

# **CHANCERY EDUCATION TRUST**

## **DATA SECURITY, E-SAFETY POLICY & ACCEPTABLE USE AGREEMENT**

**JUNE 2021**

Next Review Date: June 2022

Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

# **CHANCERY EDUCATION TRUST**

## **DATA SECURITY, E-SAFETY POLICY & ACCEPTABLE USE AGREEMENT**

The UK General Data Protection Regulation (UK GDPR) aims to protect the rights of individuals about whom data is obtained, stored, processed or supplied and requires that organisations take appropriate security measures against unauthorised access, alteration, disclosure or destruction of personal data.

Chancery Education Trust embraces the positive impact and educational benefits that can be achieved through appropriate use of the Internet and associated communication technologies.

The Trust seeks to prevent any safeguarding issues including cyber-bullying, through the rigorous application of this policy. The E-Safety of staff and pupils is of utmost importance and the Trust seeks to avoid inappropriate or misguided use, which may expose both adults and young people to unacceptable risks and dangers, including cyber-bullying.

To that end, the Trust aims to provide a safe and secure environment, which not only protects all people on the premises but also educates them on how to stay safe in the wider world.

This document sets out the measures taken by the Academy School to achieve this, including to:

- protect against potential breaches of confidentiality;
- ensure that all information assets and IT facilities are protected against damage, loss or misuse;
- support our Data Protection and SAR Policy in ensuring all staff are aware of and comply with UK law and our own procedures applying to the processing of data; and
- Increase awareness and understanding at the Academy School of the requirements of information security and the responsibility to staff to protect the confidentiality and integrity of the information that they themselves handle.

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## Scope

On joining the Trust, the individual Academy School will provide new joiners/voluntary staff or those undertaking work experience a copy of the E-Safety policy and Acceptable Use Agreement to read and sign to demonstrate that they have understood and will adhere to the procedures set out in the E-Safety policy and Acceptable Use Agreement. Signed copies of the Acceptable Use Agreement will be retained in their personnel file. (See Appendix 2)

This policy applies to all members of staff, including temporary workers, other contractors, volunteers, interns, governors and any and all third parties authorised to use the IT systems.

The Data Security, E-Safety policy and Acceptable Use Agreement will be reviewed on an annual basis and if necessary, more frequently in response to any significant new developments in the use of the technologies, new threats to online safety or incidents that have taken place. The policy is on the Academy School website.

This policy, supported by the Academy School's acceptable use agreement, is to protect the interests and safety of the whole Academy School community.

Each Academy School has a named E-Safety co-ordinator:

The E-Safety co-ordinator for Darrick Wood Infant & Nursery School is Mr B Broughton.

The E-Safety co-ordinator for John Wood School & Nursery is Miss J Davis.

The E-Safety co-ordinator for Pickhurst Academy is Mr S Long.

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## Roles and Responsibilities

Role	Key Responsibilities
<b>Headteacher/Principal and Senior Leadership Team (SLT)</b>	<ul style="list-style-type: none"> <li>• The Headteacher/Principal has a duty of care for ensuring the safety (including E-Safety) of members of the Academy School community</li> <li>• The Headteacher/Principal and (at least) another member of the SLT should be aware of the procedures to be followed in the event of a serious E-Safety allegation being made against a member of staff</li> <li>• The Headteacher/Principal and Senior Leaders are responsible for ensuring that the E-Safety Coordinator and other relevant staff receive suitable training to enable them to carry out their E-Safety roles and to train other colleagues, as relevant</li> <li>• The Headteacher/Principal will ensure that there is a system in place to allow for monitoring and support of those in the Academy School who carry out the internal E-Safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles</li> <li>• The Headteacher/Principal will form an E-Safety group including representatives of SLT, teaching staff, students and parents to ensure that the E-Safety policy is applied consistently and is relevant, taking into account developments and new technology</li> </ul>
<b>The E-Safety Coordinator</b>	<ul style="list-style-type: none"> <li>• Takes day to day responsibility for E-Safety issues and has a leading role in establishing and reviewing the Trusts E-Safety policies / documents</li> <li>• Ensures that all staff are aware of the procedures that need to be followed in the event of an E-Safety incident taking place</li> <li>• Provides training and advice for staff and parents</li> <li>• Logs and monitors E-Safety incidents. Serious incidents must be escalated immediately to the Headteacher/Principal/DSL</li> <li>• Organises E-Safety week and safer internet day</li> </ul>

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<b>The Network Manager / Technical staff</b>	<ul style="list-style-type: none"> <li>• Ensure that the Academy School's technical infrastructure is secure and is not open to misuse or malicious attack</li> <li>• Ensure that the Academy School meets required E-Safety technical requirements and any Local Authority/other relevant body/ E-Safety Policy guidance that may apply</li> <li>• Ensure that users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed</li> <li>• Keep up to date with E-Safety technical information in order to effectively carry out their E-Safety role and to inform and update others as relevant</li> <li>• Monitor the use of the network/internet / Virtual Learning Environment/remote access/email is checked regularly, in order that any misuse or attempted misuse can be reported to the Headteacher/Principal/E-Safety co-ordinator</li> </ul>
<b>Teaching, and Support Staff, including MDS</b>	<ul style="list-style-type: none"> <li>• They have an up to date awareness of E-Safety matters and of the current Academy School E-Safety policy and practices</li> <li>• They have read, understood and signed the Staff Acceptable Use Agreement</li> <li>• They report any suspected misuse or problem to the Headteacher/Principal/E-Safety co-ordinator for investigation/action/ sanction</li> <li>• All digital communications with students/pupils/parents/carers are on a professional level and only carried out using official Trust systems</li> <li>• E-Safety issues are embedded in all aspects of the curriculum and other activities</li> <li>• Students/pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations</li> <li>• They monitor the use of digital technologies, mobile devices, cameras etc. in lessons and other Academy School activities (where allowed) and implement current policies with regard to these devices</li> <li>• In lessons where internet use is pre-planned pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches</li> </ul>

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	<p><b>Exit strategy</b></p> <ul style="list-style-type: none"> <li>At the end of the period of employment/ volunteering all equipment and devices loaned by the Academy School must be returned, this will include leaving PINs, IDs and passwords to allow devices to be reset, or to meet with line manager and technician on the last day to log in and allow a factory reset.</li> </ul>
<p><b>Designated Safeguarding Lead (DSL)</b> <b>Deputy Designated Safeguarding Lead (DDSL)</b></p>	<p>Will be trained in E-Safety issues and be aware of the potential for serious child protection/ safeguarding issues to arise from:</p> <ul style="list-style-type: none"> <li>Sharing of personal data</li> <li>Access to illegal/inappropriate materials</li> <li>Inappropriate on-line contact with adults/strangers</li> <li>Potential or actual incidents of grooming</li> <li>Cyber-bullying</li> <li>Sexting</li> </ul>
<p><b>Pupils</b></p>	<p>At age appropriate levels</p> <ul style="list-style-type: none"> <li>Have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations</li> <li>Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so</li> <li>Know and understand policies on the taking/use of images and on cyber-bullying</li> <li>Should understand the importance of adopting good E-Safety practice when using digital technologies out of school</li> <li>Be made aware that children under the age of 13 are not legally allowed to use social media channels such as Facebook and Twitter</li> </ul>

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<b>Parents / Carers</b>	<p>Parents/Carers play a crucial role in ensuring that their children understand the need to use the internet/ mobile devices in an appropriate way. The Academy School will take every opportunity to help parents understand these issues through parents' information meetings, newsletters, letters, website and information about national/local E-Safety campaigns/literature. Parents and carers will be encouraged to support the Academy School in promoting good E-Safety practice and to follow guidelines on the appropriate use of:</p> <ul style="list-style-type: none"> <li>• Digital and video images taken at Academy School events</li> <li>• Access to parents' sections of the website</li> <li>• Supporting children in the use of the VLE at home</li> </ul> <p>Parents must be mindful that children under the age of 13 are not legally allowed to use social media channels such as Facebook and Twitter</p>
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## E-Safety in the Curriculum

The Academy School provides opportunities within a range of curriculum areas to teach about E-Safety.

Educating pupils on the dangers of technologies that maybe encountered outside the Academy School is done informally when opportunities arise and as part of the E-Safety curriculum.

The teaching of E-Safety focuses on helping children to recognise inappropriate content, conduct, contact and commercialism and helps them learn how to respond or react appropriately.

Pupils are aware of the impact of online bullying and sexting and know how to seek help if they are affected by any of these issues.

