

	AUP review Date	November 2020
	Date of next Review	November 2021
	Who reviewed this AUP?	Catriona Guyler-Kone

Acceptable Use Policy (AUP): Staff agreement form

Covers use of digital technologies in college: i.e. email, Internet, intranet and network resources, learning platform, software, equipment and systems.

- I will only use the college’s digital technology resources and systems for Professional purposes or for uses deemed ‘reasonable’ by Spa education trust.
- I will not reveal my password(s) to anyone.
- 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 students to access systems using my login.
- I will not allow students to access the internet without staff supervision and will restrict access to the internet for approved use only
- I will not allow unauthorised individuals to any college system.
- I will ensure all documents and data are managed in accordance with the whole college policy and in accordance with GDPR regulations.
- I will report any data breach to Catriona immediately.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved, secure email system(s) for any college business.
- I will only use the approved college e-mail, college Learning Platform or other college approved communication systems with students or parents/carers, and only communicate with them on appropriate college business.
- I will record all email communication with parents/carers on the college system.
- I will not share my personal phone numbers to parents or students. Staff must use phones provided by the college to conduct all work-related 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 to the SMT.
- I will not download any software or resources that can compromise the network, or are not adequately licensed.
- I will not publish or distribute work that is protected by copyright.
- I will not connect a computer, laptop or other device (including USB flash drive), to the network, that does not have up to date anti-virus software, and I will keep any ‘loaned’ equipment up to date, using the college’s recommended anti-virus, firewall and other ICT ‘defence’ systems.
- I will not use personal digital cameras or phones for taking and transferring images of students or staff without permission and will not store images at home without permission.

- I will ensure any private online communication I create or contribute to, is not confused with my professional role.
- I will follow college guidelines on confidentiality of any information about students.
- I agree and accept that any computer or laptop loaned to me by the college, is provided solely to support my professional responsibilities and that I will notify the college of any “significant personal use” as defined by HM Revenue & Customs.
- I will access college resources remotely only through college approved methods and follow security protocols to access and interact with those materials.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow college 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 student information, held within the college’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 embed the college’s online safety curriculum into my teaching.
- I will alert the SMT and/or safeguarding lead if I feel the behaviour of any student I teach may be a cause for concern.
- I understand that all Internet usage / and network usage can be logged and this information could be made available to my manager on request.
- I understand that it is my duty to support a whole-college safeguarding approach and will report any behaviour (of other staff or students), which I believe may be inappropriate or concerning in any way, to the designated safeguarding lead.
- I understand that failure to comply with this agreement could lead to disciplinary action.

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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 read and understand the college’s most recent Online safety and GDPR policies.

Signature Date

Full Name (printed)

Job title