

NORTHWICK PARK PRIMARY AND NURSERY ACADEMY TRUST

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

Covers use of digital technologies in Northwick Park Primary and Nursery Academy: i.e. email, Internet, intranet and network resources, learning platform, software, equipment and systems.

- I will not engage in any online activity that may compromise my professional responsibilities. This includes but is not limited to the use of social media – using the school's name, discussing any school events, classes, names or incidents, befriending any parent or child that you do not know from other areas of your life, .using offensive language or discussing offensive subject matter inc. racial, sexual, defamatory or illegal subjects or items related to terrorism.
- I will ensure that on any private social networking sites / blogs etc that I create or actively contribute to I do not make any comment related to my profession, place of work or professional activity what so ever.
- I will ensure that any private social networking sites / blogs / vlogs etc that I create or actively contribute to are not confused with my professional role.
- I will only use the Northwick Park Trust digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by Northwick Park Trust.
- I will not allow unauthorised individuals to access email / Internet / intranet / network, or other School based systems.
- I will ensure all documents, data etc., are saved, accessed and deleted in accordance with the Northwick Park Trust's data protection and confidentiality protocols.
- I will only use the approved, secure email system(s) for any Northwick Park Trust business.
- I will only use the approved School email or other School approved communication systems with young people or parents/carers, and only communicate with them on appropriate School or Trust 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 Tracy Smith (LB), Nicola Whiston (NP), Elaine Rising (NP) or Sharon Rosher (LB) and this will be recorded in the Incident Log
- I will not download any software or resources from the Internet that can compromise my computer, or are not adequately licensed.
- 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 HIAS 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 young people's 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 the Head Teacher, E-safety Officer, or member of the Senior Leadership Team on request for evidence.
- I understand that failure to comply with this agreement could lead to disciplinary action, verbal or written and could lead to my dismissal and termination of my employment.

Name _____

Signed _____

Role _____

Date _____