Acceptable Use Agreement: STAFF USE

Document Status

Date of creation/review	Reason for review	Date of next review	Reviewer/Approval Body
Sept 2019 Sept 2020 April 2022 Summer 2023	YEAT Policy Cycle	Summer Term 2025	Trustees SILG FRAR LGB LGB-Finance CEO Headteacher

This agreement is designed to ensure that all members of staff are aware of their professional responsibilities when using any form of technology. Technology relates to ICT systems, hardware, software, internet, email, Learning Platforms, web2 technologies, mobile devices, cameras, laptops and memory devices.

Members of staff:

- Must only use the school's technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body. It is a criminal offence to use an ICT system for uses other than those permitted by its owner.
- Must only use approved, secure school email systems for any school business.
- Must not browse, download or send material that could be considered offensive, and should report any accidental access of inappropriate materials to their line manager.
- Have a duty to protect their passwords and personal network and Learning Platform logins and should log off the network and Learning Platform when leaving a workstation unattended. Any attempts to access, corrupt or destroy other users' data, or compromise the privacy of others in any way, using any technology, is unacceptable.
- Must not install any software or hardware without permission from a technician or the ICT coordinator.
- Are not permitted to use personal portable media for storage of school related data/images (e.g. USB stick) without the express permission of the Headteacher.
- Should ensure that personal data (such as data held on Bromcom) is kept secure and is used appropriately, whether in school, taken off school premises, or accessed remotely. Personal data can only be taken out of school when authorised by the Headteacher or Governing Body.
- Are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils, including when on external trips/visits. With the written consent of parents (on behalf of parents) and staff, the school permits the appropriate taking of images by staff and pupils with school equipment. Digital images are easy to capture, reproduce and publish and, therefore, misused.
- Should ensure that their use of web 2 technologies, including social networking sites, such as Facebook, Twitter, Bebo, and Myspace, does not question or bring their professional role into disrepute. Members of staff:
  - Are advised to consider, and set appropriately, their privacy settings on such sites.

- Should consider the appropriateness of images and material posted. Once posted online, a message, photo or video clip can be freely copied, manipulated and circulated and will potentially exist forever.
- Should not communicate with pupils, in relation to either school or non-school business, via web 2 technologies. Members of staff should only communicate with pupils using the appropriate LA/Academy learning platforms or other systems approved by the Headteacher.

- Are not permitted to contact or communicate with pupils, parents or conduct school business using personal email addresses or telephones, without specific permission from the Headteacher.
- Should not give out their own personal details, such as telephone/mobile number or email address, to pupils.
- Must ensure that all electronic communication with pupils and staff is compatible with their professional role.
- Must promote and model positive use of current and new technologies and e-safety. Members of staff can access information about e-safety from the North Yorkshire Primary ICT room and within the North Yorkshire Learning Platform and from the Learning Network. The e-safety coordinator can also provide information, resources and guidance.
- Must respect and comply with copyright and intellectual property rights.
- Have a responsibility to report any misuses of technology, including the unacceptable conduct of others, to the Headteacher.

User Signature

I agree to follow this user agreement and understand that failure to do so may result in disciplinary proceedings in the line with the School's Disciplinary Procedure.

Signature……………………………………

Date…………………………………

Full Name (Printed)………………………….

Job title………………………………..

YORKSHIRE
Endeavour
academy trust
Ethical | Nurturing | Brave

Acceptable Use Agreement: PUPIL USE

ICT including the internet, e-mail and mobile technologies has become an important part of learning in our school.   We expect all children to be safe and responsible when using any ICT.

The statutory curriculum requires pupils to learn how to locate, retrieve and exchange information using ICT. Consequently, in delivering the curriculum teachers need to plan to integrate the use of ICT and web-based resources including e-mail to enrich learning activities. Effective internet use is an essential life skill.

Access to the school's ICT network and use of ICT facilities owned by the school, including access to the Internet, are conditional on observance of the following Acceptable Use Policy. All staff in school also have to comply with the YEAT acceptable use policy.

Please read and discuss these eSafety rules with your child and return the slip at the bottom of this page.

Pupil Acceptable Use
Agreement / eSafety Rules

- I will only use ICT in school for school purposes.
- I will only use my class logon and password.
- I will only open/delete my own files.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty.
- If I accidentally find anything like this, I will tell my teacher immediately.
- I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community
- I know that my use of ICT can be checked and that my parent/carer contacted if a member of school staff is concerned about my eSafety.

ICT Acceptable use
We have discussed this and …………………………………..........(child's name) agrees to follow the eSafety rules and to support the safe use of ICT at YEAT.

Parent/ Carer Signature …………..…………………………

Class …………………………………

Date ……………………………