

ACCEPTABLE USE AGREEMENT

To be completed by all staff

As an Academy user of the network resources/equipment I hereby confirm that I have read and understood the Acceptable Use Policy and that I agree to follow the Academy rules (set out within this policy) on its use. I will use the network/ equipment in a responsible way and observe all the restrictions explained in the Academy acceptable use policy. If I am in any doubt I will consult with the Academy Designated Safeguarding Lead.

I agree to report any misuse of the network to the Academy DPL/Safeguarding Lead. Moreover, I agree to report any websites that are available on the Academy internet that contain inappropriate material to the Safeguarding Lead/Principal. I finally agree to ensure that portable equipment such as cameras, iPads or laptops will be kept secured when not in use and to report any lapses in physical security to the Principal. .

Specifically, when using Academy devices: -

- I must not use these devices for inappropriate purposes
- I must only access those services I have been given permission to use
- I will not download, use or upload any material which is unsuitable within a school setting or that may cause disruption to the Academy's network.

If I do not comply with the rules, I understand that this may result in loss of access to these resources as well as other disciplinary action. I realise that staff under reasonable suspicion of misuse in terms of time or content may be placed under retrospective investigation or have their usage monitored.

I understand that the Academy will monitor communications in order to uphold this policy and to maintain the Academy's network (as set out within this policy).

Signed Date

Print name