The Rosewood School: Acceptable Use Policy

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Adapted from the August 2023 Kent County Council Child Protection Policy and based on KCSIE 2023

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Contents

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Child/Pupil/Student Acceptable Use of Technology Sample Statements

Early Years and Key Stage 1 (0-6)

- I understand that the TRS Acceptable Use Policy will help keep me safe and happy online.
- I only use the internet when an adult is with me.
- I only click on online links and buttons when I know what they do. If I am not sure, I ask an adult first.
- I keep my personal information and passwords safe.
- I only send messages online which are polite and friendly.
- I know my parent/carer can see what I am doing online.
- I always tell an adult/teacher/member of staff if something online makes me feel upset, unhappy, or worried.
- I can visit www.thinkuknow.co.uk to learn more about keeping safe online.
- I know that if I do not follow the TRS rules:
  - o My parents/cares will be informed
  - o My home school will be informed
  - o I may not be allowed to use the internet during my lessons
  - o My IPAD may be returned to TRS

- I have read and talked about these rules with my parents/carers.

Key Stage 2 (7-11)

I understand that the TRS Acceptable Use Policy will help keep me safe and happy online at home and at TRS.

Safe

- I will behave online the same way as I behave in the classroom.
- I only send messages which are polite and friendly.
- I will only post pictures or videos on the internet if they are safe and appropriate, and if I have permission.
- I only talk with, and open messages, from people I know.
- I will only click on links if I know they are safe.
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult.

Learning

- Phones and personal devices are or are not permitted at TRS during lessons. I always ensure my personal device is switched off when I am in a lesson.

- I always ask permission from an adult before using the internet.
- I only use websites and search engines that my teacher has chosen.
- I use TRS devices for TRS work unless I have permission otherwise.
- I will follow the TRS remote/online learning AUP.

Trust

- I know that not everything or everyone online is honest or truthful.
- I will check content on various sources like other websites, books or with a trusted adult.
- I always credit the person or source that created any work, images, or text I use.

Responsible

- I keep my personal information safe and private online.
- I will keep my passwords safe and will not share them.
- I will not access or change other people's files or information.
- I will only change the settings on a device if a member of staff has allowed me to.

Tell

- If I see anything online that I should not or if I see something online that makes me feel worried or upset, I will I will minimise the screen and tell an adult immediately.
- If I am aware of anyone being unsafe with technology, I will report it to a teacher/adult at TRS.
- I know it is not my fault if I see, or someone sends me, something upsetting or unkind online.
- I always talk to an adult if I am not sure about something or if something happens online that makes me feel worried or frightened.

Understand

- I understand that that any internet filter applied by my parent/carer is there to protect me, and I will not try to bypass it.
- I know that all TRS have asked my parent/carer to check my online activity when I use TRS IPADs and will alert TRS if they are concerned about my or anyone else's safety or behaviour.
- I have read and talked about these rules with my parents/carers.
- I can visit www.thinkuknow.co.uk and www.childline.org.uk to learn more about being safe online or to see help.
- I know that if I do not follow the TRS rules then:
  - My parents/cares will be informed
  - My home school will be informed
  - I may not be allowed to use the internet during my lessons
  - My IPAD may be returned to TRS

Key Stage 3/4/5 (11-18)

Learning

- I know that TRS computers, devices and internet access has been provided to help me with my learning and that other use of technology may not be allowed. If I am not sure if something is allowed, I will ask a member of staff.
- If I need to learn online at home, I will follow the TRS remote/online learning AUP.
- Personal device/mobile phone in TRS are not permitted during lessons. I respect this fact and hand in my personal devices during the TRS screening process.

Safe
- I will make sure that my internet use is safe and legal, and I am aware that online actions have offline consequences.
- I know that my use of TRS devices and systems will be monitored at school, to protect me and to ensure I comply with the acceptable use policy.
- I know that people online are not always who they say they are and that I must always talk to an adult before meeting any online contacts.

