



STAFF AND VOLUNTEER ACCEPTABLE USE OF ICT AGREEMENT

Acceptable Use Agreement

As a member of staff at the Wessex Learning Trust, I understand that I must use Trust 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 to students 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 educate the young people in my care in the safe use of ICT and embed e-safety in my work.

For my professional and personal safety:

- I understand that the Trust will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of Trust ICT systems (e.g. laptops, email, VLE etc) used off site.
- I understand that the Trust 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 Trust.
- 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 am responsible for changing my password annually. That the password should be a minimum of 8 characters and should include upper case characters, lower case characters, numbers and special characters. The password should not include proper names.
- I understand that I am responsible for ensuring the confidentiality of privileged information. I understand that I should take reasonable steps to prevent unauthorised access to this information. I should lock my workstation when it is unattended, and not project, display or store sensitive information on unencrypted memory sticks.
- I will immediately report any illegal, inappropriate or harmful material or incident to the appropriate person.
- I will model the behaviour expected of students when accessing the Internet.
- I understand that when using social networking sites I will not divulge any personal details.
- I will keep liquids a safe distance from computers and accessories.

I will be professional in my communications and actions when using Academy ICT systems:

- 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. I appreciate that others may have different opinions.
- I will ensure that when I use or publish images of others I will do so with their permission and in accordance with the Trust's policy on the use of digital / video images.
- I will only use chat and social networking sites in the Trust in accordance with the Academy's policies.
- I will only communicate with students and parents using official Academy 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. As such I am aware of the professional risk of using personal email addresses/ mobile phones/ social networking sites for such communications.
- I will not accept students as friends on Social Networking Sites and will be very careful about accepting ex-students.

The Trust has a responsibility to provide safe and secure access to technologies and ensure the smooth running of the Trust:

- When I use my personal hand-held/external devices (PDAs/ laptops/ mobile phones/ USB drives etc) in the Trust, I will follow the rules set out in this agreement, in the same way as if I was using Trust equipment. I will ensure that any such devices are protected by up-to-date anti-virus software and are free from viruses.
- I understand that official Academy email accounts should always be used to communicate with stakeholders and that personal email accounts should not be used to communicate with parents and students.
- 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 programs.
- I understand that data may become corrupt, infected or accidentally wiped. I will, therefore, back-up data that is not backed-up by the Trust.
- 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 programs or software that might allow me to bypass the filtering/ security systems in-place to prevent access to such materials.
- 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 programs of any type on a machine, or store programs on a computer, nor will I try to alter computer settings, unless permission has been obtained from the Trust IT Manager.
- I will not disable or cause any damage to Trust equipment, or the equipment belonging to others.
- I understand that our data protection policy requires that any staff or student 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 Trust policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

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

- 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 Academy:

- I understand that this Acceptable Use Policy applies not only to my work and use of Trust ICT equipment in the trust/school, but also applies to my use of Trust ICT systems and equipment out of the Trust/school and my use of personal equipment in the Trust/school or in situations related to my employment by the Trust.
- I understand that if I fail to comply with this Acceptable Use Agreement, I could be subject to disciplinary action and in the event of illegal activities the involvement of the police.

I, the undersigned, note the above and agree to all of the terms as stated in my use of ICT during my time of employment at the Wessex learning Trust:

Staff Name:

Signature:

Date: