

Acceptable Use Agreement

Staff, Governors and Volunteers (including placement students)

This agreement covers the use of digital technologies across all REACH2 schools including email, internet, shared network drives, network resources, all software, electronic equipment and all systems.

By signing this agreement, you are confirming that:

- I will only use Trust digital technology resources and systems for professional purposes.
- I will not reveal my password(s) to anyone.
- I will follow 'best practice' advice in the creation and use of my password(s). If my password is compromised, I will ensure I change it.
- I will not use anyone else's password, nor seek to discover it. If a colleague does reveal it to me, I will advise them to change it.
- I will not allow unauthorised individuals to access any of REACH2 or school systems.
- I will ensure all documents and digital resources are saved, accessed and deleted in accordance with the Trust network, data security and confidentiality protocols.
- I will not engage in any online activity that compromises my professional responsibilities, school handbook guidance or professional boundaries.
- My personal online communication tools, including mobile phones, will not be used with service users and I will not communicate or 'befriend' any service user using these methods, even if they have recently left or no longer use the service.
- I will use the approved email system for all email communication related to my work and will not use any personal email accounts.
- I will not browse, download or send material that could be considered offensive to colleagues or others.
- I will report any accidental access to, or receipt of, inappropriate materials or filtering breach to the Trust Data Protection Officer.
- I will not download any software or resources that may compromise the network, that breach a user's copyright or is not correctly licenced.
- I will not publish or distribute work that is protected by copyright.
- I will not connect a computer, laptop, notebook or other electronic device (including USB flash drive) to the network that does not have up-to-date anti-virus software.
- I will not use a personal digital camera or camera phone for taking and transferring images of children/young people or staff/volunteers without written permission, and if permission is granted I will use those images only for their intended purpose.
- I will ensure that any personal social networking sites/blogs, Twitter, Instagram accounts etc., that I create or actively contribute to, are separate from my professional role.
- I will follow Trust data security protocols when using confidential data at any location.
- I will access Trust resources remotely (such as from home) only through approved methods and follow e-security protocols to access and interact with those resources.

I understand that:

- It is my responsibility to ensure that my use of social networking sites/blogs, etc., does not compromise my professional role, and I will ensure that my privacy settings are appropriate.
- Any computer, laptop or electronic device loaned to me by the Trust or Academy is provided solely for professional use.
- Any confidential data that I transport from one location to another will be protected by encryption.
- Any information seen by me, linked to service users 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, e.g. Children's Social Care and/or the police.

- It is my duty to support a whole organisation safeguarding approach and I will alert the schools named designated safeguarding lead /relevant senior member of staff if the behaviour of any service user or member of staff/volunteer may be inappropriate or a cause for concern.
- It is my responsibility to ensure that I remain up-to-date, read and understand the online safety policies.
- all internet/network usage can be logged and this information can be made available to my linemanager on request.
- failure to comply with any aspect of this agreement could lead to disciplinary action.

I wish to have a network account; an email account; and be connected to all systems that are relevant to my post and I agree to abide by this Acceptable Use Agreement at all times.

Full name: _____ **(printed)**
Academy/Central Team: Summerside Primary Academy
Job title:
Date:
Signature:

For Office Use Only (to be completed by the line manager)
I approve this user to be set-up on REACH2 Academy Trust systems.

Full name: Nadine Lewis / Charlotte Trew / Adrian Sandu (please delete)
Job title: Headteacher / Deputy Headteacher / School Business manager
Date:
Signature: