



Edinburgh Primary School

Staff ICT User Acceptance Form - September 2026

This agreement covers the use of all digital technologies in school: i.e. email, Internet, network resources, learning platform, software, communication tools, equipment and systems. Before using the school's ICT network, you must read and agree to the statements below:

- I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head teacher, Senior Leadership Team and Governing Body.
- I will not reveal my password(s) to anyone.
- I will follow the guidance of the school's data protection policy 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 log-ins and passwords - if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access email / Internet / network, or other school / LA systems.
- I will ensure all documents, data etc., are saved, accessed and deleted in accordance with the school's network protocols, adhering to the Data Protection Policy at all times.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved, secure email system(s) for any school business.
(This is currently: LGFL Staff mail)
- I will only use the approved *email system (London Mail/ TrustMail), Learning Platform (Google Apps for Education) and school approved communication systems (including the school blogs)* with pupils or parents/carers, and only communicate with them on appropriate school business.
- I will only use the approved school email; school Learning Platform or other school approved communication systems 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 or pupils.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to a member of SLT.
- I will not download any software or resources from the Internet that can compromise the network, 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 *recommended anti-virus and other ICT 'defence' systems*. I am aware that the school provides free anti-virus for use at home – Sophos - as part of LGFL.
- I will not use personal digital cameras or camera phones or digital devices for taking, editing and transferring images or videos of pupils or staff and will not store any such images or videos at home.
- I will follow the school's policy on use of mobile phones and *only use when out of pupil view*.
- 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 *staff-only drive within school (T drive)*. Photos will be stored in the 'photos' folder.
- I will abide by the school policy which explicitly prohibits generating or requesting sexualised imagery of others, including "nudity" tools.
- I will use the school's Learning Platform in accordance with school protocols.

- 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 ensure, where used, I know how to use any social networking sites / tools securely, so as not to compromise my professional role.
- I agree and accept that any computer, laptop or tablet device 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 access school resources remotely (such as from home) [depending on role] only through the LGfL / school approved methods and follow e-security protocols to access and interact with those materials.
- 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 the school's named Safeguarding officer / relevant senior member of staff if I feel the behaviour of any child I teach may be a cause for concern.
- I understand that all Internet usage / and network usage can be logged and this information could be made available to the Senior Leadership team on request.
- 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 a senior member of staff / named Safeguarding lead at the school.
- I understand that Internet encrypted content may be scanned for security and/or safeguarding purposes.
- *I will only use any LA system I have access to in accordance with their policies.*
- *Staff that have a teaching role only:* I will embed the school's on-line safety / digital literacy curriculum into my teaching.

I understand that failure to comply with this agreement could lead to disciplinary action. This user acceptance policy is based on the school's Computing, ICT and E-Safety Policy. A copy of the policy is available to read on the school's ICT network.

Changes:

As technology is ever changing, it may be necessary to update and modify this policy before the next annual review (September 2027). If changes need to be made, all staff users will be emailed a revised copy highlighting the amendments and a copy will be displayed in the staff room.

Staff Acceptable Use Policy

I agree to abide by all the points above.

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 wish to have an email account, I will regularly access my emails and respond at least weekly; and have relevant access to the school's ICT network

Position:

Signature: Date