



## **LEARNING ACCORD MUTI ACADEMY TRUST**

### **Staff Acceptable Use Agreement on E-safety**

**(Reviewed March 2026)**

#### **Principles**

As an organisation with responsibility for safeguarding of pupils it is important that all staff take every possible necessary measure to protect data and information systems from unauthorised access, infection, damage, loss, abuse and theft.

All members of staff have a responsibility to use the academy's information technology equipment in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using Information Communication Technology and related academy systems, they are asked to read and sign this Acceptable Use Agreement.

#### **Definitions**

Academy Information and Communication Technology

This means any computer, tablet, android device, networking device, telephone, copier, printer, fax machine, storage device, camera and audio-visual equipment or other device enables the access, storage, transmission, or manipulation of data equipment which

- is owned by the academy or
- is licensed or leased or rented by the academy or
- is subject to academy policies.

#### **Roles and responsibilities**

##### The Academy

The academy is responsible for the Information and Communication Technology and the internal networks used on and accessed off site. The academy also has various rights to the software and information residing on, developed on, or licensed for the Information and Communication Technology and networks. The academy administers, protects, and monitors this aggregation of computers, software, and networks.

In its management of Information and Communication Technology, the academy and its administrative department takes responsibility for:

- focusing Information and Communication Technology resources on activities connected with teaching, learning and administration
- protecting academy networks and other shared facilities from malicious or unauthorised use
- ensuring that academy data is secure.
- managing computing resources so that members of the academy community are not denied fair and equitable access to them
- establishing and supporting acceptable standards of security for electronic information that community members produce, use, or distribute, and ensuring the privacy and accuracy of administrative information that the academy maintains

- delineating the limits of privacy that can be expected in the use of networked computer resources and preserving freedom of expression over this medium without countenancing abusive or unlawful activities
- monitoring policies and communicating changes in policy as events or technology may warrant
- enforcing policies by restricting access and initiating disciplinary proceedings as appropriate.
- Monitoring pupils, staff and guests use of the Information and Communication technology including any email systems and social media platforms

### The Individual

The academy supports networked information resources to further its mission of teaching and learning. All members of the academy community must be aware of the rules and conventions that make these resources secure and efficient. Users of academy Information and Communication Technology will take responsibility for:

- using resources efficiently, and accepting limitations or restrictions on computing resources - such as storage space, time limits, or amount of resources consumed - when asked to do so by systems administrators
- ensuring that programs from the internet are not downloaded or installed on any academy computer: advice should be sought from the ICT Manager as appropriate
- protecting passwords and respecting security restrictions on all systems (and understanding that if it is believed that a third party is aware of an individual's password the ICT Manager must be notified)
- backing up files and other data regularly and permanently removing old files no longer required
- preventing unauthorised network access to or from their Information and communication technology and their associated accounts (this includes the responsible monitoring by staff of student users in their charge)
- recognising the limitations to privacy afforded by electronic services
- respecting the rights of others to be free from harassment or intimidation
- honouring copyright, licencing and other intellectual property rights
- ensuring the physical protection of academy Information and Communication Technology equipment including data (and understanding that any damage or theft or loss is to be reported to the technical support staff immediately upon detection)
- ensuring responsible use of ICT equipment and ensuring pupils are following the Acceptable Use Policy
- reporting any faults, problems or requests to the ICT Support Team using the appropriate channels as soon as possible.
- when supporting pupils with remote learning, remain vigilant at all times and adhere to content of all academy safeguarding policies, code of safe working, e-safety policy and ensure pupils follow acceptable user policy subject matter

I understand that it is my responsibility to ensure that I remain up to date and read and understand the academy's most recent E-safety policies.

**I have read and understood and agree to comply with the Staff Acceptable Use Policy on E-safety**

Signed: .....

Print Name: .....

Job Title: .....

Date: .....