Private
- I will keep my passwords private.
- I know I must always check my privacy settings are safe and private.
- I will think before I share personal information and/or seek advice from an adult.
- I will keep my password safe and private as my privacy, TRS work and safety must be protected.

Responsible

- I will not access or change other people files, accounts, or information.
- I will only upload appropriate pictures or videos of others online and when I have permission.
- I know I must respect the TRS systems and equipment and if I cannot be responsible then I will lose the right to use them.
- I will write emails and online messages carefully and politely as I know they could be forwarded or seen by someone I did not intend.
- I will only change the settings on the computer if a teacher/technician has allowed me to.
- I know that use of the TRS ICT system for personal financial gain, gambling, political purposes, or advertising is not allowed.
- I understand that the TRS internet filter is there to protect me, and I will not try to bypass it.
- I know that if the TRS suspect that I am behaving inappropriately with technology, then enhanced monitoring approaches may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices.
- I know that if I do not follow the TRS AUP then:
  - My parents/cares will be informed
  - My home school will be informed
  - I may not be allowed to use the internet during my lessons

    o TRS will need to follow the various stages of the TRS behaviour policy
https://trs.kent.sch.uk/key-information/policies/

Kind

- I know that bullying in any form (on and offline) is not tolerated at TRS and technology should not be used for harassment of any type.
- I will not upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the TRS community.
- I will always think before I post as text, photos or videos can become public and impossible to delete.
- I will not use technology to be unkind to people.

Legal

- I know cybercrime can be a criminal offence, for example gaining unauthorised access to systems ('hacking') and making, supplying or obtaining malware.
- I know it can be a criminal offence to send threatening and offensive messages.
- I will respect other people's information and copyright by giving a reference and asking permission before using images or text from online sources.
- I understand that it may be a criminal offence or breach of the TRS policy to download or share inappropriate pictures, videos, or other material online.

Reliable

- I will always check that any information I use online is reliable and accurate.
- I know that people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to an adult and will always arrange to meet in a public place, with a trusted adult present.

Report

- If I am aware of anyone trying to misuse technology, I will report it to a member of staff.
- I will speak to an adult I trust if something happens to either myself or another student which makes me feel worried, scared, or uncomfortable.
- I will visit www.thinkuknow.co.uk, www.childnet.com and www.childline.org.uk to find out more about keeping safe online.
- I have read and talked about these expectations with my parents/carers.

Shortened KS3/4 Version (for use on posters)

Responsible

- I know I must respect the TRS systems and equipment and if I cannot be responsible then I will lose the right to use them.
- I know that online content might not always be true.

- I know my online actions have offline consequences.
- I will always think before I post as text, photos or videos can become public, and impossible to delete once shared online.
- I will not use technology to be unkind to people.

Private

- I will keep my password and personal information private.
- I know I must always check my privacy settings are safe and private.

Legal

- I know that my internet use is monitored to protect me and ensure I comply with the TRS acceptable use policy.
- I am aware that copyright laws exist, and I need to ask permission before using other people's content and acknowledge any sources I use.
- I know cybercrime, such as hacking accounts or systems or sending abusive, threatening or offensive messages can be a criminal offence.

Report

- I know that people online are not always who they say they are and that I must always talk to an adult before meeting any online contacts.
- If anything happens online which makes me feel worried or uncomfortable then I will speak to an adult I trust and visit www.thinkuknow.co.uk.

Pupil/Student Acceptable Use Policy Agreement Form

The Rosewood School - Acceptable Use of Technology Policy – Child/Pupil/Student Agreement

I, with my parents/carers, have read and understood the TRS Acceptable Use of Technology Policy (AUP) and remote learning AUP.

