



# Acceptable use policy (AUP): Working adults with children agreement form

This covers use of digital technologies in The Village School: including email, Internet, intranet and network resources, learning platform, software, equipment and systems.

- I will only use The Village School's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Management / LA.
- I will not reveal my password(s) to anyone.
- I will follow 'good practice' advice in the creation and use of my password. If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access any of The Village School / LA systems.
- I will ensure all documents, data etc., are saved, accessed and deleted in accordance with The Village School's network and data security and confidentiality protocols.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I understand that any / my personal online communication tools must not be used with service users and will not communicate or 'befriend' any service user using such methods.
- I will only use the approved email system for any email communication related to work at The Village School. This is currently: Google Education Mail.
- I will only use other The Village School / LA approved communication systems for any communication with young people or parents/carers
- I will not browse, download or send material that could be considered offensive to colleagues.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the appropriate line manager / The Village School named contact. This is: Sunil Pindoria or SLT.
- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.
- I will not publish or distribute work that is protected by copyright.
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using The Village School's recommended anti-virus, firewall and other ICT 'defence' systems.
- I will not use personal digital cameras or camera phones for taking and transferring images of young people or staff without permission and will not store images at home without permission.
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role. I understand that it is my responsibility to ensure I know how to use any such tools so as not to compromise my professional role, such as setting appropriate security settings.
- I will not create a business account on any social networking site unless in full agreement with the appropriate manager, agreed for specific circumstances.

- I agree and accept that any computer or laptop loaned to me by The Village School, is provided solely to support my professional responsibilities and that I will notify them of any “significant personal use” as defined by HM Revenue & Customs.
- I will access The Village School resources remotely (such as from home) only through approved methods and follow e-security protocols to access and interact with those materials.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow The Village School data security protocols when using any such data at any location.
- I understand that data protection policy requires that any information seen by me with regard to service users, held within The Village School/ LA’s information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I understand that it is my duty to support a whole organisation safeguarding approach and I will alert The Village School’s named child protection officer / relevant senior member of staff if I feel the behaviour of any service user or member of staff may be a cause for concern or inappropriate.
- I understand that all Internet usage / and network usage can be logged and this information could be made available to my manager on request.
- I understand that failure to comply with this agreement could lead to disciplinary action.

# The Village School Acceptable Use Policy (AUP): Staff agreement form

**User Signature** .....

I agree to abide by all the points above.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand The Village School's most recent e-safety policies.

I wish to have an email account; be connected to the Intranet & Internet; be able to use The Village School's ICT resources and systems.

Signature ..... Date .....

Full Name ..... (printed)

Job title .....

Authorised Signature.....

I approve this user to be set-up.

Signature ..... Date .....

Full Name ..... (printed)

Name of policy: Acceptable use policy (AUP): Adults working with children agreement form
Effective from: February 2015
Next review: September 2017

## Revision history

Date	Details	Author
Sept 2016	Reviewed	ICT Team
Feb 2015	Reviewed	ICT Team

