



# **Acceptable Use Agreement (Staff, Volunteers and Governors) for Laurus Trust Primary Schools and Nurseries**

## **The Laurus Vision**

*The Laurus Vision is for everyone regardless of background or circumstance to be inspired, to thrive in all environments, to recognise what it takes to succeed, to set aspirational goals and work hard to achieve them.*

New technologies have become integral to the lives of children and young people in today's society, both within schools / academies 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. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times.

### **This Acceptable Use Agreement is intended to ensure:**

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that Trust systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of technology in their everyday work.

The Trust will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for pupils learning and will, in return, expect staff and volunteers to agree to be responsible users.

## **Acceptable Use Agreement**

I understand that I must use Trust systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I also understand the GDPRs and their requirements, and recognise that all use will be in accordance of them. I recognise the value of the use of digital technology for enhancing learning and will ensure that pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

### **For my professional and personal safety:**

- I understand that the Trust will monitor my use of the Trust digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. iPads, email, Cloud storage, etc.) out of school, and to the transfer of personal data (digital or paper based) out of school
- I understand that the Trust digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the definition of acceptable use.
- 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 understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

### **I will be professional in my communications and actions when using Trust 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 and respectful manner at all times, 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 Trust's agreement on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so (which I obtain from a member of SLT). Where these images are published (eg on the school website or Twitter) it will not be possible to identify by name those who are featured.
- I will not use pupils' full names on open accounts and will not post any extra personal information on any account such as class name, year group etc.
- I will only use social networking sites (e.g. Twitter) in school in accordance with this agreement, and will ensure these are monitored regularly and frequently in case a situation arises where bullying or any other inappropriate behaviour arises on a Trust social media account.
- I will ensure that confidentiality is maintained on social media even after I have left the employment of the Trust.
- I will only communicate with pupils and parents / carers using official Trust systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities, or use social media to infringe on the rights or privacy of others.

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

- On the rare occasion I use my mobile devices (laptops / tablets / mobile phones / USB devices etc) in school (having sought permission from SLT), I will follow the rules set out in this agreement, in the same way as if I was using Trust 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 anti-virus software and are free from viruses.
- I will not use personal email addresses on the Trust ICT systems.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (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 Trust policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist 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 program 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 programs of any type on a machine, or store program on a computer, nor will I try to alter computer settings, unless permission is given to do this by the Trust IT Director.
- I will not disable or cause any damage to Trust equipment, or the equipment belonging to others.
- Where digital personal data is transferred outside the secure local network, I will ensure it is encrypted. Paper based Protected and Restricted data must be held in lockable storage.
- I understand that any staff or student / 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 Trust Agreement 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 Trust 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 the school:**

- I understand that this Acceptable Use Agreement applies not only to my work and use of Trust digital technology equipment in school, but also applies to my use of Trust systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the Trust
- I understand that if I fail to comply with this Acceptable Use Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors / Trustees and in the event of illegal activities the involvement of the police.

**School Social Networking Sites**

I have read the Trust's personal social media and e-safety policy [here](#).

I will adhere to the Trust's expectations around social media for educational purposes and will uphold the following points when working with students and social media.

1. I will ensure that any new social media channels that I want to set up are approved by the Trust Marketing department **before** the account is created. I will put forward a case to the Marketing department for the reasoning behind the account and a clear understanding presented of the exact usage in a document, to be filed by the Marketing department for future reference and for them to seek approval from senior leadership.
2. I will ensure all usernames and passwords are passed onto the Marketing department for their central master list to enable them to monitor and intercept posts if necessary, to reduce the chance of any safeguarding issues occurring.
3. I understand that **All permissions for pupils to appear on photos/videos/other MUST be checked by the teacher requesting the social media post.**  
(Please ask Office Manager if unclear where to find the consent spreadsheet)  
This point is very important. As the Trust grows the Marketing department and Pastoral staff do not have the capacity to identify students and check consent. If you have requested a picture be put on social media **it is your responsibility to make sure everyone is consented. This is a safeguarding necessity.**
4. I will ensure that all social media posts I send out are professional and will refer to the main school Facebook or Twitter accounts to reference the tone of voice needed. I will not use casual posts/captions and will check all spelling and grammar to maintain our reputation as leading educators.
5. I will use the school logo on any profile pictures and headers, which I will request from the Marketing department. If I want to use another logo I will seek approval from the Marketing department to make sure it is on brand and in line with the Trust's messaging. **I will not send out any logo to students or companies for them to manipulate.**
6. I will only set up social media accounts that are directly linked to a Trust/school/work email address. I will never use a personal email address.

I have read and understand the above and agree to use the Trust digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name:

Signed:

Date: