**Device and technology acceptable use agreement for staff and governors**

I will:

* Only use the approved email accounts that have been provided to me when sending communications regarding school business
* Ensure any personal information that is being sent via email is only sent to the relevant people and is appropriately protected

**School-owned devices**

I will:

* Understand that the usage of my school-owned devices will be monitored
* Transport school-owned devices safely
* Provide suitable care for my school-owned devices at all times
* Only communicate with pupils and parents on school-owned devices using appropriate channels
* Ensure I install and update security software on school-owned devices as directed by Reboot
* Seek permission from the Headteacher before using a school-owned device to take and store photographs or videos of pupils, parents, staff and visitors
* Immediately report any damage or loss of my school-owned devices to the ICT Strategic Team
* Immediately report any security issues, such as downloading a virus, to the ICT Strategic Team
* Make arrangements to return school-owned devices to the ICT Strategic Team upon the end of my employment at the school

I will not:

* Not permit any other individual to use my school-owned devices, unless otherwise agreed by the Headteacher
* Install any software onto school-owned devices unless instructed to do so by the Headteacher or Reboot
* Use school-owned devices to send inappropriate messages, images, videos or other content
* Use school-owned devices to view, store, download or share any inappropriate, harmful or illegal content
* Use school-owned devices to access personal social media accounts
* Share my password with others or log into the school’s network using someone else’s details

**Personal devices**

I will:

* Only use personal devices during out-of-school hours, including break and lunch times unless I have permission from the Headteacher
* Ensure personal devices are either switched off or set to silent mode during school hours
* Only make or receive calls in specific areas, e.g. the staff room
* Store personal devices appropriately during school hours, e.g. a lockable cupboard in the classroom
* Understand that I am liable for any loss, theft or damage to my personal devices

**Social media and online professionalism**

I will:

* Understand that I am representing the school and behave appropriately when posting on school social media accounts
* Ensure I apply necessary privacy settings to social media accounts
* Not post anything on social media during my working hours
* Not post of social media when I am working from home during my working hours

I will not:

* Communicate with pupils over personal social media accounts
* Accept ‘friend’ or ‘follow’ requests from any pupils over personal social media accounts
* Post any comments or posts about the school on any social media platforms or other online platforms which may affect the school’s reputability
* Post any defamatory, objectionable, copyright-infringing or private material, including images and videos of pupils, staff or parents, on any online website
* Post or upload any images and videos of pupils, staff or parents on any online website without consent from the individuals in the images or videos
* Give my home address, phone number, mobile number, social networking details or email addresses to pupils or parents – any contact with parents will be done through authorised school contact channels

**Working from home**

I will:

* Ensure I obtain permission from the Headteacher and DPO before any personal data is transferred from a school-owned device to a personal device
* Ensure any data transferred from a school-owned device to a personal device is encrypted or pseudonymised
* Ensure any sensitive personal data is not transferred to a personal device unless completely necessary – and, when doing so, that it is encrypted
* Ensure no unauthorised persons, such as family members or friends, access any personal devices used for home working

**Reporting misuse**

I will:

* Report any misuse by pupils or staff members breaching the procedures outlined in this agreement to the Headteacher
* Understand that my use of the internet will be monitored by the ICT Strategic Group and recognise the consequences if I breach the terms of this agreement
* Understand that the Headteacher may decide to take disciplinary action against me, in accordance with the Disciplinary Policy and Procedure, if I breach this agreement

**Agreement**

I certify that I have read and understood this agreement, and ensure that I will abide by each principle.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |