



BRIGANTIA
LEARNING TRUST

Creating excellence together

Acceptable Use Agreement

To be reviewed Autumn 2017

Document Control

Any questions regarding this document should be directed to:

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Name	Position	Date
	eSafeguarding Team	September 2015
	eSafeguarding Team	September 2016

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Acceptable Use Agreement

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

These Acceptable Use Agreements are intended to ensure:

- That children and young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

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

All pupils/students and staff are required to sign and date an Acceptable Use Agreement.

A Staff AUA is not intended to unduly limit the ways in which members of staff teach or use ICT, but aims to ensure that the school and all members of staff comply with the appropriate legal responsibilities, the reputation of the school is maintained and the safety of all users is ensured. Members of staff are entitled to seek their own legal advice on this matter before signing the AUA.

In order to protect staff members it is essential to have an AUP and AUA in place which have been viewed and understood. All employees (including teaching and non-teaching staff) must be aware of the school rules for use of information systems and professional conduct online whether on or off site. Misuse of ICT systems and other professional misconduct rules for employees (whether from Sheffield City Council or other professional bodies) are specific and instances resulting in disciplinary procedures or staff dismissal have occurred.

Keeping safe technology rules

Think before you Click



We only use the internet when an adult is with us

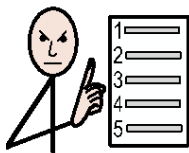


We always ask an adult for help if we get lost on the internet

We take care of devices and tell an adult if something goes wrong



We always tell an adult if we see something that upsets or frightens us on the screen.



We know that if we break the rules our parents will be told and we might not be allowed to use a device for a while.

Name:.....

Date:

Keeping safe technology rules

Anything I do on the computer may be seen by someone else.

These rules will help to keep everyone safe and help us to be fair to others.



I will keep my passwords secret.

I will only click on icons and links when I know they are safe



If I see something I don't like on a screen, I will always tell an adult



I will not tell anyone about myself online (*this is my name, home or school address, school name etc*).

I will not upload pictures or digital images of myself or others without an adult's permission.



I will only write friendly and polite messages and not reply to upsetting messages

My teacher has explained what these rules mean.

Sign your name to show that you agree to keep these rules.

Name:.....

Date:

Acceptable Use Agreement for KS2

Rules for responsible use of technology

These rules will keep me safe and help me to be fair to others.



- I will keep my logins and passwords secret.
- I will only use the school's computers for schoolwork and homework.
- I will only edit or delete my own files and not look at, or change, other people's files without their permission.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will show a teacher / responsible adult.
- I will not upload inappropriate images, documents or files to my workspace.
- I will not look for or show other people things that may be upsetting.
- I will be responsible, sensible and polite when communicating online or sharing work with others
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family, my friends, or school unless a trusted adult has given permission.
- I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- I will only email or message people I know, or a responsible adult has approved
- I will never arrange to meet someone I have only ever previously met on the Internet, unless my parent/carer has given me permission and I take a responsible adult with me.
- I am aware that some websites and social networks have age restrictions and I should respect this.



Finally...

I understand that if I break the rules there will be consequences of my actions and my parents will be told.

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

I know that my use of ICT can be checked and that my parent/ carer will be contacted if a member of school staff is concerned about my e-safety.

I understand that if I do not follow these rules and other guidance, then I may not be allowed to use the internet or any of the school's computers.

Name: _____

Date: _____

Acceptable Use Agreement for KS3 and KS4

Acceptable Use Agreement – KS3 and KS4

The school has the **responsibility** of providing you with safe, reliable and useful ICT resources that will help you make the most of your learning opportunities. You have a **right** to these resources however with this right come the following **responsibilities**

All online activity will be appropriate to:

- Ensure the safety and security of the school system
- Ensure respect for all members of the community
- Maintain the reputation of the school

I will take responsibility for my own use of all technology made available to me making sure that I use it **safely, responsibly and legally**. In particular this means:

