Staff / Volunteer and Governors Acceptable Use Policy

What is an AUP?
We ask all children, young people and adults involved in the life of Gillespie Primary School to sign an Acceptable Use Policy (AUP), which outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).
This AUP is reviewed annually.

Why do we need an AUP?
All staff, governors and volunteers have particular legal/professional obligations and it is imperative that all parties understand that online safety is part of safeguarding as well as part of the curriculum. Responsibility for upholding the school's approaches, strategy and policy as detailed in the full Online Safety Policy, lies with all staff, volunteers and governors. The policy can be read on the school website at: https://www.gillespie.islington.sch.uk

If you have any questions about this AUP or our approach to online safety, please speak to Sara Wright our school business manager or email her at: swright@gillespie.islington.sch.uk

What am I agreeing to?
1.   I have read and understood Gillespie Primary School's full Online Safety policy and agree to uphold the approaches outlined there, both for my behaviour as an adult and enforcing the rules for pupils. I will report any breaches or suspicions (by adults or children) in line with the policy without delay.
2.   I understand it is my duty to support a whole-school safeguarding approach and will report any behaviour which I believe may be inappropriate or concerning to the Designated Safeguarding Lead or his deputies.
        Designated Safeguarding Lead – Mark Owen, Head teacher
        Deputy Safeguarding Lead - Katrina Moses, Deputy Head
        Deputy Safeguarding Lead – Lyn Jones, Assistant Head
3.   I understand the responsibilities listed for my role in the school's Online Safety policy and agree to abide by these.
4.   I understand that I am a role model and will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including on social media: not sharing other's images or details without permission and refraining from posting negative, threatening or violent comments about others.
5.   I will not contact or attempt to contact any pupil or to access their contact details (including their usernames/handles on different platforms) in any way other than school-approved and school-monitored ways, which are detailed in the school's Online Safety Policy. I will report any breach of this by others or attempts by pupils to do the same.
6.   Details on social media behaviour, the general capture of digital images/video and on my use of personal devices is stated in the full Online Safety Policy section 6 - Equipment and

Digital Content. If I am not sure if I am allowed to do something in or related to school, I will not do it.

7. I understand the importance of upholding my online reputation, that of the school and of the teaching profession, and I will do nothing to impair either.

8. I understand that school systems and users are protected by security, monitoring and filtering services, so my use of school devices (regardless of time, location or internet connection) and networks/platforms/internet/other technologies, including encrypted content, may be monitored/captured/viewed by these systems and/or relevant/authorised staff members.

9. I agree to adhere to all provisions of the school Data Protection Policy (available online at https://www.gillespie.islington.sch.uk) at all times, whether or not I am on site. When using a school device, platform or network, I will ensure I do not access, attempt to access, store or share any data which I do not have express permission for. I will protect my passwords/logins and other access, never share credentials and immediately change passwords and notify Sara Wright if I suspect a breach. I will not store school-related data on personal devices, storage or cloud platforms. USB keys, where allowed, will be encrypted, and I will only use safe and appropriately licensed software, respecting licensing, intellectual property and copyright rules at all times.

10. I will use school devices and networks/internet/platforms/other technologies for school business and I will never use these to access material that is illegal or in any way inappropriate for an education setting. I will not attempt to bypass security or monitoring. I will look after devices loaned to me, and will notify the school of "significant personal use" as defined by HM Revenue & Customs.

11. I will not support or promote extremist organisations, messages or individuals, nor give them a voice or opportunity to visit the school. I will not browse, download or send material that is considered offensive or of an extremist nature.

12. I will follow the guidance in the Online Safety Policy for reporting incidents but also any concerns I might think are important – I understand the principle of 'safeguarding as a jigsaw' where my concern might complete the picture, but only if I tell somebody. I have read the sections on handling incidents and concerns about a child in general, sexting, bullying, grooming and harassment, misuse of technology and social media.

13. I understand that breach of this 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.

To be completed by the user

I have read, understood and agreed to this policy. I understand that it is my responsibility to ensure I remain up to date and read 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.

Signature: _____

Name: _____

Role: _____

Date: _____