

St Mark's Church of England Academy

Acceptable Use Agreement

(E-Safety)

Contents

Staff, Visitor, Contractor Acceptable Use Agreement	3
User Signature.....	6
Signature Date.....	6
Authorised Signature (Head Teacher / Senior Leadership)	6
Signature Date.....	6
Pupil Online Acceptable Use Agreement.....	7

Source/Author	LGfL	Target group	All employees, consultants, volunteers & students
Owner	Dionne Jude	Next review due	September 2018
Issued	September 2017		

Staff, Visitor, Contractor Acceptable Use Agreement

Covers use of all digital technologies while in school: i.e. **email, internet, intranet, network resources**, learning platform, software, communication tools, social networking tools, school website, apps **and other relevant digital systems provided by the school or school umbrella body (Local Authority, Academy, Free School Trust, etc.)**.

Also covers school equipment when used outside of school, use of online systems provided by the school or school umbrella body when accessed from outside school, and posts on social media made from outside school premises/hours which reference the school or which might bring your professional status into disrepute.

St Mark's CofE Academy regularly reviews and updates all AUP documents to ensure that they are consistent with the school Online Safety Policy.

These rules will help to keep everyone safe and to be fair to others. Please note that school systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. Your behaviour online when in school and on all school devices whether in school or otherwise may therefore be subject to monitoring.

- I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will not reveal my password(s) to anyone.
- I will follow 'good practice' advice in the creation and use of my password and change my passwords regularly. If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access email / internet / intranet / network / social networks / mobile apps / or any other system I have access to via the school or school umbrella.
- I will ensure all documents, data, etc. are printed, saved, accessed and deleted / shredded in accordance with the school's network and data security protocols.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved email system(s) for any school business.

- I will only use the approved method/s of communicating with pupils or parents/carers: Email, telephone, letter authorised school software such as Showmyhomework and only communicate with them in a professional manner and on appropriate school business.
- I will not support or promote extremist organisations, messages or individuals.
- I will not give a voice or opportunity to extremist visitors with extremist views.
- I will not browse, download or send material that is considered offensive or of an extremist nature by the school.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach or equipment failure to the appropriate line manager / school named contact Dionne Jude, Designated Safeguarding Officer.
- I will not download any software or resources from the internet that can compromise the network or might allow me to bypass the filtering and security system or are not adequately licensed.
- I will check copyright and not publish or distribute any work including images, music and videos, that is protected by copyright without seeking the author's permission.
- I will not connect any device (including USB flash drive), to the network that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's *recommended anti-virus and other ICT 'defence' systems*.
- I will not use personal digital cameras or camera phones or digital devices for taking, editing and transferring images or videos of pupils or staff and will not store any such images or videos at home or on any personal devices.
- I will follow the school's policy on use of mobile phones / devices at school and will not take into classrooms, student areas and only use in designated staff only areas.
- I will only use school approved equipment for any storage, editing or transfer of digital images / videos and ensure I only save photographs and videos of children and staff on the *appropriate system or staff-only drive within school*.
- I will only I take or publish images of staff and students with their permission and in accordance with the school's policy on the use of digital / video images. Images published on the school website, online learning environment etc. will not identify students by name, or other personal information.
- I will use the school's Learning Platform or online cloud storage service in accordance with school protocols.
- I will ensure that any private social networking sites / blogs, etc. that I create or actively contribute to are not confused with my professional role.
- I will ensure, where used, I know how to use any social networking sites / tools securely, so as not to compromise my professional role.

- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue & Customs.
- I will only access school resources remotely (such as from home) using the *LGfL / school approved system* and follow e-security protocols to interact with them.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, 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.
- I am aware that under the provisions of the GDPR (General Data Protection Regulation), my school and I have extended responsibilities regarding the creation, use, storage and deletion of data, and I will not store any pupil data that is not in line with the school's data policy and adequately protected. The school's data protection officer must be aware of all data storage.
- I understand it is my duty to support a whole-school safeguarding approach and will report any behaviour of other staff or pupils, which I believe may be inappropriate or concerning in any way, to the relevant Designated Safeguarding Lead, Dionne Jude.
- I understand that all internet and network traffic / usage can be logged and this information can be made available *to the Head / Safeguarding Lead* on their request.
- I understand that internet encrypted content (via the https protocol), may be scanned for security and/or safeguarding purposes.
- I understand that I have a responsibility to uphold the standing of the teaching profession and of the school, and that my digital behaviour can influence this.
- *Staff that have a teaching role only:* I will embed the school's online safety / digital literacy / counter extremism curriculum into my teaching.