I agree to follow the AUP when:

1. I use school devices and systems – laptops, IPADS, Google Classroom both on site and at home.
2. I use my own devices in school when allowed, including mobile phones, smart technology, gaming devices, and cameras.
3. I use my own equipment out of the school including communicating with other members of the school or when accessing school systems.
   Name……………………………………………
   Signed…………………………………..…..

Class………………………………………… Date……………………………………………

Date…………………………………………………………………………………………………

Acceptable Use of Technology Sample Statements and Forms for Parents/Carers

Parent/Carer AUP Acknowledgement Form

The Rosewood School Child/Pupil/Student Acceptable Use of Technology Policy Acknowledgment

1. I have read and discussed TRS child/pupil/student acceptable use of technology policy (AUP) with my child and understand that the AUP will help keep my child safe online.

2. I understand that the AUP applies to my child's use of TRS devices and systems on site and at home including school issued laptops/IPADs if applicable and personal use where there are safeguarding and/or behaviour concerns. This may include if online behaviour poses a threat or causes harm to another child/pupil/student, could have repercussions for the orderly running of the TRS, if a child/pupil/student is identifiable as a member of the TRS, or if the behaviour could adversely affect the reputation of the TRS.

3. I understand that any use of TRS devices and systems are appropriately filtered on school site and that the monitoring and filtering system we use for onsite is via Cantium and is called smoothwall.

4. I am aware that my child's use of TRS provided devices and systems will be monitored for safety and security reasons, when used onsite. This includes physical monitoring in class and the smoothwall filtering system. Monitoring approaches are in place to keep my child safe and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.

5. I understand that TRS will take every reasonable precaution, including implementing appropriate monitoring and filtering systems as above, to ensure my child is safe when they use TRS devices and systems onsite. I however understand that the TRS cannot ultimately be held responsible for filtering breaches that occur due to the dynamic nature of materials accessed online, or if my child is using a personal device, including mobile or smart technologies.

6. I am aware that the TRS mobile and smart technology policy states that my child cannot use personal devices, including mobile and smart technology on site. Mobile phones are handed in as part of the TRS screening process on entry to each TRS site. However as outlined in the Mobile and Technology and Social Media policy mobile devices are returned at break and lunch. Please see separate policy for further details https://trs.kent.sch.uk/key-information/policies/

7.

8. I understand that my child needs a safe and appropriate place to access remote/online learning, for example, if the TRS is closed. I will ensure my child's access to remote/online learning is appropriately supervised and any use is in accordance with the TRS remote learning AUP.

9. I and my child are aware of the importance of safe online behaviour and will not deliberately upload or share any content that could upset, threaten the safety of or offend any member of the TRS community, or content that could adversely affect the reputation of the TRS.

10. I understand that the TRS will contact me if they have concerns about any possible breaches of the AUP or have any concerns about my child's safety online.

11. I will inform the TRS (for example speaking to a member of staff and/or the Designated Safeguarding Lead) or other relevant organisations if I have concerns over my child's or other members of the TRS community's safety online.

12. I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet, both in and out of TRS.

13. I understand my role and responsibility in supporting the TRSs online safety approaches and safeguarding my child online. I will use parental controls, supervise access and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.

Child's Name……………………………………. Child's Signature ……………………………………

(If appropriate)

Class……………………………………..…………Date…………………………………………………

Parent/Carer's Name……………………………………………………………………………….......

Parent/Carer's Signature…………………………………………………………………...

Date……………………………….

Acceptable Use of Technology for Staff, Visitors and Volunteers Sample Statements

Staff Acceptable Use of Technology Policy (AUP)

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use TRS IT systems in a professional, lawful, and ethical manner. To ensure that members of staff understand their professional responsibilities when using technology and provide appropriate curriculum opportunities for children/pupils/students, they are asked to read and sign the staff Acceptable Use of Technology Policy (AUP).

Our AUP is not intended to unduly limit the ways in which members of staff teach or use technology professionally, or indeed how they use the internet personally, however the AUP will help ensure that all staff understand TRS expectations regarding safe and responsible technology use and can manage the potential risks posed. The AUP will also help to ensure that TRS systems are protected from any accidental or deliberate misuse which could put the safety and security of our systems or members of the community at risk.

Policy scope

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services, either provided to me by the TRS or accessed by me as part of my role within TRS professionally and personally, both on and offsite. This may include my use of devices such as laptops, mobile phones, tablets, digital cameras, as well as IT systems and networks, email, data and data storage, remote learning systems and communication technologies**.**

2. I understand that TRS Acceptable Use of Technology Policy (AUP) should be read and followed in line with the TRS child protection staff, code of conduct and remote/online learning AUP.

3. I am aware that this AUP does not provide an exhaustive list; all staff should ensure that technology use is consistent with the TRS ethos, TRS staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

Use of TRS devices and systems

4. I will only use the equipment and internet services provided to me by the TRS for example TRS provided laptops, tablets, mobile phones and internet access, when working with children/pupils/students.

5. I understand that any equipment and internet services provided by my workplace is intended for education purposes and/or professional use and should only be accessed by members of staff. Reasonable personal use of setting IT systems and/or devices by staff is allowed; but this use is at the TRS's discretion and can be revoked at any time. The SLT and inclusion managers all have work mobiles, this is due to the multi-site setting. In addition this includes the operations manager who is responsible for social media communications, this enables staff to maintain a positive work-life balance by allowing them to be more efficient without the handling of multiple devices. TRS staff are aware of procedures to support their own well-being outside of work hours. TRS was accredited for Well-being in 2022 and holds this award for 3 years.

6. Where I deliver or support remote/online learning, I will comply with the TRS remote/online learning AUP.

Data and system security

7. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or securing/locking access.
   o I will use a 'strong' password to access TRS systems. A strong password has numbers, letters and symbols, with 8 or more characters, and is only used on one system.
   o Passwords should be changed at least annually or if your password has been compromised.
   o I will protect the devices in my care from unapproved access or theft and ensure they are not left unsupervised in public places or left in vehicles overnight.

8. I will respect TRS system security and will not disclose my password or security information to others.

9. I will not open any hyperlinks or attachments in emails unless they are from a known and trusted source. If I have any concerns about email content sent to me, I will report them to the IT System Manager.

10. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the IT System Manager.

11. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including UK GDPR in line with the TRS information security policies.
   o All personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.
   o Any data being removed from the TRS site, such as via email or on memory sticks or CDs, will be suitably protected. This may include data being encrypted by a method approved by the TRS.

12. I will not keep documents which contain TRS related sensitive or personal information, including images, files, videos, and emails, on any personal devices, such as laptops, digital cameras,

and mobile phones. Where possible, I will use the TRS learning platform to upload any work documents and files in a password protected environment.

13. I will not store any personal information on the TRS IT system, including TRS laptops or similar device issued to members of staff, that is unrelated to TRS activities, such as personal photographs, files or financial information.

14. I will ensure that TRS owned information systems are used lawfully and appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.

15. I will not attempt to bypass any filtering and/or security systems put in place by the TRS.

16. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the ICT System Manager (J Steel) as soon as possible.

17. If I have lost any TRS related documents or files, I will report this to the ICT System Manager (J Steel) and TRS Data Protection Officer (R Perfect) as soon as possible.

18. I understand images of children/pupils/students must always be appropriate and should only be taken with TRS provided equipment and only be taken/published where children/pupils/students and/or parent/carers have given explicit written consent.

Classroom practice

19. I understand that it is part of my roles and responsibilities to ensure that appropriate filtering and monitoring is implemented by TRS as detailed in the child protection or online safety, and as discussed with me as part of my induction and/or ongoing safeguarding and child protection staff training.

20. If there is failure in the filtering software or abuse of the filtering or monitoring systems, for example, I witness or suspect accidental or deliberate access to illegal, inappropriate or harmful material, I will report this to the DSL and IT System Manager, in line with the TRS child protection/online safety policy.

