

ACCEPTABLE COMPUTER USAGE AGREEMENT - STAFF

Acceptable computer usage agreement

- I acknowledge that the computer provided for me to use remains the property of the school and should only be used for school business.
- I will only access the system with my assigned login name and registered password.
- Passwords that I use to access school systems will be kept secure and secret.
- If I have reason to believe my password is no longer secure I will change it immediately. I will inform the network manager as soon as possible so that any access with my old password can be monitored and appropriate action taken.
- I understand that I am allowed to take digital/video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Any images will only be taken on school equipment, never on personal equipment.
- If I use removable media I will ensure that this has been carefully checked to ensure it is free from any type of virus.
- I will follow the guidance provided by ICT support staff to ensure the anti-virus protection on my computer is kept up-to-date.
- I will check with the network manager/technician should I need to install additional software.
- I will always adhere to the following associated school policies:
 - E-safety policy.
 - Staff professional identity policy.
 - Internal data security policy.
 - ICT and use of the internet and intranet by staff.
 - Staff email policy and procedures.
 - Social media policy.
 - Use of personally owned ICT devices by staff.
- I will always adhere to copyright.
- I will always log off the system when I have finished working.
- I understand that the school may monitor the websites I visit.
- I understand that a criminal offence may be committed by deliberately accessing websites that contain certain illegal material.

- I understand that staff are not permitted to access social media websites from the school's computers, staff laptop or other school device at any time unless authorised to do so by a member of the senior management team.
- I will only open email attachments when I am sure that they come from a recognised and reputable source. I will bring any other attachments to the attention of the network manager/headteacher/ designated colleague – safeguarding lead as appropriate.
- Any email messages I send will not damage the reputation of the school. All joke emails and attachments are potentially damaging and undesirable and therefore will not be used.
- I will report immediately to the headteacher any unpleasant material or messages sent to me.
- I understand that use of the school's equipment for personal financial gain, gambling, political purposes or advertising is forbidden.
- I understand that storage of emails and attachments should be kept to a minimum to avoid unnecessary drain on memory and capacity.
- I understand that activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden.
- I understand that I am responsible for the safety of sensitive school data that I use or access.
- In order to maintain the security of data I will take the following steps:
 - I will store data files in my user area only for as long as is necessary for me to carry out my professional duties.
 - I will only save data files to a computer, laptop or other ICT equipment that is provided by the school.
 - If I need to transfer data files, I will only do so using the encrypted USB key provided by the school.
 - I will not share or give out any passwords that I use to access school systems. If I have reason to believe that my password is no longer secure I will change it.
 - I will not use email to transfer data files but save them to the school network area if other staff need access to the information.
 - If I am in any doubt as to the sensitivity of data I am using I will refer to the school's internal data security policy to check. (Sensitive data could include pupil reports, SEN records, letters to parents, class-based assessments, exam results, whole school data, medical information, and information relating to staff e.g. performance reviews).
- I will not access the files of others or attempt to alter the computer settings.
- I will not update web logs or use pictures or text that can identify the school without the permission of the headteacher.

- I will not alter, attempt to repair or interfere with the components, software or peripherals of any computer that is the property of the school.
- I will not post anonymous messages or forward chain letters.
- I understand that if I do not adhere to the rules outlined in this agreement, my network access could be suspended and that other disciplinary consequences may follow, including notification to professional bodies, where appropriate.
- I understand that if an incident is considered to be an offence under the Computer Misuse Act this may require investigation by the police and could be recorded on any future criminal record checks.
- I understand that if an incident is considered to be a breach under the Data Protection Act or the General Data Protection Regulation (GDPR) this may require investigation by the Information Commissioner's Office and heavy financial or other sanctions could apply to the school.

Name.....(print name)

Sign(staff member's signature)

Date.....