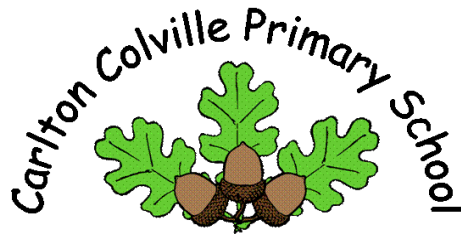


Headteacher:
Mr. B Axon



'What we learn with pleasure we never forget'

Gisleham Road
Carlton Colville
Lowestoft
Suffolk
NR33 8DG

Staff & Volunteers

ICT Acceptable Use Agreement for adults

This agreement applies to all online use and to anything that may be downloaded or printed.

All adults within Carlton Colville Primary School 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 Carlton Colville Primary School's 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 know who my Designated Safeguarding Lead and Online-safety Lead are.
- I will report accidental misuse.
- I will report any incidents of concern for a child or young person's safety to the Online Safety Lead, one of the Designated Safeguarding Leads or the headteacher in accordance with procedures listed in the Acceptable Use Policy.
- 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 Carlton Colville Primary School's e-mail addresses and phones (if provided) and only contact a child via their school email address.
- I know that I must not use Carlton Colville Primary School's equipment and network for personal use unless this has been agreed by the Headteacher and/or Online-safety Lead.

- I will ensure that I follow the Data Protection Act 1998 and have checked I know what this involves.
- 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 Carlton Colville Primary school's filtering system is forbidden. I understand that intentional violation of this rule may result in disciplinary procedures being initiated.
- I will only use my mobile phone in areas of the school in which children are not present e.g. staff room, offices.
- I will only take home computing equipment, if authorised e.g. laptops, iPads for school use and will sign them out.
- I have been given a copy of the Online-safety Policy to refer to about all Online-safety issues and procedures that I should follow.

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.

Printed Name.....

Signed.....

Date.....