



# Acceptable Use Policy (AUP) for **Adults**



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Issued by: Yvonne Bishop



# Acceptable Use Policy (AUP) for Adults

To ensure all staff at Castilion Primary School are aware of their professional responsibilities when using digital technology i.e. e-mail, internet, social media and network resources. They must read and sign the following Acceptable use policy. (For further information and clarification on these matters, please consult the school's on-line safety policy)

1. I agree to use the internet appropriately and only for professional purposes.
2. I will not use social networking sites during school hours
3. I will endeavour to keep all passwords and personal information safe and confidential
4. I will only use my school email account for professional purposes
5. 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
6. I will follow the school's on-line Safety Policy on use of mobile phones
7. I will only use school approved equipment for taking photographs/videos and for any storage, editing or transfer of digital images/videos and only save photographs on the school network drive.
8. I will promote on-line safety with the children as part of teaching the computing curriculum in my class and try to ensure that they develop a responsible attitude towards digital technology
9. I agree to follow school data security protocols. Confidential data must be protected by encryption and can only be transported from one location to another via the office and with approval of the Principal.

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**I have read, understood and agreed to this policy.**

**Signature of staff member:** \_\_\_\_\_

**Name of staff member:** \_\_\_\_\_

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

