Acceptable Use Policy (AUP) Agreement For Governors and Trustees

This Acceptable Use Policy is intended to ensure:

- that Governors and Trustees will be positive role models, responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that Trust systems and users are protected from accidental or deliberate misuse that could put the security of the systems and other users at risk.
- that Governors and Trustees are protected from potential risk in their use of technology in their everyday work.

The Trust will try to ensure that Governors and Trustees have good access to Outlook, SharePoint and other Microsoft programmes in order for them to fulfil their role. The Trust will, in return, expect Governors and Trustees to agree to be responsible users.

New technologies / devices have become integral to the lives of children and young people in today's society, both within Trust and in their lives outside the Trust. The internet and other digital technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning.

They also bring opportunities for staff to be more creative and productive in their work.

All users should have an entitlement to safe internet access at all times.

I understand that I must use Trust technology in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the Trust systems and other users.

I recognise and respect the value of the use of technology for enhancing learning.

I understand that we are all teachers of Online Safety and will be a positive role model to support the education of the young people in my care in the safe use of technology, and embed e-safety in my work.

Use of Trust Computers:
- I will not move or change IT equipment
- I will not use my own devices such as USB drives
- Any damage or issues with the IT equipment should reported to an IT technicians as soon as possible.

Using Technology:

- I understand that the Trust will monitor use of equipment and my use of the Trust systems, email and other digital communications by using software.
- I understand that the rules set out in this agreement also apply to use of Trust systems (e.g. laptops, email) out of the Trust, and to the transfer of personal data (digital or paper based) out of Trust (personal data including academic data and contact information relating to any adult or student at a Trust school).
- I understand that the Trust systems are intended for educational use, and should be used in accordance with this AUP.
- I will not access, copy, remove or otherwise alter any other user's files
- When I use my devices (desktops / laptops / tablets / Smartphone / USB devices etc.) in a Trust school, or at home, to access the emails or SharePoint, I will follow the rules set out in this agreement, in the same way as if I was using Trust equipment. I will ensure that any such devices are protected by up-to-date software, firmware, anti-virus software, operating system, and free from viruses. I will also follow any additional rules set by the Trust about such use, including encryption. I will log out of the Trust email account and SharePoint when I have finished using it, to prevent un-authorised access.
- I will not use my personal Apple account on Trust owned Apple devices.

Security:

- I will not disclose my username or password to anyone else, unless required by an IT Technician for support, nor will I try to use any other person's username and password.
- I understand that I should not write down, or store a password, where it is possible that someone may steal, or accidentally see it.
- I understand that I have a responsibility to protect my Trust profile by ensuring my computer equipment is logged off, or locked, when I am not present.
- To ensure further protection of my profile I understand that I need to change my password on a regular basis when asked to do so. My password will meet the requirements the Trust password policy of a minimum length of 8 characters and including upper and lower case and numbers or special characters.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted (due to the risk of the attachment containing viruses or other harmful programmes.) If I have any concerns about the validity of the e-mail, I will check with an IT technician before opening.
- I will ensure that my data is regularly backed up, in accordance with relevant Trust policies.
- 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 that are 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.
- I will not try to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install, or attempt to install, programmes of any type on any device/PC, or store programmes on a computer, nor will I try to alter computer settings. If I require different software then I will consult with the IT technicians.

- I will not disable or cause any damage to Trust equipment, or the equipment belonging to others.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the Trusts Data Protection Policy. Where I need to transfer digital personal data outside the secure local network, including the use of Portable storage / USB devices or via the email system, it must be encrypted.
- I understand that the Data Protection Policy requires that any staff or student data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by Trust policy to disclose such information to an appropriate authority.

Online including use of Social Media:

- I understand that I have a responsibility to immediately report any illegal, inappropriate or harmful material or incident (including incidents under the counter-terrorism and security Act 2015), I become aware of by other staff, students and my own personal use of computer equipment, to the appropriate person.
- When using my personal social media I will not make any reference to students/parents/carers/ Trust staff, nor mention the Trust in any way that could be deemed unprofessional. I will not engage in online discussions on personal matters relating to the Trust community.
- When using my personal social media I will not upload, or share, images or recordings of students relating to Trust activities, nor will I communicate with parents/carers on posts about Trust related matters.
- I will seek permission from the Trusts e-safety co-ordinator first before setting up any Trust related social media, and then share Trust-related social media account details with IT technicians in order for them to check regulations.
- I will not 'friend' any current, or recently ex-student on my personal social media. In this case, I am aware that this could compromise my professional role.
- I will only use social networking sites in the Trust for work purposes and in accordance with the Trust's policies. I need to ensure that any private social networking sites that I create, edit or contribute to, and any online activity that I engage with inside and outside the Trust, does not compromise my professional role in Trust in any way (e.g. posting of offensive content, contacting students).
- I understand that social networks update their terms of service on a regular basis and therefore I need to update my security settings on a regular basis to ensure appropriate privacy settings.

Communication:

- I will only communicate with students and parents / carers using official Trust systems. Any such communication will be professional in tone and manner. I understand that communication must be written in such a way that it cannot be considered to be abusive, defamatory or libellous. I accept all liability for my communications. I must ensure that written statements cannot be construed out of context.

I understand that I am responsible for my actions in and out of the Trust

I will report any breach of the above Acceptable Use Policy to the Head of Computing / Network manager and in their absence, to my Chair of LGC or Chair of Trustees.

I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. I have read and understand the above and agree to use the Trust systems (both in and out of the Trust) and my own devices (in the Trust and when carrying out communications related to the Trust) within these guidelines.

Governor / Trustee Name:

Signed:

Date: