**06.9b**

**STAFF AGREEMENT**

All staff using the system will adhere to a Staff Agreement where they shall agree:

•  To only use devices supplied by the setting for their intended use and in line with their role as an employee of Gilah Nursery

•  Not to download any images or information to personal computers or hand-held electronic devices.

•  Not to use devices for personal use.

•  Not allow family members to use devices.

•  Not to share the information stored with anyone other than the Head teacher and EYFS staff.

•  To ensure that the login details remain confidential to themselves.

•  To ensure they are logged out when not in use.

Signature of Staff Member in agreement to the statements above.

Print Name: ................................................................................
Sign Name: ................................................................................
Date: ..................................................................................