User Signature

I agree to abide by all the points above.

I understand that I have a responsibility for my own and others' e-safeguarding and I undertake to be a 'safe and responsible digital technologies user'.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent online safety / safeguarding policies.

I understand that failure to comply with this agreement could lead to disciplinary action.

SignatureDate.....

Full Name (printed)

Job title / Role

Authorised Signature (Head Teacher / Senior Leadership)

I approve this user to be set-up on the school systems relevant to their role

Signature Date

Full Name (printed)

Pupil Online Acceptable Use Agreement

St Mark's Academy regularly reviews and updates all Acceptable Use documents to ensure that they are consistent with the school E-Safety and Safeguarding Policies, which can be found on the school website. These rules will help to keep everyone safe and to be fair to others. School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies.

1. I will be a responsible user and stay safe when using the internet and other digital technology at school.
2. I will ensure that my online activity or use of mobile technology, in school or outside, will not cause my school, the staff, students or others distress or bring the school into disrepute.
3. I will only use the school's internet and any device I may be using in school for appropriate school activities and learning, unless I have express permission to carry out recreational activities, e.g. in a lunchtime club or after school.
4. I understand that all internet and device use in school may be subject to filtering and monitoring; I understand that all school-owned devices used outside of school may also be subject to filtering and monitoring, and should be used as if I am in school.
5. I will keep my logins, IDs and passwords secret and change my password regularly. If I think someone knows one of my passwords, I will change it.
6. I will not bring files into school or download files that can harm the school network or be used to bypass school security.
7. I will only edit or delete my own files and not (even try to) view, change or delete other people's files or user areas without their permission.
8. I will use the internet, games and apps responsibly; I will not use any that are inappropriate for the school, my age or learning activities, including sites which encourage hate or discriminating against others.

9. I understand that websites, blogs, videos and other online information can be biased and misleading, so I need to check sources.
10. I understand that cyberbullying is unacceptable, and will not use technology to bully, impersonate, harass, threaten, make fun of or upset anyone, at school or outside.
11. I will not browse, download, upload, post, retweet or forward material that could be considered offensive, harmful or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
12. I am aware that some websites, games, online shopping, file sharing and social networks have age restrictions and I should respect this.
13. I will only e-mail or contact people as part of learning activities.
14. The messages I send, or information I upload, will always be polite and sensible. I understand that all messages I send reflect on me and the school.
15. I will be careful when opening files and attachments, checking for viruses etc. If I am unsure I will never open a file, hyperlink or any other attachment.
16. When using the internet, I will not download copyright-protected material (text, music, video etc.)
17. I will not share my or others' personal information that can be used to identify me, my family or my friends on any online space, unless a trusted adult has given permission or reviewed the site.
18. Live streaming can be fun but I always check my privacy settings and if I rarely (or preferably never) do anything that everyone on the internet can see. If I live stream, I tell a trusted adult about it.
19. I will never arrange to meet someone I have only ever previously met on the internet or by e-mail or in a chat room, unless I take a trusted adult with me.

20. I will only use my personal devices (mobile phones, USB devices etc) in school if I have been given permission to do so.
21. I will respect my body and other people's – part of that means using positive words about myself and others; it also means not revealing too much on camera and not sharing or posting inappropriate photos.
22. I understand that many apps have geolocation settings (identifying my location or where I made a post or took a photo). I will make sure that I know how to turn geolocation on and off, and not tell the world where I am at all times or make it too easy to find out where I live or go to school.
23. I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk.
24. If I see, watch, read, hear or receive anything I am unhappy with or I receive a message that makes me feel uncomfortable, e.g. bullying, extremist/hateful content, I will not respond to it but I will save it and talk to a trusted adult.
25. I know that I can always say no online and end a chat or block a friend; if I do, it's best to talk to someone about it as well.
26. I know who my trusted adults are at school, home and elsewhere, but if I feel I can't talk to them, I know I can call Childline or click CEOP.

I have read and understand these rules and agree to them.

Full Name: _____ **Signed:** _____

Date: _____