21. I am aware of the expectations relating to safe technology use in the classroom, safe remote learning, and other working spaces as listed in the child protection, online safety.

22. I will promote online safety with the children/pupils/students in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create by:
    o exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used.

- o creating a safe environment where children/pupils/students feel comfortable to report concerns and say what they feel, without fear of getting into trouble and/or be judged for talking about something which happened to them online.
- o involving the Designated Safeguarding Lead (DSL) (T Hamer) or a deputy (H Bennett) as part of planning online safety lessons or activities to ensure support is in place for any children/pupils/students who may be impacted by the content.
- o Informing the DSL and/or leadership team if I am teaching topics which could create unusual activity on the filtering logs, or if I believe the filtering system is placing unreasonable restrictions on teaching, learning or administration.
- o make informed decisions to ensure any online safety resources used with children/pupils/students is appropriate.

23. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text, or music are protected, I will not copy, share, or distribute or use them.

Mobile devices and smart technology

24. I have read and understood the TRS mobile and smart technology and social media policies which addresses use by children/pupils/students and staff.

25. I will ensure that my use of mobile devices and smart technology is compatible with my professional role, does not interfere with my work duties and takes place in line with the staff code of conduct and the TRS mobile technology policy and the law.

Online communication, including use of social media

26. I will ensure that my use of communication technology, including use of social media is compatible with my professional role, does not interfere with my work duties and takes place in line with the child protection/online safety policy, staff code of conduct, social media policy and the law.

27. As outlined in the staff code of conduct and TRS social media policy:
- o I will take appropriate steps to protect myself and my reputation, and the reputation of the TRS, online when using communication technology, including the use of social media.
- o I will not discuss or share data or information relating to children/pupils/students, staff, TRS, businesses or parents/carers on social media.

28. My electronic communications with current and past children/pupils/students and parents/carers will be transparent and open to scrutiny and will only take place within clear and explicit professional boundaries.

- o I will ensure that all electronic communications take place in a professional manner via TRS approved and/or provided communication channels and systems, such as a TRS email address, user account or telephone number.
- o I will not share any personal contact information or details with children/pupils/students, such as my personal email address or phone number.
- o I will not add or accept friend requests or communications on personal social media with current or past children/pupils/students and/or their parents/carers.
- o If I am approached online by a current or past children/pupils/students or parents/carers, I will not respond and will report the communication to my line manager and T Hamer Designated Safeguarding Lead (DSL).
- o Any pre-existing relationships or situations that compromise my ability to comply with the AUP or other relevant policies will be discussed with the DSL

Policy concerns

29. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.

30. I will not attempt to access, create, transmit, display, publish or forward any material or content online that may be harmful, inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.

31. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the TRS into disrepute.

32. I will report and record any concerns about the welfare, safety or behaviour of children/pupils/students or parents/carers online to the DSL in line with the TRS child protection policy.

33. I will report concerns about the welfare, safety, or behaviour of staff online to the EHT in line with TRS child protection policy

Policy Compliance and Breaches

34. If I have any queries or questions regarding safe and professional practise online, either in TRS or off site, I will raise them with the DSL

35. I understand that the TRS may exercise its right to monitor the use of its devices information systems to monitor policy compliance and to ensure the safety of children/pupils/students and staff. This includes monitoring all TRS provided devices and TRS systems and networks including TRS provided internet access, whether used on or offsite and may include the interception of messages and emails sent or received via TRS provided devices, systems and/or networks. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.

36. I understand that if the TRS believe that unauthorised and/or inappropriate use of TRS devices, systems or networks is taking place, the TRS may invoke its disciplinary procedures as outlined in the code of conduct.

37. I understand that if the TRS believe that unprofessional or inappropriate online activity, including behaviour which could bring the TRS into disrepute, is taking place online, the TRS may invoke its disciplinary procedures as outlined in the code of conduct.

