

Appendix 1: Staff and Volunteer (including Governors) Acceptable Use Agreement

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside.¹ The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure that:

- staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use
- the school's ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- staff are protected from potential risk in their use of ICT in their everyday work and when using social networking sites both at work and at home.

The school will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for students learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Agreement

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

For my professional and personal safety, I understand that:

- the school will monitor my use of the ICT systems, email and other digital communications
- the rules set out in this agreement also apply to use of school ICT systems (e.g. laptops, email, VLE, etc.) outside the school
- the school ICT 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 school.

¹ All references to academies and colleges in the template on which this agreement is based have been removed and the term 'school' is used throughout.

I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.

If my username or password is compromised or becomes known by another, it is my responsibility to report the incident to the IT provider to ensure any content is protected.

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 school ICT systems.

I will not access, copy, remove or otherwise alter any other user's files without their express permission.

I will ensure that when I take or publish images of others, I will do so with their permission and in accordance with the school's policy on the use of images. I will not use my personal equipment to record these images, unless I have permission to do so. 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. The school and, where necessary, the local authority have the responsibility to provide safe and secure access to technologies.

When I use any personal device in school, I will follow the rules set out in this agreement, in the same way as if I were using school equipment. I will also follow any additional rules set by the school 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 attachments to emails, unless the source is known and trusted, 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 school policies.

I will not try to upload, download or access any materials that are illegal (e.g. 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 or security systems in place to prevent access to such materials.

I will not 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 school or local authority's Personal Data Policy. Where personal data is transferred outside the secure school network, it must be encrypted.

I understand that data protection policy requires 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 school policy to disclose such information to an appropriate authority.

When using the internet in my professional capacity or for personal use sanctioned by the school, I will ensure that I have permission to use 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.

I understand that:

- I am responsible for my actions in and out of school
- this Acceptable Use Agreement applies not only to my work and use of school ICT equipment in the school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in the school or in situations related to my employment by the school
- if I fail to comply with this Acceptable Use Agreement, I could be subject to disciplinary action. This could be a warning, suspension, referral to governors or the local authority and, in the event of illegal activities, the involvement of the police.

I have read and understand the above and agree to use the school ICT systems, both in and out of the school, and my own devices in the school and when carrying out communications related to the school within these guidelines.

Staff or volunteer name:

Signed:

Date: