



Covingham Park Primary School
Acceptable Use Agreement for Staff, Governors and
Volunteers.

Our vision is to provide every child with an outstanding start to their education which will equip them with the necessary skills to meet future changes and challenges.

Date Written: March 2022

Author: E-safety Committee

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All Staff, Governors and Volunteers within Covingham Park Primary School must be aware of their safeguarding responsibilities when using any online technologies. This includes but is not limited to the internet, email, and social networking sites. All Staff, Governors and Volunteers are asked to sign this agreement so that they provide an example to children and young people for the safe and responsible use of online technologies. This will inform, educate, and protect Staff, Governors and Volunteers so that they feel safeguarded from any potential allegations or inadvertent misuse.

- I know that I must only use the school equipment in an appropriate manner and for professional use.
- I understand that children and young people do not upload images to the internet.
- I know that images should not be inappropriate or reveal any personal information of children.
- I will report accidental misuse.
- I will report any incidents of concern for a child's safety to the headteacher or Designated Safeguarding Lead/Deputy Designated Safeguarding Leads.
- I know who the Safeguarding team is.
- I know that I am putting myself at risk of misinterpretation and allegation should I contact children via personal technologies, including my personal email. I know I should use the school email address and telephones to contact parents.
- I know that I must not use the school system for personal use unless this has been agreed by the headteacher. Regular monitoring of usage is carried out.
- I know that I should complete virus checks on my laptop or any other devices so that I do not inadvertently transfer viruses, especially where I have downloaded resources.
- I will ensure that I follow the Data Protection Act 2018 and have checked I know what this involves.
- I know to keep my password secure, and not to disclose any security information (unless to appropriate personnel).
- I will adhere to copyright and intellectual property rights.
- I will only install hardware and software I have been given permission for.
- I accept that the use of any technology designed to avoid or bypass the school filtering system is forbidden.
- Should I be a member of social networking sites, I will keep my profile secure and will avoid contact with parents, pupils and/or ex pupils related to the school. I understand that any action or comment made by myself that brings the school or colleagues into disrepute or compromises pupil or staff confidentiality will be classed as a disciplinary matter.

I understand that breach of this Acceptable Use Policy (AUP) and/or of the school's full Online Safety Policy may lead to appropriate staff disciplinary action or termination of my relationship with the school and where appropriate, referral to the relevant authorities.

I understand that I am given appropriate access applicable to my role and relationship within the school. If I discover my settings are incorrect, I will inform the school's senior leadership team immediately – I will not deliberately attempt to access content that I do not require.

By signing this document, you confirm that you have read, understood and agreed to the points addressed. I understand that it is my responsibility to ensure I remain up to date and understand the school's most recent online safety/ safeguarding policies. I understand that failure to comply with this agreement could lead to disciplinary action

Name:

Signed:

Date: