



## **Acceptable Use Policy**

<b>Policy review Date</b>	<b>September 2018</b>
<b>Date of next Review</b>	<b>September 2019</b>
<b>Who reviewed this policy?</b>	<b>Safeguarding Team</b>
<b>Designated Safeguarding Lead</b>	<b>Mrs Georgina Delmonte</b>
<b>Designated Lead for Online Safety</b>	<b>Paul White/Charlotte Jepson</b>
<b>Safeguarding Governor</b>	<b>Chris Speller</b>

This policy has been reviewed; to the best of our knowledge we do not feel it impacts negatively on any specific group or individual within our school community

## **Acceptable Use Policy (AUP)**

### **STAFF, GOVERNORS, VOLUNTEERS**

#### **What is an AUP?**

We ask all children, young people and adults involved in the life of Hilldene Primary School, to sign an Acceptable Use Policy (AUP), which outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).

This AUP is reviewed annually, and staff will be asked to sign it upon entry to the school and every time changes are made.

All staff, governors and volunteers have particular legal / professional obligations and it is imperative that all parties understand that online safety is part of safeguarding as well as part of the curriculum, and it is everybody's responsibility to uphold the school's approaches, strategy and policy as detailed on our school website: <http://www.hilldene.havering.sch.uk/>

#### **Where can I find out more?**

All staff, governors and volunteers should read Hilldene Primary School's full Online Safety Policy: <http://www.hilldene.havering.sch.uk/> for more details on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc).

If you have any questions about this AUP or our approach to online safety, please speak to Paul White or Charlotte Jepson - Deputy Headteachers - for more details.

## Acceptable Use Policy (AUP) STAFF, GOVERNORS, VOLUNTEERS

### What am I agreeing to?

1. (This point for staff and governors): I have read and understood Hilldene Primary School's full Online Safety policy: <http://www.hilldene.havering.sch.uk/school/policies.html> and agree to uphold the spirit and letter of the approaches outlined there, both for my behaviour as an adult and enforcing the rules for pupils/students. I will report any breaches or suspicions (by adults or children) in line with the policy without delay.
2. I understand it is my duty to support a whole-school safeguarding approach and will report any behaviour which I believe may be inappropriate or concerning in any way to the Designated Safeguarding Lead/ safeguarding team (Georgina Delmonte, Paul White, Charlotte Jepson, Jane Elliott, Glenda Saunders, Paula Southgate). I will alert the Headteacher immediately of any concerns relating to adults, and to the Chair of governors if my concern relates to the Headteacher.
3. I understand the responsibilities listed for my role in the school's Online Safety policy (staff please note that the 'all staff' section applies as well as any other category) and agree to abide by these.
4. I understand that internet and device use in school, and use of school-owned devices, networks and cloud platforms out of school may be subject to filtering and monitoring. These should be used in the same manner as when in school.
5. I understand that I am a role model and will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including on social media: not sharing other's images or details without permission and refraining from posting negative, threatening or violent comments about others, including the school staff, volunteers, governors, contractors, pupils or other parents/carers.
6. I will not contact or attempt to contact any pupil or to access their contact details (including their usernames/handles on different platforms) in any way other than school-approved and school-monitored ways, which are detailed in the school's Online Safety Policy. : <http://www.hilldene.havering.sch.uk/school/policies.html>. I will report any breach of this by others or attempts by pupils to do the same.
7. Details on social media behaviour, the general capture of digital images/video and on my use of personal devices is stated in the full Online Safety policy. If I am not sure if I am allowed to do something in or related to school, I will not do it.
8. I understand the importance of upholding my online reputation, that of the school and of the teaching profession), and I will do nothing to impair either. More guidance on this point can be found in this [Online Reputation](#) guidance for schools and in Hilldene Primary School's Staff Handbook.
9. I understand that school systems and users are protected by security, monitoring and filtering services, so my use of school devices (regardless of time, location or internet connection) and networks/platforms/internet/other technologies, including encrypted content, may be monitored/captured/viewed by these systems and/or relevant/authorised staff members.
10. I agree to adhere to all provisions of the school Data Protection Policy: <http://www.hilldene.havering.sch.uk/school/policies.html> at all times, whether or not I am on

## Acceptable Use Policy (AUP) STAFF, GOVERNORS, VOLUNTEERS

site or using a school device, platform or network, and will ensure I do not access, attempt to access, store or share any data which I do not have express permission for. I will protect my passwords/logins and other access, never share credentials and immediately change passwords and notify Paul White/Charlotte Jepson if I suspect a breach.

11. I will not store school-related data on personal devices, storage or cloud platforms not authorised by the school (outlined in school policy). USB keys, where allowed, will be encrypted, and I will only use safe and appropriately licensed software, respecting licensing, intellectual property and copyright rules at all times
12. I will use school devices and networks/internet/platforms/other technologies for school business and I will never use these to access material that is illegal or in any way inappropriate for an education setting. I will not attempt to bypass security or monitoring, will look after devices loaned to me, and will notify the school of “significant personal use” as defined by HM Revenue & Customs.
13. I will not support or promote extremist organisations, messages or individuals, nor give them a voice or opportunity to visit the school. I will not browse, download or send material that is considered offensive or of an extremist nature by the school.
14. I understand and support the commitments made by pupils/students, parents and fellow staff, governors and volunteers in their Acceptable Use Policies and will report any infringements in line with school procedures.
15. I will follow the guidance in the Online Safety Policy for reporting incidents but also any concerns I might think are unimportant – I understand the principle of ‘safeguarding as a jigsaw’ where my concern might complete the picture, but only if I tell somebody. I have read the sections on handling incidents and concerns about a child in general, sexting, bullying, sexual violence and harassment, misuse of technology and social media.
16. I understand that breach of this AUP and/or of the school’s full Online Safety Policy here <http://www.hilldene.havering.sch.uk/school/policies.html> may lead to appropriate staff disciplinary action or termination of my relationship with the school and where appropriate, referral to the relevant authorities.

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**STAFF, GOVERNORS, VOLUNTEERS**

**To be completed by the user**

I have read, understood and agreed to this policy. I understand that it is my responsibility to ensure I remain up to date and read and understand the school's most recent online safety / safeguarding policies. I understand that failure to comply with this agreement could lead to disciplinary action.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Role:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**To be completed by Georgina Delmonte/ Paul White/ Charlotte Jepson**

I approve this user to be allocated credentials for school systems as relevant to their role.

**Systems:** LGfL services (including staff mail), Google Drives, SIMs

**Additional permissions (e.g. admin, facebook):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Role:** \_\_\_\_\_

**Date:** \_\_\_\_\_

