



AUP review Date	September 2017
Date of next Review	September 2018
Who reviewed this AUP?	Trudy Spillane (Principal)

Acceptable Use Policy (AUP): agreement form for adults working with children – in paid or voluntary capacity

Covers use of digital technologies in Drapers' Maylands Primary School i.e. email, internet, intranet and network resources, learning platform, software, equipment and systems.

- I will only use the Drapers' Maylands Primary School digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by Drapers' Maylands Primary School.
- I will not reveal my password(s) to anyone.
- I will not allow unauthorized individuals to access email/internet/intranet/network, or other Drapers' Maylands Primary School systems.
- I will ensure all documents, data etc., are saved, accessed and deleted in accordance with the Drapers' Maylands Primary School data security and confidentiality protocols.
- 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 Drapers' Maylands Primary School business.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the appropriate contact.
- I will not download any software or resources from the Internet that can compromise my computer, or are not adequately licensed.
- I will not use personal digital cameras or camera phones for taking and transferring images of young people without permission and will not store images at home without permission.
- I will ensure that any private social networking sites/blogs etc. that I create or actively contribute to are not confused with my professional role.
- I agree and accept that any computer or laptop loaned to me by Draper's Maylands Primary School is provided solely to support my professional responsibilities and that I will notify the MAT 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 Drapers' Maylands 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 your peoples information, 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 e-safety messages for adults and young people into my area of work.
- I understand that all Internet usage may be logged and this information could be made available to my manager on request.
- I understand that failure to comply with this agreement could lead to disciplinary action.

User Signature

I understand that it is in my responsibility to ensure that I remain up-to-date and read and understand the most recent e-safety policies.

I agree to abide by all the points above.

Signature.....

Full Name.....(printed)

Job title.....