

**APPENDIX 3**

**EXTERNAL AGENCIES AT THE JUBILEE ACADEMY ICT POLICY AND ACCEPTABLE USER AGREEMENT**

The Jubilee Academy Computer systems are owned by the school and may be used by all students to further their education, and by staff to enhance their professional activities including teaching, research, administration and management. External agencies and third parties will have limited access to computer systems when it is absolutely necessary.

The school reserves the right to examine, review and delete any files that may be held on its network and computer systems and monitor the visiting of any internet websites or mobile device apps.

Staff, students or third parties requesting access to the network or/and ICT systems need to sign a copy of this Acceptable Computer and Internet Use Policy Statement and return it to the school. Only then will computer and internet access be granted.

**Acceptable Computer and Internet Use Policy Statement**

The Jubilee Academy reserves the right to revoke the use of its network and ICT systems at any time.

**1. For my professional and personal safety:**

1.1 To safeguard any and all persons using the school systems or network, I understand that the school will monitor my use of the network and computer systems, email and other digital communications. Any illegal or undesirable activity will be reported to all appropriate agencies.

1.2 I understand that the rules set out in this agreement will also apply to all ICT systems used by the school (e.g. laptops, iPads, emails).

1.3 I understand that the school ICT systems are primarily intended for educational use and that any use for personal or recreational use must be in accordance with the policies and rules set by the school.

1.4 I will not disclose my username or password to any third party, nor will I use any other person's username and/or password.

1.5 I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

1.6 Any activity that threatens the integrity of the school and its ICT systems or attacks or corrupts other systems is forbidden and will be reported to the appropriate agencies.

1.7 Use of the internet for financial gain, gambling purposes, personal online purchases or advertising is forbidden.

1.8 I understand that any app/programme installed onto a school device is the property of The Jubilee Academy.

1.9 Social network sites should not be used in school. Staff must not communicate with students or parents on social network sites such as Facebook and Twitter.

1.10 I understand that any file that is saved on the C drive (computer hard drive) is not backed up on the school network and I am responsible for backing up this data myself either on my School Assigned Personal Drive (H) or on the appropriate shared drive.

1.11 I understand that any and all USB storage devices are prohibited to be used with TJA devices. It is my responsibility to make sure any resources I require are either accessible online or emailed to the appropriate member of TJA staff to then be accessed on the network.

## **2. I will be professional in my communications and actions when using school ICT systems**

2.1 I will not access, download, remove or otherwise alter any other user's file or apps, without the express permission of the ICT Technician.

2.2 Use of the network and ICT systems to access inappropriate materials such as pornographic, racist or offensive material is forbidden and will be reported to all appropriate agencies.

2.3 I am responsible for all e-mail sent and for contacts made that may result in e-mail being received. All incoming e-mail is regarded as public.

2.4 I will communicate with others in a professional manner and only through official communication channels set out in school policies.

2.5 Posting anonymous messages and forwarding chain letters is forbidden.

2.6 I will ensure that when I take and/or publish images of others I will only do so with their permission and if below the age of 16 with consent of parents/carers and in accordance with the school's policy on the use of digital/video images. I will not use my personal equipment (e.g. phone, camera, camcorder or tablet) to record these images, unless I have permission from senior management. I will only use the school's equipment to record images in situations where it is necessary or required by curriculum (i.e. Performing Arts Examinations) Where these images are published (i.e. on the school website/VLE) it will not be possible to identify by name, or other personal information, those who are featured.

2.7 I will not provide any data or information about students to anyone who is not a member of the TJA staff. I understand that anybody requesting any information must first fill out a Data Release form which then needs to be approved by the Head Teacher before any data or information is released.

## **3. The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:**

3.1 I understand that my personal devices will not have a connection to the school's network unless explicitly requested. Even then unless a connection is necessary, I may still not be permitted to use the schools network via personal devices. If connected I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.

3.2 When I use my personal hand held/external devices (PDAs/laptops/tablet/mobile phone etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use.

3.3 I will only use my employee/business email addresses on the school network or ICT systems.

3.4 I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.

3.5 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 programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.

3.6 I will not install or attempt to install programmes/apps of any type on the school network or ICT systems, or store programmes, nor will I try to alter device settings without permission from the ICT Technician.

3.7 I will not disable or cause any damage to school equipment, or the equipment belonging to others.

3.8 I understand that data protection policy requires that any staff or student/pupil data, to which I have access, will be kept private and confidential.

3.9 I will not provide any data or information about students to anyone who is not a member of the TJA staff. I understand that anybody requesting any information must first fill out a Data Release form which then needs to be approved by the Head Teacher before any data or information is released.

3.10 I will immediately report any damage or faults involving equipment or software, however this may have happened, to the person(s) arranging my visit and ICT Technician.

## **4. When using the internet in my professional capacity or for school sanctioned personal use:**

4.1 I will ensure that I have permission to use the original work of others in my own work.

4.2 Where work is protected by copyright, I will not download or distribute copies (including music and videos) without the express permission of the copyright owner.

4.3 All computer equipment should be used with care and should be returned in the condition it was leased.

4.4 Any equipment that is faulty, missing a part, or malfunctioning must be reported immediately.

**External Agencies and third party Acceptance Statement**

By signing this form I confirm that I have read and agreed to abide by these rules and regulations for acceptable use of The Jubilee Academy network and ICT systems. I understand that failure to adhere to these rules may lead to my access being revoked and disciplinary measures being taken, including legal action.

Full Name.....

Agency/Organisation.....

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

One time use

Regular use