	# Acceptable Use Policy (AUP): Staff

Covers use of digital technologies in 5 Dimensions Trust i.e. email, Internet & Learning Platforms, intranet and network resources, software, equipment and systems.

- I will not trespass into others' folders/directories, work or files.

- I will ensure that any private social networking sites / blogs etc that I create (or actively contribute to) do not compromise my professional role.

- I will not use social networks for personal use during working hours nor invite/accept any student into my networking group.

- I will only use my personal mobile phone at appropriate times throughout the day.

- I will only use the Trust's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Principal/Headteacher and Board of Directors.

- I will only use the approved, secure email system(s) for any 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 Network Manager or Trust IT Director.

- I will not allow unauthorised individuals to access email / Internet / intranet / network. Students are not permitted to use staff laptops.

- I will not download any software or resources from the Internet that can compromise the network or are not adequately licensed.

- 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 will ensure all documents are saved, accessed and deleted in accordance with the Trust's network security and confidentiality protocols.

- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up to date, using the Academy's recommended system.

- USB storage devices must not be connected to the network or any school device. Should the need arise to transfer data between school and a personal computer, then ONEDRIVE must be used for the transfer and access to the data / information.

- I will not use personal digital cameras or camera phones for taking or transferring images of students or staff.

- I will use the appropriate Learning Platforms in accordance with local policy.

- I will not engage in any online activity that may compromise my professional responsibilities.

- I agree and accept that any computer or laptop loaned to me by the Trust, is provided solely to support my professional responsibilities and that I will notify the Trust of any "significant personal use" as defined by HM Revenue & Customs.

- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow the Trust's 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 Trust'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.

- *If requested to release personal data to an outside agency or authority, I will discuss the data release with the appropriate GDPR Data Manager or Trust Data Protection Officer to ensure compliance with GDPR.*

- *I will not take copies (hard copies or data downloads) of any person's data (staff and students) including screenshots or print outs from the school building*. Data downloads to Teams or Onedrive are permissible.

- Hard copies are to be shredded when no longer required.

- I will ensure I am aware of digital safeguarding issues, so they are appropriately embedded in classroom practice.

- I will only use Trust systems and equipment in accordance with any relevant policies

- *I understand that if using a computer/ laptop or other device away from the school premises, that I am responsible for ensuring that I am the only person authorised to view the data on display. It must not be made available for others to see even if only briefly.*

- *If you leave your screen (or other device) for any period of time, it is your responsibility to ensure that you have password protected your screen or closed access to any of the school's IT system, network or web based programs. Web browsers must not be set to remember passwords.*

I understand that failure to comply with the Acceptable Use Policy could lead to disciplinary action.

User Signature
I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the Trust's most recent Acceptable Use Policy (normally an annual revisit).
I agree to abide by the Trust's most recent Acceptable Use Policy.
I wish to have an email account; be connected to the Intranet & Internet; be able to use the Academy's ICT resources and systems.

Signature …….………………………….…… Date ……………………

Full Name ………………………………...(printed)

Job title . . . .

Authorised Signature: Trust IT Director

I approve this user to be set-up.

Signature …….………………………….......... Date ……………………

Full Name …….…………………………….........…(printed)

One copy is retained by member of staff | Second copy for personnel file