding Lead* on their request.

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

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