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## **Security, Data and Confidentiality**

All staff read and sign an Acceptable Use Agreement to demonstrate that they have understood the Academy School's E-Safety Policy.

Staff may, in some circumstances, use cloud based storage, which is password protected to store and access information conveniently

Staff should be aware of their responsibilities when accessing sensitive Academy School data:

- Academy School data will only be accessed by staff, using their own username and password
- Passwords are kept secure and are not shared with another member of staff
- Workstations are locked when left unattended
- Academy School data will not be duplicated onto personally owned equipment
- Portable devices are encrypted and data can only be accessed using a secure log in

### **Data security**

Personal data sent over the school network will be encrypted or otherwise secured.

All members of staff are prohibited from downloading, installing or running software from external sources without obtaining prior authorisation from the CEO who will consider bona fide requests for work purposes. Please note that this includes instant messaging programs, screen savers, photos, video clips, games, music files and opening any documents or communications from unknown origins. Where consent is given all files and data should always be virus checked before they are downloaded onto the School's systems.

You may connect your own devices (including, but not limited to, laptops, tablets, and smartphones) to the Academy School's Wi-Fi provided that you follow the CEO's requirements and instructions governing this use. All usage of your own device(s) whilst connected to the Academy School's network or any other part of the IT Systems is subject to all relevant Academy School Policies (including, but not limited to, this policy). The CEO may at any time request the immediate disconnection of any such devices without notice.

### **Electronic storage of data**

All portable data, and in particular personal data, should be stored on encrypted drives using methods recommended by the CEO.

All data stored electronically on physical media, and in particular personal data, should be stored securely in a locked box, drawer, cabinet, or similar.

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You should not store any personal data on any mobile device, whether such device belongs to the Academy School or otherwise without prior written approval of the CEO. You should delete data copied onto any of these devices as soon as possible and make sure it is stored on the Academy School's computer network in order for it to be backed up.

All electronic data must be securely backed up by the end of the each working day and is done by the responsible person.

### **Infrastructure/ filtering and monitoring**

The Academy School will be responsible for ensuring that their infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people named in the above sections will be effective in carrying out their E-Safety responsibilities:

- The Technical systems will be managed in ways that ensure that the Academy School meets recommended technical requirements
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, mobile devices etc. from accidental or malicious attempts which might threaten the security of the Academy School systems and data. These are tested regularly. The Academy School infrastructure and individual workstations are protected by up to date virus software
- Personal data cannot be sent over the internet or taken off site
- Staff and pupils are aware that Academy School based email and Internet activity can be monitored and explored further if required.
- If staff or pupils discover an unsuitable site, the incident should be reported immediately to the teacher and then passed on to the Headteacher/Principal/E-Safety coordinator
- If there are any issues related to viruses or anti-virus software, the E-Safety co-ordinator should be informed

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## **Mobile Technologies**

### **Personal Mobile devices (including phones)**

The Academy School allows staff to bring in personal mobile phones and devices for their own use during designated times. These are not to be used at any time whilst children are present.

The Academy School is not responsible for the loss, damage or theft of any personal mobile device.

### **Managing email**

The use of email within the Academy School is an essential means of communication for staff.

Where pupils have been set up with individual email accounts, monitoring checks for inappropriate content and if detected forwarded to the Headteacher/Principal and the E-Safety Coordinator. All emails are permanently stored even if deleted by individual users

Staff must use the Academy School's approved email system for any Academy School related business

- Everyone in the Academy School community understands that the e-mail system is monitored and should not be considered private communication
- Staff must inform the Headteacher/Principal/E-Safety co-ordinator if they receive an offensive or inappropriate e-mail

## **Social Networking**

The Academy School does not permit the pupils to access their private accounts on social or gaming networks at any time during the Academy School day.

Pupils under the age of 13 should not be allowed access to, or be encouraged to create their own personal social media accounts. Children under the age of 13 are not legally allowed to use social media channels such as Facebook and Twitter. However, pupils may be encouraged to observe official Academy School social media profiles in an appropriate and safe way, for example, via a feed on the Academy's/School's website.

Any communication received by staff from children on any personal social media sites must be reported to the Designated Safeguarding Lead (DSL). In addition, if any member of staff is aware of any inappropriate communications involving any child in any social media, these must immediately be reported as above.

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## Facebook

- The Academy School may have their own Academy School Facebook page that they use as a tool to inform parents of significant events and successes of the Academy School
- The Facebook page will be published, updated and monitored by members of SLT
- To safeguard everyone at the Academy School there are strict procedures in place regarding the use of the Academy School Facebook page
- The Academy School will **NEVER** post content which identifies any children, staff, parents or members of the Academy School community
- The Academy School will immediately remove any posts, which identify, name or compromise the privacy of any member of the Academy School community
- Users are required to be polite and courteous in their communications. Any comments which are deemed to be inappropriate will be removed
- Users who repeatedly breach the guidelines will be banned from the page
- Should the Academy School have a Facebook page and SLT feel that the Facebook page is causing adverse or negative reflections of the Academy School, or that the site is burdensome to monitor and control, the page will be deleted
- Staff wishing to use personal Facebook accounts should take every necessary precaution to avoid their professional reputation or the reputation of the Academy School being compromised in any way
- Personal Facebook accounts should not have any information data or photographs of Academy School children on their account
- Personal Facebook accounts should not be used during Academy School working times
- Concerns about inappropriate content/conduct in relation to Facebook use should be immediately reported to the Headteacher/DSL, in line with the Acceptable Use Agreement

## Academy School Website - Published content

- The Headteacher/Principal takes responsibility for content published to the Academy School website but delegates general editorial responsibility to a designated member of office staff who are responsible for the editorial control of work provided for publication
- The Academy School will hold the copyright for any material published on their website or will obtain permission from the copyright holder prior to publishing with appropriate attribution
- The Academy School encourages the use of e-mail to contact the Academy School via the office
- The Academy School does not publish any contact details for the pupils

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## Safe Use of Images

- All digital communications with students/pupils/parents/carers should be on a professional level and only carried out using official Academy School systems. Staff should not communicate with parents, carers or students through any personal accounts on social media platforms
- Photographs and videos of children may be taken for use in the Academy School using **only** Academy School equipment. Parental consent will be obtained before any image of a child is used on displays, the Academy School website or for use in media and press relations
- On entry to the Academy School, all parents must sign a permission slip for their children's images to be used on displays and the Academy School website
- Use of images in media and press relations are discussed with parents on a needs basis
- Parents/carers are allowed to take photographs/video during Christmas plays and other Academy School events. However, it is made explicitly clear that these images **SHOULD NOT** be posted to social media sites
- Staff and children are not permitted to carry or use personal mobile devices during Academy School hours

## Storage of Images

Images/ films of children are stored securely on the Academy School server and / or teacher's individual Academy School iPads

## Complaints

Complaints or concerns relating to E-Safety should be made to the Headteacher/ Principal or the E-Safety coordinator. Incidents should be logged on the Online Safety Incident log (see Appendix 1).

## Inappropriate material

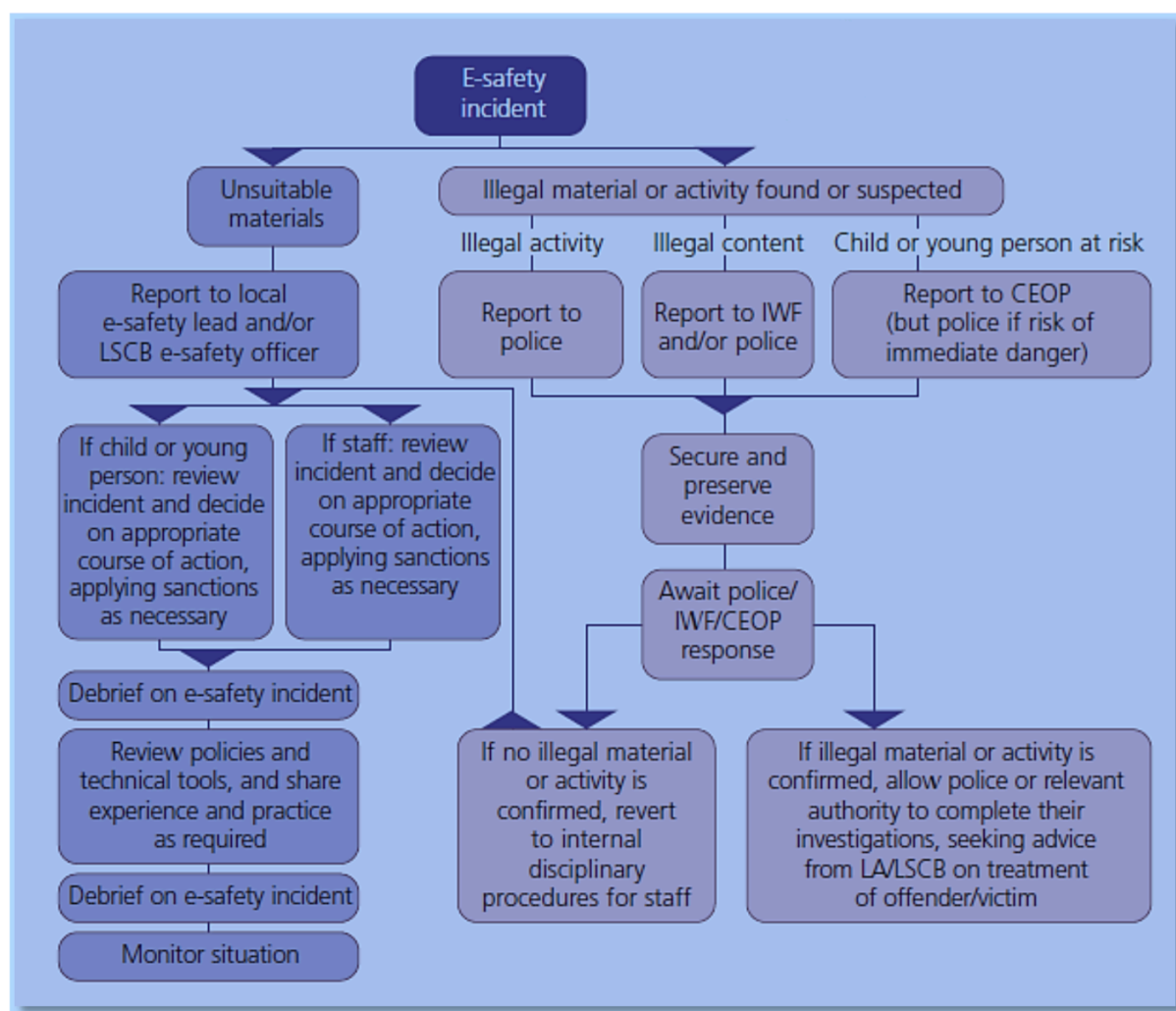
All users are aware of the procedures for reporting accidental access to inappropriate materials. The breach must be immediately reported to the Headteacher/Principal/E-Safety coordinator.

Deliberate access to inappropriate materials by any user will lead to the incident being logged by the E-Safety co-ordinator, depending on the seriousness of the offence; investigation by the Headteacher/Principal. Staff are aware that misuse or misconduct could lead to disciplinary action.

The Academy School will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a computer connected to the Academy School network. The Academy School cannot accept liability for any material accessed, or any consequences of Internet access.

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## E-Safety Incident Flow Chart



## Useful Policies and Links

- Anti-bullying Policy
- Child Protection and Safeguarding Policy
- Staff Disciplinary Policy
- POSH: Professionals Online Safety Helpline- [www.saferinternet.org.uk](http://www.saferinternet.org.uk)
- CEOP: Child Exploitation and Online Protection – [www.ceop.police.uk](http://www.ceop.police.uk)
- IWF: Internet Watch Foundation – [www.iwf.org.uk](http://www.iwf.org.uk)
- Facebook: Reporting a violation – [www.facebook.com/help](http://www.facebook.com/help)
- Truevision: Stop Hate Crimes – [www.report-it.org.uk](http://www.report-it.org.uk)
- Parentport: UK's Media Regulators – [www.parentport.org.uk](http://www.parentport.org.uk)

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## Monitoring and Implementation Policy

The policy is reviewed annually, although the Trust may vary or amend it periodically to ensure that we fulfil our obligation around the Data Security, E-Safety Policy & Acceptable Use Agreement. All proposed changes to this policy would be made following the approval from the Committee.

	Name	Date
Policy written by	CET Board/Judicium	June 2021
Review by Committee	CET Board	June 2021
Approved by Committee	CET Board	June 2021
Adopted by Governing Board	Local Governing Board	July 2021
To be reviewed annually		
Review by	June 2022	

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## Appendix 1

### Online Safety Incident Log

Details of ALL online safety incidents are to be recorded by the E-Safety co-ordinator and passed to Headteacher/Principal to review. Serious incidents must be escalated immediately to the Headteacher/Principal/DSL

Date and Time	Name of Pupil/Staff Member	Room and Computer Device Number	Details of Incident (Include any evidence) Actions and Reasons	Actions and Reasons

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Chancery Education Trust – Data Security, E-Safety Policy & Acceptable Use Agreement – June 2021



## Appendix 2

### Acceptable Use of Online Services by students and staff.

**This agreement covers the use of all digital technologies in the Academy School: i.e. PC's, laptops, tablets, e-mail, internet, intranet, network resources, learning platform, software, communication tools, equipment and systems.**

- I will follow the guidelines in the E-Safety policy (including mobile and handheld devices)
- I will only use the Academy School's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Headteacher/Principal and Local Governing Board
- I will not reveal my password(s) to anyone
- I will follow 'good practice' advice in the creation and use of my password. If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it
- I will not allow unauthorised individuals to access e-mail / Internet / intranet / network / VLE or other Academy School systems
- I will not engage in any online activity that may compromise the Academy School or my professional responsibilities
- I will only use the Academy School approved e-mail system for any Academy School business, including communication with parents. I will only enter into communication regarding appropriate Academy School business
- I will not browse, download or send material that could be considered offensive to anyone
- I will report any accidental access to, or receipt of inappropriate materials, or any filtering breach or equipment failure to the subject leader
- I will not download any software or resources from the Internet that can compromise the network or is not adequately licensed, or which might allow me to bypass filtering and security systems
- I will check copyright and not publish or distribute any work, including images, music and videos, that is protected by copyright, without seeking the author's permission
- I will not connect any device (including USB flash drives) to the network that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the Academy's/School's anti-virus and other ICT 'defence' systems
- I will not use personal digital cameras or camera phones or digital devices for taking, editing and transferring images or videos of pupils or staff and will not store any such images or videos at home
- I will only use Academy School approved equipment for any storage, editing or transfer of digital images / videos and ensure I only save photographs and videos of children and staff on the staff shared work area of the Academy School network
- I will ensure that a senior member of staff is aware that the Academy School's photography/image equipment is being used and for what purpose

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- I will follow the E-Safety policy on use of mobile phones / devices at the Academy School
- I will not use my personal photographic /video equipment, nor take images of children and young people using my personal mobile telephone
- I will use the Academy School's Learning Platform in accordance with Academy School protocols
- I will ensure that any private social networking sites / blogs, etc. that I create or actively contribute to are not confused with my professional role
- I will ensure, where used, that I know how to use any social networking sites / tools securely, so as not to compromise my professional role
- I agree and accept that any computer or laptop loaned to me by the Academy School is provided solely to support my professional responsibilities, and that I will notify the Academy School of any "significant personal use", as defined by HM Revenue & Customs.
- I will only access Academy School resources remotely (such as from home) For example Behaviour Watch, *Target Tracker* and follow e-security protocols to interact with them
- I will ensure any confidential data relating to children, the staff or the Academy School is not taken off site
- I understand that Data Protection policy requires that any information seen by me with regard to staff or pupil information that is held within the Academy School's information management system will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority
- I will alert the Academy School's DSL/DDSL/Headteacher/Principal if I feel the behaviour of any child or adult may be a cause for concern
- I will only use the Academy School network and Internet access in accordance with its policies
- I understand that it is my duty to support a whole-Academy School safeguarding approach and will report any behaviour (of other staff or pupils), which I believe may be inappropriate or concerning in any way, to the DSL/DDSL/Principal at the Academy School
- I understand that all Internet usage and network usage can be logged, and that this information can be made available to the DSL/DDSL/Headteacher/Principal on their request
- I will embed the Academy School's E-Safety / digital literacy curriculum into my teaching

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## Agreed Sanctions as defined in the E-Safety policy

### Staff

Incidents:	Refer to line manager	Refer to Principal/HT	Refer to HR	Refer to Police	Refer to Technical Support	Suspension	Disciplinary action
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).	X	X		X			X
Inappropriate use of the internet / social media / personal email	X	X	X				X
Personal use of the internet / social media / personal email	X	X	X				X
Unauthorised downloading or uploading of files	X	X	X		X		X
Allowing others to access the Academy School network by sharing username and passwords or attempting to access or accessing the Academy School network, using another person's account	X	X	X		X		X
Careless use of personal data eg holding or transferring data in an insecure manner	X	X	X				X
Deliberate actions to breach data protection or network security rules	X	X	X		X		X
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software	X	X	X		X		X
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature	X	X	X	X		X	X
Using personal email / social networking / instant messaging / text messaging to carrying out digital communications with students / pupils	X	X	X	X			X
Using personal devices for taking, editing and transferring images or videos of pupils of staff and storing any such images or videos at home	X	X	X	X			X
Actions which could compromise the staff member's professional standing	X	X	X				X
Actions which could bring the Academy School into disrepute or breach the integrity of the ethos of the Academy School	X	X	X			X	X
Using proxy sites or other means to subvert the Academy's/School's filtering system	X	X	X			X	X
Accidentally accessing offensive or pornographic material and failing to report the incident	X	X	X		X		X
Deliberately accessing or trying to access offensive or pornographic material	X	X	X	X		X	X
Breaching copyright or licensing regulations	X	X	X				X
Continued infringements of the above, following previous warnings or sanctions	X	X	X	X		X	X

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## User Signature

I agree to abide by all the points above.

I understand that I have a responsibility for my own and others' e-safeguarding and I undertake to be a 'safe and responsible digital technologies user'.

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

I understand that failure to comply with this agreement could lead to disciplinary action.

Full Name: .....

Job Title / Role: .....

Signature: .....

**Please return signed declaration to a member of the Academy School office to retain in your personnel file.**

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Chancery Education Trust – Data Security, E-Safety Policy & Acceptable Use Agreement –  
June 2021

## Appendix 3



### Pupil Acceptable Use & E-Safety Agreement

**All pupils use computer facilities including internet access as an essential part of learning, as required by the National Curriculum. Pupils are asked to sign to show that the Acceptable Use and e-Safety rules have been understood and agreed.**

#### Use of Computers in the Academy School

The Academy School owned equipment and network must be used appropriately

- ✓ The computer system is available for educational use only
- ✓ I will only log on with my own username and password
- ✓ I understand the Academy School monitors use of the information systems
- ✓ Printing – I will make sure my work is finished and checked and only print when instructed to do so
- ✓ I will take care when using the equipment so as not to cause damage
- ✓ If I do not follow these rules then I might have to speak to my Head of Year or my parents/carers might have to talk to the Headteacher/Principal about what I have done

#### These rules help us to stay safe on the Internet:

- ✓ I ask permission before using the Internet
- ✓ I only use websites that an adult has chosen or helped me choose
- ✓ I tell an adult immediately if I see or read anything I am uncomfortable with and switch my screen off
- ✓ I send emails that are polite and friendly
- ✓ I never give out personal information about myself or others or passwords
- ✓ I never arrange to meet anyone I don't know
- ✓ I do not open emails sent by anyone I don't know
- ✓ I do not use Internet chat rooms
- ✓ I am not allowed to connect personal devices to the Academy School network
- ✓ I will only post content online if it is appropriate and I have permission

**This sheet can be kept at home for discussion as necessary**

Pupil Acceptable Use & E-Safety Agreement - Page 1

Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**This sheet is to be printed off, signed and returned to the Class Teacher.**

**[ENTER ACADEMY SCHOOL NAME]**

### **Pupil Acceptable Use & E-Safety Agreement**

#### **Pupil's Agreement**

I have read and I understand the Academy School Acceptable Use and E-Safety Rules.

I will use the computers, network, Internet, email (with permission) and other new technologies in a responsible way at all times.

I know that my network, Internet and email use may be monitored.

Childs Name (Print)	
Class	
Year	

#### **Parent's Agreement**

Name (Print)	
Signature	
Date	

### **Pupil Acceptable Use & E-Safety Agreement - Page 2**

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## Appendix 3 - PUPIL ACCEPTABLE USE AGREEMENT [FOR INFANT & NURSERY]

### I am safe agreement



I will use the internet  
with an adult

I will only use  
programmes an adult  
says are safe



I will be friendly and polite when I use the computer



I will tell an adult if I see  
something I do not like



I will keep my log in  
and password private

Signed: \_\_\_\_\_ (Child)

Class: \_\_\_\_\_ Date: \_\_\_\_\_

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Chancery Education Trust – Data Security, E-Safety Policy & Acceptable Use Agreement –  
June 2021