- I will only access computer systems using **my own login and password**, which I will keep secret. I realise that if I attempt to access or delete files that are not my own (hacking) I will be breaking the **Computer Misuse Act 1990**.
- I will not attempt to change any settings or install any software/hardware on equipment or network infrastructure without permission. You should ask permission from a member of staff before downloading files or resources from the Internet.
- I will not attempt to bypass any security, filtering or monitoring systems that may be active on equipment. They are there for your protection and safety. If you feel a legitimate resource is being accidentally blocked you should ask a member of staff to investigate for you.
- I will not connect any personal equipment such as mobile phones, cameras or media players to the school ICT system, or attempt to access the school network from any personal equipment, unless this is part of an educational activity and I have permission from a member of staff.
- I will not use mobile phones, cameras or other electronic devices to take, publish or circulate pictures or videos of anyone unless this is part of an educational activity.
- I will ensure that my work does not break **The Copyright, Design and Patents law**. I will always acknowledge the source of information (words, images etc) I use. I will not copy other people's work and pass it off as my own (plagiarism).
- I will use email/electronic communication responsibly and always be **polite and respectful**. I will only use email systems, chat rooms and other communication methods that are approved by the school. I will never use ICT for bullying or harassing others or in a way that will bring the school into disrepute.
- Any messages I send or posts I make to websites, in or out of school time, should not cause staff, pupils or other users' distress or bring the school community into disrepute.

In addition I understand that:

- Use of the network to knowingly access inappropriate materials such as pornographic, racist or offensive material is forbidden and may constitute a criminal offence. I will report as soon as possible accidental access to such sites. I understand that my report will be confidential and would protect other students and myself.

- I will report to a member of staff immediately, if I encounter any content or communications that is illegal or cause distress to myself or school community.
- Guidelines for safe use of the Internet will be followed and I will report any materials or conduct which I feel is unacceptable.

Finally:

I understand that the school reserves the right to examine or delete any files that may be held on its computer system, to monitor any Internet sites visited and emails exchanged and, if necessary to report anything which may constitute a criminal offence.

I have read and understood the above statements and I agree to comply with Hinde House 3-16 School rules for use of ICT facilities and the internet. I understand that failure to do this could result in the loss of my access rights to these facilities or the internet, along with further sanctions for serious misuse.

Student's Signature: _____

Date: _____

Student's Full Name: _____

Form: _____

Acceptable Use Agreement for Staff

Acceptable Use Agreement - Staff

The Trust has the **responsibility** of providing you with safe, reliable and useful ICT systems including networks, data and data storage, online and offline information communication technologies. You have a **right** to these systems and resources however with this right come the following **responsibilities**

- I will at all times conduct my computer usage professionally, which includes being polite and using the system in a safe, legal and business appropriate manner. Among uses that are considered unacceptable are the following: Using, transmitting, or seeking inappropriate, offensive, pornographic, vulgar, suggestive, obscene, abusive, harassing, threatening, racist, sexist, or defamatory language or materials; Making ethnic, sexual-preference, or gender-related slurs or jokes.
- I will respect copyright, licensing rules and ownership of online resources I use and acknowledge such sources.
- 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's policy on the use of digital/video images. I will not use my personal equipment to record these images, unless I have the permission of the Headteacher to do so.
- I understand that the rules set out in this agreement also apply to use of school ICT systems and equipment (e.g. laptops, email, etc) out of school.

I will take responsibility for my own use of all ICT making sure that I use technology **safely**, **responsibly** and **legally**. In particular this means:

- I will not disclose my credentials or other security information with others. My account will be tailored to the level of access I require, and is for my use only. I will not use another person's credentials to gain unauthorised access to the network.
- I will not attempt to change any settings or install any software on equipment without permission from the technical team.
- I will not attempt to bypass any security, filtering or monitoring systems that may be active on equipment. They are there for your protection and safety. If you feel a legitimate resource is being accidentally blocked you should ask a member of staff to investigate for you.
- I will ensure that any files introduced to Trust systems are free from viruses before use.
- To prevent unauthorised access to systems or data, I will not leave any device connected unattended to the ICT systems and will always logging out or locking my login as appropriate.
- If I use my personal laptop/mobile phone/tablets or USB devices etc as part of the BYOD initiative in school, I will follow the rules set out in this agreement and eSafeguarding policy, in the same way as if I was using school equipment. I will also follow any additional rules set by the Trust about such use. I will ensure that any such devices are protected by up to date antivirus software and are free from viruses prior to use.
- I will make efforts not to use excessive storage of unnecessary files on the network storage areas and as such will not store any personal information on the school computer system that is unrelated to school activities, such as personal photographs, music or video files or financial information.

