## Appendix 1a – Acceptable Use Agreement pupil (version 1)

This is how we stay safe when we use computers:

* I will ask an adult if I want to use the computer
* I will only use activities if an adult says it is OK.
* I will take care of the computer and other equipment
* I will ask for help from an adult if I am not sure what to do or if I think I have done something wrong.
* I will turn off the monitor and tell an adult if I see something that upsets me on the screen.
* I know that if I break the rules I might not be allowed to use a computer.

I understand these computer rules and will do my best to keep them

|  |  |
| --- | --- |
| My name:  |  |
| Signed (child):  |  |
| OR Parent’s signature: |  |
| Date: |  |

## Appendix 1c - Acceptable Use Agreement – staff & volunteer

Background

Technology has transformed learning, entertainment and communication for individuals and for all organisations that work with young people. However, the use of technology can also bring risks. All users should have an entitlement to safe internet access at all times.

I understand that I must use school 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 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.
* I understand that the rules set out in this agreement also apply to use of school ICT systems (e.g. laptops, email, learning platform) out of the school.
* I understand that 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 in the e-safety policy.
* 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 will immediately report any illegal, inappropriate or harmful material or incident of which I become aware, to the appropriate person.

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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 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 school/academy’s policy on the use of digital images. I will not use my personal equipment to record these images.
* Where images are published (e.g. on the school website / learning platform) I will ensure that it will not be possible to identify by name, or other personal information, those who are featured. (see section A.3.3 of the e-safety policy)
* I will only use chat and social networking sites in school in accordance with the schools policies. (see section A.3.2 of the e-safety policy)
* I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner. (see sections A.3.1 and A.3.2 of the e-safety policy)
* I will not engage in any on-line activity that may compromise my professional responsibilities.

The school *and the local authority* have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

* I will only use my personal mobile ICT devices as agreed in the e-safety policy (see section A.3.1) and then with the same care as if I was using school equipment. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
* I will not use personal email addresses on the school ICT systems except in an emergency (A.3.2).
* 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 (Maintained and subscribing establishments see CIS Schools Systems and Data Security advice).
* I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist or radical (radicalisation) 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.
* 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 school policies.
* I will not disable or cause any damage to school equipment, or the equipment belonging to others.
* I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School/ LA Personal Data Policy. **I understand that where personal data is transferred outside the secure school network, it must be encrypted.**

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* I will not take or access pupil data, or other sensitive school data, off-site without specific approval. If approved to do so, I will take every precaution to ensure the security of the data,
* 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/academy 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 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 school:

* I understand that 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 the school and to my use of personal equipment in the school or in situations related to my employment by the school.
* I understand that if I fail to comply with this Acceptable Use Agreement, I could be subject to disciplinary action. This could involve a warning, a suspension, referral to Governors and/or the Local Authority and/or other relevant bodies including, in the event of illegal activities, the involvement of the police (see section A.2.6).

**I have read and understand the above and agree to use the school ICT systems (both in and out of the school) within these guidelines.**

|  |  |
| --- | --- |
| Staff / volunteer Name:  |  |
| Signed:  |  |
| Date:  |  |

## Appendix 1d - Acceptable Use Agreement and permission forms – parent / carer

Technology has transformed learning, entertainment and communication for individuals and for all organisations that work with young people. However, the use of technology can also bring risks. All users should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure that:

* Young people will be responsible users and stay safe while using ICT (especially the internet).
* School ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
* Parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect them to agree to be responsible users.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of their work.

|  |  |
| --- | --- |
| Child’s name  |  |
| Parent’s name and signature |  |
| Date:  |  |

Permission for my child to use the internet and electronic communication

As the parent / carer of the above pupil(s), I give permission for my son / daughter to have access to the internet and to ICT systems at the school.

I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe and responsible use of ICT – both in and out of the school

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son’s / daughter’s activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Agreement.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child’s e-safety.

|  |  |
| --- | --- |
| Parent’s signature:  |  |
| Date:  |  |