



**Huxlow
Academy**

Ambition • Respect • Pride

DIGITAL TECHNOLOGIES ACCEPTABLE USE AGREEMENT

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. The following applies when any user logs onto / accesses or connects any device to the College network or associated system including cloud based systems regardless of ownership. It applies to the use of the systems, equipment, accessories and network regardless of the device used and your location.

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

By accessing a device or system you:

- understand that the College email address provided to you is for your use performing the duties of your employment and belongs to the College;
- only access College devices using your own credentials;
- use the College computer equipment in a responsible manner and not permit it to be used by anyone who is not authorised to do so. This includes family members;
- ensure that I do not leave a system unattended and will lock the screen or logoff to prevent unauthorised access;
- will not access, copy, remove or otherwise alter any other user's files, without their express permission;
- ensure any usernames and passwords for any systems you have access to are kept secure at all times and not disclosed to anybody including colleagues. I understand that I should not write down or store a password where it is possible that someone may steal it;
- I will not try to use any other person's username and password;
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person;
- use the College computer equipment only for College related activities and not for private purposes;
- respect the copyright on software, music, images, text, etc., by not making unauthorised copies of copyrighted material or loading unauthorised copies of copyrighted material onto your laptop.

- avoid engaging in any unreasonable activity or any activity that will compromise my professional status, including (but not limited to) any that:
 - affects the ability of other staff to meet their obligations to the College
 - is for personal profit
 - is for political reasons
 - brings the College or the profession into disrepute
 - causes harassment or offence to others
 - breaches the law

I will observe high ethical standards in computer equipment use and not access or store any information, files or software that do not meet such high ethical standards. Inappropriate material includes, but is not limited to, objectionable material, viruses, virus hoaxes and chain letters.

Use the internet, email and other digital technologies in an appropriate manner and avoid use that would be considered misconduct which includes but is not limited to:

- accessing material of an objectionable nature, such as pornographic images;
- carrying out gambling or trading activity;
- disseminating material of an objectionable or defamatory nature;
- 'hacking' or carrying out malicious attacks on electronic systems, including deliberately introducing a virus;
- any activity that would constitute breaking any College policy or the law;
- using another users' email account to send messages, or using false identification on any internet service;
- any activity that would be considered harassment, including sending offensive material and repeated unsolicited email.

The College may exercise its right to monitor the use of the College computer systems, including access to web-sites, the interception of e-mail and the deletion of personal or inappropriate materials where it believes unauthorised use of the College computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I understand that if I fail to comply with this Acceptable Use Agreement, I could be subject to disciplinary action.

Please sign below to confirm you have read and understand this document.

Print Name: _____

Signature: _____ Date: _____

Completed forms should be returned to Human Resources