The Trust provides a number of systems to allow staff to work remotely from school on either personal or Trust devices. As such while using those services I will ensure that:

- I do **not** store sensitive or personal information about staff or students on any portable storage system (such as a USB memory stick, portable hard disk, or personal computer) unless that storage system is password protected and approved for such use by the Head teacher and technical team.
- If I use a personal devices at home for work purposes, I will ensure that any school-related sensitive or personal information is not stored on the device to prohibit access and protect against theft by any non-member of staff. Where I require to access sensitive data, I will make use of Remote Access.
- I am aware of my surroundings when using remote systems and who may have sight of my device. I will ensure that if the device is left unattended that I have locked or logged off.
- I will ensure that portable items such as laptops, digital cameras, or portable projectors) are securely stored in a locked room or cupboard when left unattended.

Use of Communication, Social Networking and online forums

- I will only communicate with pupils and parents/carers by email using the official school administration email address.
- I will be cautious when sending both internal and external mails. The professional standards that apply to internal memos and external letters must be observed for e-mail. E-mail has the same permanence and legal status as written hardcopy (paper) documents and may be subject to disclosure obligations in exactly the same way.
- Any online activity, including messages sent and posts made on websites, and **including activity outside of school**, will not bring my professional role or the name of the school into disrepute (eg information on Twitter, Facebook. My Space).
- I will not allow any pupils or their parents to access personal information I post on a social networking site by...
 - Taking steps not to compromise my or someone else's position
 - Ensuring that personal information is not accessible via a 'Public' setting, but ensure it is set to a 'Friends only' level of visibility.
 - Taking steps to ensure that any person contacting me via a social networking website is who they claim to be, and not an imposter.
- I will ensure no data communicated externally breaches the data protection policy.

Finally:

- I will promote e-Safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.

I understand that the Trust reserves the right to monitor the use of information systems, including Internet access and the interception of e-mails in order to monitor compliance with this Acceptable Use Policy and the School's E-Safety Policy. Where it believes unauthorised and/or inappropriate use of the Trusts information system or unacceptable or inappropriate behaviour may be taking place, the Trust will invoke its disciplinary procedure. If the Trust suspects that the system may be being used for criminal purposes or for storing unlawful text, imagery or sound, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read and understood the above statements and I agree to comply with Brigantia Learning Trust's rules for use of ICT facilities and the internet. I understand that failure to do this could result in the loss of my access rights to these facilities or the internet, along with further sanctions for serious misuse.

Signed: Print Name: Date:

Acceptable Use Agreement for Visitors

Acceptable Use Agreement - Visitors

For use by any adult working in the school for a short period of time.

- I will not attempt to change any settings or install any software on equipment without permission from the technical team.
- I will not attempt to bypass any security, filtering or monitoring systems that may be active on equipment. They are there for your protection and safety. If you feel a legitimate resource is being accidentally blocked you should ask a member of staff to investigate for you.
- I will respect the visitor account provided to me and the access this gives. Should access rights be insufficient, I will ask for rights to be given and will not attempt to breach security or log on as another individual.
- I will take responsibility for my own use of any technologies, making sure that I use them safely, responsibly and legally.
- I will not browse, download/upload or distribute any material that could be considered offensive, illegal or discriminatory.
- I will respect copyright and intellectual property rights.
- I will not take photographs while in the school building.
- I understand that network activities and online communications are monitored, including any personal and private communications made using school systems.
- I will ensure no data communicated externally breaches the data protection policy.

I understand that the Trust reserves the right to monitor the use of information systems, including Internet access and the interception of e-mails in order to monitor compliance with this Acceptable Use Policy and the School's E-Safety Policy. Where it believes unauthorised and/or inappropriate use of the Trusts information system or unacceptable or inappropriate behaviour may be taking place, the Trust will invoke its disciplinary procedure. If the Trust suspects that the system may be being used for criminal purposes or for storing unlawful text, imagery or sound, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read and understood the above statements and I agree to comply with Brigantia Learning Trust's rules for use of ICT facilities and the internet. I understand that failure to do this could result in the loss of my access rights to these facilities or the internet, along with further sanctions for serious misuse.

Signed: Print Name: Date: