These rules will keep everyone safe and help us to be fair to others. It is important that you read this policy carefully. If there is anything you do not understand, please ask.

**I agree that:**

* I will not attempt to access areas of the academy network which I have not been authorised to use
* I will not share my password with anyone, or use anyone else’s password. If I become aware of another individual's password, I will inform that person and a member of the academies ICT support team or managed service provider
* I will use a \*strong\* password i.e one that contains letters (upper case and lower case), numbers and possibly symbols which I will change on a regular basis
* I will ensure I do not leave myself logged into any device on the academy network, where this is not possible, I will make sure any machine is locked when I walk away to ensure misuse cannot occur
* I will use academy equipment properly and not interfere with the work or data of another student or staff
* I understand that the academy may check any files I store on the network or on to any academy devices and may monitor the Internet sites I visit and install software which records screenshots of my activity on the academy network for security & safeguarding purposes at any time without any notice
* I understand all internet searches and content I access on the academy network will be logged against my username/IP/MAC address and will not attempt to bypass the academy filtering systems, if I do so I understand that relevant sanctions will be applied
* I will make sure to keep regular backups of any files stored on portable storage devices in case of loss or damage
* All portable storage devices used by staff throughout the academy MUST be encrypted with Windows Bitlocker, this is to ensure that if any device is lost or stolen, data cannot be accessed by any unauthorised person, this is a requirement under the Data Protection Act (DPA) and also under the General Data Protection Regulation (GDPR), please contact the academy ICT support team or managed service provider for further information on how to set this up. All portable storage devices used by staff which are not encrypted will only have read only access
* I am responsible for all electronic messages that I post or send and will use language appropriate to the audience who may read them
* I understand any messages I send or receive using the academy network, VLE or email system may also be viewed at any time by the academy ICT support team or managed service provider for security & safeguarding purposes and any misuse will result in sanctions being applied
* I will ensure any messages sent with confidential, personally identifiable or sensitive data is encrypted before being sent, it is my responsibility to ensure all content sent is secured and I will not rely on the recipient to secure the message on my behalf (e.g. the recipient claims they have a secure email account so messages don’t need to be encrypted), this applies to internal and external recipients, please contact the academy ICT support team or managed service provider if you are unsure how to securely send messages
* I will be respectful in how I talk to and work with others online and never write or participate in online bullying and I will report any unpleasant material or messages sent to me. I understand my report will be confidential and may help protect other staff, students and myself
* I know that posting anonymous messages and forwarding chain letters is forbidden
* Any files attached to an email will be appropriate to the body of the email and not include any inappropriate materials or anything that threatens the integrity of the academy ICT system
* I will not download, store, attempt to launch or bring into the academy any executable files as all software installed throughout the academy, MUST first be authorised by the academy ICT support team or managed service provider, this is to ensure the software will not have an adverse effect on the academy network for other users
* I will not download, store or bring into the academy any digital content which has been illegally obtained, including but not limited to music, pictures, videos or software
* I will not access inappropriate materials such as pornographic, racist or offensive material or use the academy system for personal financial gain, gambling, political purposes or advertising
* I will always follow the \*terms and conditions\* when using a site
* I know content on the web is someone’s property and I will check if I want to use information, pictures, video, music or sound to ensure I do not break copyright law
* I will make sure I exercise due care when collecting, processing or disclosing any personal data and only process personal data on behalf of the academy. I understand I must keep the data private and confidential and I must not disclose information to any other person unless authorised to do so
* I will not make personal or other inappropriate remarks about staff, pupils, parents or colleagues on manual files or computer records. The individuals have the right to see all information the academy holds on them subject to any exemptions that may apply
* If I make or encourage another person to make an unauthorised disclosure knowingly or recklessly I may be held criminally liable.
* College equipment should not be used for any personal social networking use whilst you are using the College network
* Staff must not accept friendships from underage pupils. The legal age for students to register with a social networking site is usually 13 years; be aware that some users may be 13 or younger but have indicated they are older
* It is important to ensure that members of the public and other users know when a social networking application is being used for official academy business. Staff must use only their work email address or other academy approved email mechanism and ensure all contributions are professional and uphold the reputation of the academy
* Social networking applications should not be used to publish any content which may result in actions for defamation, discrimination, breaches of copyright, data protection or other claims for damages. This includes but is not limited to material of an illegal, sexual or offensive nature that may bring the academy into disrepute.
* Postings should not be critical or abusive towards the academy, staff, pupils or parents or used to place a pupil, student or vulnerable adult at risk of harm
* The social networking site should not be used for the promotion of personal financial interests, commercial ventures or personal campaigns, or in an abusive or hateful way
* Ensure that the appropriate privacy levels are set. Consider the privacy and safety settings available across all aspects of the service – including photos, blog entries and image galleries. Failing to set appropriate privacy levels could result in messages which are defamatory, libellous or obscene appearing on your profile before you have chance to remove them
* If you require any further information regarding the use of Social Networking please refer to the Social Networking document created by the Dudley Safeguarding Children Board
* CCTV is in operation throughout the academy and footage may be used for investigation purposes
* All phone calls made and received on the academy telephony system are logged and audio contents of any call may also be recorded for safeguarding purposes and could be used as evidence

Failure to comply with the above may result in breaches to one or more of the following laws and may require the college to contact law enforcement leading to legal action:

* Computer Misuse Act 1990
* Data Protection Act (DPA) 2018
* General Data Protection Regulation (GDPR) 2018

I have read through and fully understand the terms of the policy. I also understand that the academy may amend this policy from time to time and that I will be issued with an amended copy.

Signed:…………………………………………………

PRINT NAME……………………………………………

Dated: …………………..