**Online Safety – Acceptable Usage Policy for Supply Staff, Visitors and Guests**

*ICT and the related technologies such as email, the Internet, social networking sites and mobile devices are an integral part of our daily life in school. This agreement is designed to ensure that all supply staff, visitors and guests are aware of their individual responsibilities when using technology. Supply staff, visitors and guests are expected to sign this policy and adhere at all times to its contents.*

**Acceptable Usage Agreement**

*Please read this agreement and sign in the space provided below.*

*I will take responsibility for my own use of any technologies, making sure that I use them safely, responsibly and legally.*

*I understand that the school will monitor my use of the school digital technology and communications systems, including any personal and private communications made using school systems. I am aware that in certain circumstances where unacceptable use is suspected, enhanced monitoring and procedures may come into action.*

*I will not browse, download/upload or distribute any material that could be considered offensive, illegal or discriminatory.*

*I will respect copyright and intellectual property rights.*

*I will ensure that images of children and/or adults will be taken, stored and used for professional purposes in-line with school policy and with written consent of the parent/carer or relevant adult. I will not distribute images outside the school network without the prior permission of the parent/carer, or person/s in the image.*

*I will not open any hyperlinks in emails or any email attachments, unless the source is known and trusted, 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 not use the school systems for personal use during working hours.*

*I will not install any hardware or software without the prior permission of the Network Manager.*

*I understand the school's rules for pupils using personal mobile equipment, including mobile phones, laptops and tablet devices. Pupils must not use phones/devices to access the internet, social media, text, or make voice/video calls at any time. Pupils may only use mobile phones/devices in school with the permission of a member of staff and for educational purposes.*

*I understand that personal data can only be stored on school equipment. Personal equipment, including that owned by myself, my family or friends and including personal cloud storage accounts and personal email accounts, must not be used for the storage or transfer of personal data.*

*I will ensure that personal data, digital and paper, is kept secure at all times and is used appropriately in accordance with data protection legislation.*

*I will not store personal data on portable devices (USB sticks, external hard drives, tablets, laptops, etc.)*

*I will not connect portable storage devices (USB sticks, external hard drives, mobile phones, tablets) to any school network device.*

*I will abide by the school's rules for using personal mobile equipment, including my mobile phone, at all times.*

*I will report any known misuses of technology, including the unacceptable behaviours of others.*

*I have a duty to respect the technical safeguards which are in place. I understand that attempting to breach technical safeguards or gain unauthorised access to systems and services is unacceptable.*

*I have a duty to report failings in technical safeguards which may become apparent when using the systems and services.*

*I will not engage in any online activity that may compromise my professional responsibilities.*

*I understand that these rules are designed for the safety of all users and that if they are not followed, school sanctions will be applied and disciplinary action taken.*

*I will adhere to the guidelines set out in the Lancashire County Council document 'Guidance on the Use of Social Networking Sites and Other Forms of Social Networking'.*

**User Signature**

*I have read and agree to follow this code of conduct and to support the safe use of ICT throughout the school.*

| | |
|---|---|
| *Full Name* | |
| *Position/Role* | |
| *Organisation* | |
| *Signature* | |
| *Date* | |