

Appendix 2 - Acceptable Use Agreement: Trust/School Staff

This agreement covers use of all digital technologies while in Transform/School, at home or an external venue i.e email, internet, intranet, network resources, learning platforms, software, communication tools, artificial intelligence (AI) technology, social networking tools, school website, apps and other relevant digital systems provided by Transform/School.

This agreement also covers Transform/School equipment when used inside or outside of Transform/School, use of online systems provided by Transform/School when accessed from inside or outside Transform/School, and posts on social media made from outside Transform/School premises/hours which reference the Trust/School (and communities thereof), or which might bring Transform/School or your professional status into disrepute.

It also covers use of personal or 3rd party devices used to access Transform/School or Transform/School related digital technologies, which could include mobile phones, tablets, laptops, PCs, smart watches or any other non-Transform/School provided device.

School regularly reviews and updates their Acceptable Use Agreements to ensure that they are consistent and up to date with digital advances.

We expect all employees to act professionally and with integrity at all times, ensuring that appropriate safeguards are taken when using Transform/School equipment, accessing Transform/School systems and interacting with others both internally and externally. For avoidance of doubt, this includes all personal and Transform/School issued mobile devices. This agreement is designed to keep everyone safe and to be fair to others.

Please note that Trust/School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. Your behaviour online when representing Trust/School on all Trust/School/Personal devices whether in Trust/School or otherwise may therefore be subject to monitoring.

- I understand that I have a responsibility for my own and others' e-safeguarding and I undertake to be a 'safe and responsible digital technologies user'; and that I am responsible for all content, including browser history on my Trust/School (and Personal when Trust/School related) device.
- I understand that it is my responsibility to ensure that I remain up-to-date and understand the Trust/School's most recent online safety/safeguarding policies, including Keeping Children Safe in Education.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach or equipment failure to the Trust's Chief Finance Officer.
- I will not download any software or resources from the internet that can compromise the Trust network or might allow me to bypass the filtering and security system or are not adequately licensed.

- I understand that it is my responsibility to take appropriate security measures for the safe keeping of my device and report any damage, loss or theft immediately to the Trust's Chief Finance Officer. Please check that you have appropriate insurance cover in the event of loss or theft of any Trust device from your car for example.
- I will only connect any device (including Trust issued encrypted USB flash drive), to the network that has up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the Trust's recommended anti-virus and other ICT 'defence' systems.
- I am aware that under the provisions of the GDPR (General Data Protection Regulation), the Trust has extended responsibilities regarding the creation, use, storage and deletion of data, and I will not store any pupil data that is not in line with the Trust/school's data policy and adequately protected. The Trust data protection officer must be aware of all data storage.
- I understand that as AI technology becomes more prevalent across our Trust and school systems that I will take due care and attention to check how AI technology keeps protects and keeps our data safe and that any AI technology used to generate reports and documents is appropriately reviewed and checked.
- I understand that all statutory responsibilities relating to the job role should be upheld at all times when handling/using data.
- I understand that failure to comply with this agreement could lead to my device being removed and if necessary further investigation undertaken.

User Signature

I agree to abide by all the points above.

Signature:

Date:

Print Name:

Job Title: