



The Attic

Acceptable Use of ICT

Policy

Date of policy	June 2017
Date presented to Management Committee	July 2017
Date ratified by Management Committee	July 2017
Date for review	July 2019

THE ATTIC

Acceptable Use Policy and Agreement for Staff, Students and Visitors

This agreement applies to all online use and anything that may be downloaded or printed and to all electronic equipment including phones, tablets, notebooks etc.

All adults within The Attic must be aware of their safeguarding responsibilities when using any online technologies, such as the internet, E-mail or social networking sites. They are asked to sign this Acceptable Use 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 will follow the Procedures for Incidents of Misuse so that I can deal with any problems that may arise, effectively. (See Online Safety Policy)
- I will report accidental misuse.
- I will report any incidents of concern for a child or young person's safety to the Headteacher, Senior Designated Person or Online SafetyLead in accordance with procedures listed in the Online Safety Policy.
- I know who my Designated Safeguarding Lead and Alternate Safeguarding Leads are.
- 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 e-mail. I know I should use the school/education setting or other establishment e-mail address only to a child's school/education setting or other establishment e-mail address upon agreed use within the school/education setting or other establishment. The school /education setting phones (landline and mobiles) are used to contact parents and other agencies and Young People as agreed .
- 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 .
- I know that I should complete virus checks on my laptop and memory stick or other devices so that I do not inadvertently transfer viruses, especially where I have downloaded resources.
- I will ensure that I follow the Data Protection Act 1998 and have checked I know what this involve
- I will ensure that I keep my password secure and not disclose any security information unless to appropriate personnel. If I feel someone inappropriate requests my password I will check with the Online Safety Lead 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 this Acceptable Use Policy and Agreement and know where to access the Online Safety Policy for The Attic to refer to about all Online Safety issues and procedures that I should follow.
- I will ensure that information obtained in the course of my work will not be used for personal gain or benefit, or knowingly passed on to others who might use it in such a way.
- I will ensure that any confidential or personal information will not be discussed or disclosed to anyone who does not have a right to the information.
- I will only access and view data essential to my day-to-day activities and not actively seek out individual or personal information.
- I will disclose to the Lead Team/and or Manager if at any time personal matters may result in a conflict of interest with activities.

I have read, understood and agree with these Agreement as I know that by following them I have a better understanding of Online Safety and my responsibilities to safeguard children and young people when using online technologies.

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

Name (printed).....

School/education setting or other establishment.....

Headteacher's Signature..... Date:

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