



STAFF/VOLUNTEERS ACCEPTABLE USE AGREEMENT

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

For my professional and personal safety:

- I understand that the school may monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, etc.) out of school, and to the transfer of personal data (digital or paper based) out of school
- I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the Federation.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

I will be professional in my communications and actions when using technology:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the Federation's policy on the use of digital/video images. I will not use my personal equipment to record these images, unless I have permission to do so. The images must be deleted from devices prior to leaving the premises on the date they were taken. Where these images are published (e.g. on the school website) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites in accordance with the Federation's policies.
- I will only communicate with pupils and parents/carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any online activity that may compromise my professional responsibilities.

The Federation and the Local Authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the schools:

- When I use my mobile devices (laptops/tablets/mobile phones/USB devices etc.) in school, I will follow the rules set out in this agreement, in the same way as if I was using *school* equipment. I will also follow any additional rules set by the Federation about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will ensure that my data is regularly backed up, in accordance with relevant Federation policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.

Fairlawn and Haseltine Federation – Acceptable Use Agreement (Staff/Volunteers)

- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in Federation policies.
- I will not deliberately disable or cause any damage to school equipment, or the equipment belonging to others. I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the Federation’s Data Protection Policy. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper-based, protected and restricted data must be held in lockable storage.
- I understand that any staff or pupil data to which I have access will be kept private and confidential (except when it is deemed necessary that I am required by law or by Federation policy to disclose such information to an appropriate authority).

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use or make reference to the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

When using mobile technologies in school:

- personal use of mobile devices or technologies is restricted to non-contact time and away from the children
- educational use of mobile technologies should be conducted using school equipment, unless prior permission has been granted.

I understand that this agreement applies to:

- The use of school technology equipment in school,
- The use of school systems and equipment off the premises
- The use of personal equipment on the premises

I understand that if I fail to comply with this Acceptable Use Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and/or the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understood the above in addition to the Online Safety Policy.

Staff/Volunteer Name:

Signed:

Date: