

# Acceptable Use Policy Agreement Form

## Eastbury School Policy

New technologies have become integral to the lives of people in today's society. 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. Everyone should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure that:

- you will be a responsible user and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- 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 school will try to ensure that all staff will have good access to ICT and will, in return, expect their Staff to agree to be responsible users.

## Acceptable Use Policy Agreement

1. 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.
2. For my own personal safety:
  - I understand that the school will monitor my use of the ICT systems, email and other digital communications.
  - I will treat my username and password securely. I will not share it, nor will I try to use any other person's username and password.
  - I will be aware of "stranger danger", when I am communicating on-line.
  - I will not disclose or share personal information about myself or others when on-line.
  - I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
3. I understand that everyone has equal rights to use technology as a resource and:
  - I understand that the school ICT systems are intended for educational use and that I will not *abuse or excessively* use the systems for personal or recreational use. *If I use the system, for example, for internet shopping and use personal details – I understand that I do this at my own risk.*
  - I will not try 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 use the school ICT systems for on-line gaming, on-line gambling, file sharing or running any type of personal business.
4. I will act as I expect others to act toward me:
  - I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
  - I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
  - I will not take or distribute images of anyone without their permission.
5. I recognize that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:
  - *Permission has been given by the Network Manager use my personal hand held / external devices (mobile phones / USB devices etc) **to access data held on the schools servers** . I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. The Network Manager reserves the right to revoke this should it be deemed necessary i.e. in the event of a virus.*

- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I 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 immediately report any damage or faults involving equipment or software, however this may have happened.
  - I will not open any attachments to emails, unless I know and trust the person or organisation that sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
  - 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.
  - I will not use chat and social networking sites.
6. When using the internet for research or recreation, I recognise that:
- I should 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 try to download copies. (The School does not permit the uploading, downloading or storage of music, videos and images)
  - When I am using the internet to find information, I will check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
7. I understand that I am responsible for my actions, both in and out of school:
- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
  - I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action and in the event of illegal activities, involvement of the police.
- *I understand that **only** the Headteacher has the right to gain access to my school account if he deems it necessary e.g. investigation, illness, system abuse. In the event of absence, passwords will **not** be changed in order that any other staff may access my account .*

**Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement.**

**If you do not sign and return this agreement, access will not be granted to school ICT systems.**

### Staff Acceptable Use Agreement Form

This form relates to the Staff Acceptable Use Policy (AUP), Code of Conduct (IT), Email Usage Policy and E-Safety Policy to which can be found on the Schools Website under Policies and is also available on the schools VLE, copies can be supplied if required from the Network Manager or E-Safety Officer.

Please complete the sections below to show that you have read, understood and agree to the rules included in this document, Staff Acceptable Use Policy (AUP), Code of Conduct (IT), Email Usage Policy and E-Safety Policy.

I have read and understand the above and agree to follow these guidelines when:

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment in school e.g. mobile phones, PDAs, cameras etc
- I use my own equipment out of school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, VLE, website etc.

Name:

Signed

Date