



Rookery Acceptable Use Agreement:

All Staff, Volunteers and Governors Agreement Form

Covers use of all digital technologies in school: i.e. e-mail, Internet, intranet, network resources, learning platform, software, communication tools, equipment and systems.

- I will follow the separate e-safety policy (including mobile and handheld devices).
- 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 other than the system administrator.
- 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 e-mail / Internet / 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 / information security policy.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the school's approved systems: *Class dojo*, to communicate with pupils, and will only do so for teaching & learning purposes.
- 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 any filtering breach or equipment failure.
- 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 use personal digital cameras, phones or digital devices for taking, editing and transferring images or videos of pupils or staff.
- I will use the school's Learning Platform in accordance with school protocols.
- I will ensure, where used, that I know how to use any social networking sites / tools securely, so as not to compromise my professional role.
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information that is 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 will report any e-safety concerns via CPOMs.



- I understand that it is my duty to support a whole-school safeguarding approach and will report any behaviour (of other staff or pupils), which I believe may be inappropriate or concerning in any way, to a senior member of staff or a member of the e-safety team
- I understand that all Internet usage and network usage can be logged, and that this information can be made available *to the Head / Safeguarding Lead* on their request.
- *Staff that have a teaching role only:* I will embed the school's e-safety curriculum into my teaching.

User Signature

I agree to abide by all the points above.

I understand that it is my responsibility to ensure that I remain up-to-date and that I read and understand the school's most recent e-safety policies.

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

Signature Date

Full Name (printed)

Job Title / Role

Authorised Signature (Head Teacher)

I approve this user to be set-up on the school systems relevant to their role.

Signature Date

Full Name (printed)