



# Heathfield Schools' Partnership

Cobbett Road - Twickenham - Middlesex - TW2 6EN

[www.heathfieldschoolspartnership.org](http://www.heathfieldschoolspartnership.org)

**EXECUTIVE HEADTEACHER – Mr Paul Clayton**

Nursery and Infant School

Tel: 020 8894 4074

Email: [info@heathfield-inf.richmond.sch.uk](mailto:info@heathfield-inf.richmond.sch.uk)

Junior School

Tel: 020 8894 3525

Email: [info@heathfield-jun.richmond.sch.uk](mailto:info@heathfield-jun.richmond.sch.uk)

## Acceptable Use Agreement: All Staff, Volunteers and Governors

Covers use of all digital technologies in school: i.e. email, Internet, intranet, network resources, learning platform, software, communication tools, equipment and systems.

- I will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will not reveal my password(s) to anyone.
- I will follow 'good practice' advice in the creation and use of my password. If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school systems.
- I will ensure all documents, data etc., are printed, saved, accessed and deleted / shredded in accordance with the school's network and data security policy.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved email system for any school business.  
This is currently: LGfL StaffMail.
- I will only use the approved LGfL StaffMail, and USO-FX for secure data with pupils or parents/carers, and only communicate with them on appropriate school 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 or equipment failure to the Executive Headteacher or his representative.
- I will not download any software or resources from the Internet that can compromise the network or might allow me to bypass the filtering and security system or are not adequately licensed.
- I will check copyright and not publish or distribute any work including images, music and videos, that is protected by copyright without seeking the author's permission.
- I will not connect any device (including USB flash drive), to the network that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's Sophos anti-virus software.
- I will only use school approved equipment for any storage, editing or transfer of digital images / videos and ensure I only save photographs and videos of children and staff on the appropriate drive within school.
- I will follow the school's policy on use of mobile phones / devices at school and only use in staff areas.
- 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 will not share my social media profiles with pupils (personal profiles on social media sites, should avoid using full names, as pupils may be able to find them. Staff should consider using a first and middle name instead, and set public profiles to private).
- I will ensure, where used, I know how to use any social networking sites / tools securely, so as not to compromise my professional role.



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- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any “significant personal use” as defined by HM Revenue & Customs.
- I will only access school resources remotely (such as from home) using the LGfL / school approved system and follow e-security protocols to interact with them.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school 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 pupil information, held within the school'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.
- I will alert one of Heathfield Schools' Partnerships' Safeguarding team - Nikki Allman or Nikki Dufosee if I feel the behaviour of any child may be a cause for concern.
- I understand that it is my duty to support a whole-school safeguarding approach and will report any behaviour (of other staff or pupils), which I believe may be inappropriate or concerning in any way, to Nikki Allman, Nikki Dufosee or the Headteacher at the school.
- I understand that all Internet and network traffic / usage can be logged and this information can be made available to the Executive Headteacher on their request. This includes, but is not exclusive to: the right to monitor emails and internet use on the school IT system.
- I understand that Internet encrypted content (via the https protocol), may be scanned for security and/or safeguarding purposes.
- *Staff that have a teaching role only:* I will embed the school's e-safety / digital literacy curriculum into my teaching.



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## Acceptable Use Policy (AUP): Agreement Form

### All Staff, Volunteers, Governors

#### User Signature

I agree to abide by all the points above.

I understand that I have a responsibility for my own and others e-safeguarding and I undertake to be a 'safe and responsible digital technologies user'.

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

I understand that failure to comply with this agreement could lead to disciplinary action.

Signature ..... Date.....

Full Name ..... (printed)

Job title / Role .....

#### Authorised Signature (Head Teacher / Deputy)

I approve this user to be set-up on the school systems relevant to their role

Signature 

Date .....

Full Name..... PAUL CLAYTON ..... (printed)