38. I understand that if the TRS suspects criminal offences have occurred, the police will be informed.

I have read, understood and agreed to comply with TRS Staff Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.

Name of staff member: ……………………………………………………………………………………

Signed: ………………………………………………………………………………………………………

Date (DDMMYY)…………………………………………………………………………………………..

Visitor and Volunteer Acceptable Use of Technology Policy

As a professional organisation with responsibility for safeguarding, it is important that all members of the community, including visitors and volunteers, are aware of our behaviour expectations and their professional responsibilities when using technology. This AUP will help TRS ensure that all visitors and volunteers understand the TRSs expectations regarding safe and responsible technology use.

Policy scope

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services, either provided to me by the TRS or accessed by me as part of my role within TRS professionally and personally. This may include my use of devices such as laptops, mobile phones, tablets, digital cameras, as well as IT systems and networks, email. data and data storage, remote learning systems and communication technologies**.**

2. I understand that TRS AUP should be read and followed in line with the TRS staff code of conduct.

3. I am aware that this AUP does not provide an exhaustive list; visitors and volunteers should ensure that all technology use is consistent with the TRS ethos, TRS staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

4. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.

5. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.

6. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the TRS into disrepute.

Data and image use

7. I will ensure that any access to personal data is kept in accordance with Data Protection legislation, including UK GDPR.

8. I understand that I am not allowed to take images or videos of children/pupils/students.. Any images or videos of children/pupils/students will only be taken in line with the TRS camera and image use policy (link).

Classroom practice

9. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of children/pupils/students.

10. Where I deliver or support remote/online learning, I will comply with the TRS remote/online learning AUP.

11. I will support and reinforce safe behaviour whenever technology is used on site and I will promote online safety with the children/pupils/students in my care.

12. If I witness or suspect accidental or deliberate access to illegal, inappropriate or harmful material by any member of the TRS community, I will report this to the DSL and IT System Manager,in line with the TRS child protection/online safety policy.

13. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text, or music is protected, I will not copy, share, or distribute or use it.

Use of mobile devices and smart technology

14. In line with the TRS mobile and smart technology policy, I understand that mobile devices and smart technology can be used within TRS schools. However, should I need photos of pupils/students then I will not be permitted to take these. If for example I am a member of staff from the pupil's/student's home school and would like to celebrate an achievement then a member of staff from TRS will take the photo for you (with the pupil's/student's permission) and send this to you.

Online communication, including the use of social media

15. I will ensure that my online reputation and use of technology is compatible with my role within the TRS. This includes my use of email, text, social media, social networking, gaming and any other personal devices or websites.
    o I will take appropriate steps to protect myself online as outlined in the child protection/online safety/social media policy.
    o I will not discuss or share data or information relating to children/pupils/students, staff, TRS business or parents/carers on social media.
    o I will ensure that my use of technology and the internet will not undermine my role, interfere with my duties and will be in accordance with the TRS code of conduct and the law.

16. My electronic communications with children/pupils/students, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.
    o All communication will take place via TRS approved communication channels such as via a TRS provided email address, account or telephone number.
    o Communication will not take place via personal devices or communication channels such as via my personal email, social networking account or mobile phone number.

    o Any pre-existing relationships or situations that may compromise my ability to comply with this will be discussed with the DSL (T Hamer) and/or HoS

Policy compliance, breaches or concerns

17. If I have any queries or questions regarding safe and professional practice online either in TRS or off site, I will raise them with the Designated Safeguarding Lead (T Hamer) and/or the HoS.

18. I understand that the TRS may exercise its right to monitor the use of its devices information systems to monitor policy compliance and to ensure the safety of children/pupils/students and staff. This includes monitoring all TRS provided devices and TRS systems and networks including TRS provided internet access, whether used on or offsite and may include the interception of messages and emails sent or received via TRS provided devices, systems and/or networks. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.

