



Acceptable Use Policy for School Staff

I confirm that I have read and understood the *Kirklees Electronic Communications Guidance for Staff* and that I will use all means of electronic communication equipment provided to me by the school and any personal devices which I use for school activity in accordance with the document. In particular:

Any content I post online (including outside school time) or send in a message will be professional and responsible and maintain the reputation of the school.

To protect my own privacy I will use a school email address and school telephone numbers (including school mobile phone) as contact details for pupils and their parents.

If I use any form of electronic communication for contacting pupils or parents I will use the school's system, never a personal account.

I will only use my personal mobile phone during non-teaching time; it will be kept on silent mode during lessons except in an emergency situation with the agreement of my line manager.

I will never use my personal mobile phone or other personal electronic equipment to photograph or video pupils.

Taking photographs and videos will only be done with the consent of pupils and/or their parents for agreed school activities.

I will take all reasonable steps to ensure the safety and security of school IT equipment which I take off site and will remove anything of a personal nature before it is returned to school.

I will take all reasonable steps to ensure that all personal laptops and memory devices are fully virus protected and that protection is kept up to date.

I will report any accidental access to material which might be considered unacceptable immediately to my line manager and ensure it is recorded.

I will delete (without opening) any unknown or suspicious email immediately.

If using VPN from home to access any files remotely, I will ensure my laptop is not left unattended and not used by any family members. I will also ensure my laptop has no files on the hard drive containing pupil data before removing it from the school premises.



I confirm I have read the Kirklees Information Security Guidance for Staff and will implement the guidelines indicated. In particular:

Confidential school information, pupil information or data which I use will be stored on a device which is encrypted or protected with a strong password. Computers will have a password protected screensaver and will be fully logged off or the screen locked before being left unattended.

I understand the need to change my password every 12 weeks and keep that password secure.

I understand that I have the same obligation to protect school data when working on a computer outside school.

I will report immediately any accidental loss of personal or sensitive information so that appropriate action can be taken.

I understand that the school may monitor or check my use of IT equipment and electronic communications.

I understand that by not following these rules I may be subject to the school's disciplinary procedures.

Name.....

Signed.....

Date.....