

# Acceptable Use Agreement for Staff

1. I have read, understand and agree to abide by Little Eaton Primary School's  
Acceptable Use Policy  
Online Safety Policy  
Social Media Policy  
Data Protection Policy  
Bring Your Own Device (BYOD) Policy

## [Data Protection & GDPR | Little Eaton Primary School](#)

2. I will follow Keeping Children Safe in Education (KCSIE) guidance and I have read the sections on handling incidents and concerns about a child in general, sexting, upskirting, bullying, sexual violence and harassment, misuse of technology, and social media.
3. I will conduct myself in a professional manner and be professionally dressed at all times, even when conducting virtual / remote lessons and/or meetings. I will log any issues or concerns if anything inappropriate happens during live / online lessons to safeguard myself and pupils.
4. I understand that it is my responsibility to support the safeguarding of pupils and other staff and I will report any actions or behaviour which I believe is inappropriate, or could lead to individuals being placed at risk, to **Paul Schumann, Headteacher**, without delay.
5. I will not contact or attempt to contact any pupil in any way other than school-approved and school-monitored ways. Please advise the headteacher if you are socially connected to pupils as a relative.
6. I will communicate with others in a professional manner. I will not use aggressive or inappropriate language and I will respect others who may have differing opinions.
7. I will never use school devices and networks / internet / platforms / other technologies to browse, access, download or send material that is offensive, extremist, illegal, or in any way inappropriate for an educational setting.
8. I understand the importance of upholding my online reputation, my professional reputation, and that of the school, and I will do nothing to impair either.
9. I will not arrange or attempt to create any remote / virtual meetings, lessons, or similar online communications without the prior knowledge and approval of the school. I will not record or take screenshots of myself or pupils during lessons / meetings, unless the purpose is made clear to all parties and the need has been established and approved by senior staff.
10. I will not store school-related data on personal devices, storage, or cloud platforms.
11. I will not access, attempt to access, store, or share any data which I do not have express permission for. I will check all permissions prior to any uploading or sharing images of others.
12. I will ensure that my data is regularly backed up, in accordance with relevant school / academy policies. This includes backing up data on portable storage devices, if appropriate.

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13. I will only use complex passwords and not use the same password across different platforms / systems. I will protect and never share my credentials. If I suspect a breach I will immediately change passwords and notify **Paul Schumann, Headteacher**.
14. I understand that school systems and users are protected by security, monitoring, and filtering services, and that my use of school devices, systems, and logins on my own devices and at home (regardless of time, location or connection), including encrypted content, can be monitored / captured / viewed by the relevant authorised staff members.
15. I will not attempt to bypass security or monitoring and will look after devices loaned to me.
16. When using my own devices on school premises or accessing school systems / platforms, I will ensure I take appropriate steps to safeguard and secure my device.
17. USB sticks / pen drives will be encrypted and virus checked prior to use when transferring confidential information. (School reports/waves etc to be uploaded to Office 365).
18. I will not disable or cause any damage to school / academy equipment, or the equipment belonging to others. I will report any suspected damage, regardless of the cause, to **Paul Schumann, Headteacher**.
19. In order to protect user information, staff should use 'Extend' screen and not 'Duplicate', when projecting / connecting from devices to whiteboards / additional screens.
20. I will report any suspected security incidents, notifications, or security alerts from antivirus systems, firewalls, or malware protection, promptly, to **Paul Schumann, Headteacher**
21. I will only use safe and appropriately licensed software. I will respect licensing and intellectual property rights / copyright. Where work is protected by copyright, I will not download or distribute copies, including music and videos.
22. I understand that breach of this agreement may lead to appropriate staff disciplinary action or termination of my contract. Where appropriate, there may be a referral to other relevant authorities.

I understand these restrictions apply when accessing a platform or the school network from any device or location (in and out of school) and to the transfer of personal data (digital or paper based).

**Signature:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Role:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I approve this user to be allocated credentials for school systems as relevant to their role.

**Signature:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Role:** \_\_\_\_\_ **Date:** \_\_\_\_\_