19. I will report and record concerns about the welfare, safety or behaviour of children/pupils/students or parents/carers online to the Designated Safeguarding Lead (T Hamer) in line with the TRS child protection policy.

20. I will report concerns about the welfare, safety, or behaviour of staff online to the headteacher/manager, in line with the allegations against staff policy.

21. I understand that if the TRS believes that unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour is taking place online, the TRS may invoke its disciplinary procedures.

22. I understand that if the TRS suspects criminal offences have occurred, the police will be informed.

I have read, understood and agreed to comply with TRS visitor/volunteer Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.

Name of visitor/volunteer: …………………………………………………………………..………………

Signed: …………………………………………………………………………………….................……..

Date (DDMMYY)………………………………………………………………………………......................

Wi-Fi Acceptable Use Policy

As a professional organisation with responsibility for children's safeguarding it is important that all members of the TRS community are fully aware of the TRS boundaries and requirements when using the TRS Wi-Fi systems and take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft.

This is not an exhaustive list, and all members of the TRS community are reminded that technology use should be consistent with our ethos, other appropriate policies, and the law.

1. The TRS provides Wi-Fi for the TRS community and allows access for education use only.

2. I am aware that the TRS will not be liable for any damages or claims of any kind arising from the use of the wireless service. The TRS takes no responsibility for the security, safety, theft, insurance, and ownership of any device used within the TRS premises that is not the property of the TRS.

3. The use of technology falls under TRS Acceptable Use of Technology Policy (AUP), online safety policy and code of conduct, child protection policy, which all children/pupils/students /staff/visitors and volunteers must agree to and comply with.

4. The TRS reserves the right to limit the bandwidth of the wireless service, as necessary, to ensure network reliability and fair sharing of network resources for all users.

5. TRS owned information systems, including Wi-Fi, must be used lawfully; I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.

6. I will take all practical steps necessary to make sure that any equipment connected to the TRS service is adequately secure, such as up-to-date anti-virus software, systems updates.

7. The TRS wireless service is not secure, and the TRS cannot guarantee the safety of traffic across it. Use of the TRS wireless service is done at my own risk. By using this service, I acknowledge that security errors and hacking are an inherent risk associated with any wireless network. I confirm that I knowingly assume such risk.

8. The TRS accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed via the TRS wireless service's connection to the internet. Any damage done to equipment for any reason including, but not limited to, viruses, identity theft, spyware, plug-ins or other internet-borne programs is my sole responsibility; and I indemnify and hold harmless the TRS from any such damage.

9. I will respect system security; I will not disclose any password or security information that is given to me. To prevent unauthorised access, I will not leave any information system unattended without first logging out or locking my login as appropriate.

10. I will not attempt to bypass any of the TRS security and filtering systems or download any unauthorised software or applications.

11. My use of TRS Wi-Fi will be safe and responsible and will always be in accordance with the TRS AUP and the law including copyright and intellectual property rights. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites.

12. I will not upload, download, access or forward any material which is illegal or inappropriate or may cause harm, distress or offence to any other person, or anything which could bring the TRS into disrepute.

13. I will report any online safety concerns, filtering breaches or receipt of inappropriate materials to the Designated Safeguarding Lead (T Hamer) as soon as possible.

14. If I have any queries or questions regarding safe behaviour online, I will discuss them with Designated Safeguarding Lead (T Hamer) or the HoSs

15. I understand that my use of the TRS Wi-Fi may be monitored and recorded to ensure policy compliance in accordance with privacy and data protection legislation. If the TRS suspects that unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, then the TRS may terminate or restrict usage. If the TRS suspects that the system may be being used for criminal purposes, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read, understood and agreed to comply with TRS Wi-Fi Acceptable Use Policy.

Name …………………………………………………………………………………………………..

Signed: …………………….…………………………………………….Date (DDMMYY)…………………....