



CONNECTED LEARNING

Acceptable Use Agreement for Staff, Governors and Visitors

This agreement applies to all online use and to anything which may be downloaded or printed.

All adults within the school/education setting or other establishments must be aware of their safeguarding responsibilities when using any online technologies such as the internet, email or social networking sites. They are asked to sign this Acceptable Use of Agreement so that they provide an example to children and young people for the safe and responsible use of online technologies. This will educate, inform and protect adults so that they feel safeguarded from any potential allegations or inadvertent misuse themselves.

- I know that I must only use the school/education setting or other establishment equipment in an appropriate manner and for professional uses
- I understand that I need to give permission to children and young people before they can upload images (video or photographs) to the internet or send them via e-mail
- I know that images should not be inappropriate or reveal any personal information of children and young people if uploading to the internet
- I have read the Trust's eSafety Policy and understand the procedures for incidents of misuse so that I can deal effectively with any problems which may arise
- I will report accidental misuse
- I will report any incidents of concern for a child or young person's safety to the Headteacher, Child Protection Officer or CEOP trained designated person in accordance with procedures listed in the Acceptable Use Policy.
- I know who my Child Protection Officer is
- I know that I am putting myself at risk of misinterpretation and allegation should I contact children and young people via personal technologies, including my personal email. I know I should use the school/education setting or other

establishment email address and phones (if provided) and only to a child's school/education setting or other establishment email addresses upon agreed use within the school/education setting or other establishment.

- I know that I must not use the school/education setting or other establishment system for personal use unless this has been agreed by the Headteacher and/or CEOP trained designated person.
- I will ensure that I follow the Data Protection Act 1998 and have checked I know what this involves.
- I will ensure that I keep my password secure and do not disclose any security information unless to appropriate personnel. If I feel someone inappropriate requests my password I will check with the CEOP trained designated person prior to sharing this information.
- I will adhere to copyright and intellectual property rights.
- I will only install hardware and software I have been given permission for.
- I accept that the use of any technology designed to avoid or bypass the school/education setting or other establishment filtering system is forbidden. I understand that intentional violation of this rule may result in disciplinary procedures being initiated.
- I have been given a copy of the E-safety Policy to refer to about all e-safety issues and procedures that I should follow.

I have read, understood and agree with the contents of this Agreement as I know that by following them I have a better understanding of e-safety and my responsibilities to safeguard children and young people when using online technologies.

Signed..... Date.....

Name (printed).....