

Acceptable Use Statement

At Unity Schools Trust students and staff work together to create a friendly learning environment. Mutual respect and responsible attitudes to each other are the foundation of the Trust's culture of *Excellence through Education*.

The computer system at Unity Schools Trust is the property of the Trust and is a resource shared by all students and staff. Computer facilities, including mobile units, are made available to further education and for staff to enhance their professional activities, including teaching, research, administration and management. The Trust's Acceptable Use Policy (AUP) has been drawn up to protect all parties – the students, the staff and the Trust. It will be kept up to date and the latest version will be available on the Trust website.

- All Internet activity should be appropriate to staff professional activity, student education, or reasonable social use;
- It is a criminal offence to use a computer or network for a purpose not permitted by the Trust.
- Irresponsible use will result in the removal of network privileges or Internet access.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- All network and Internet use must be appropriate to education.
- Users are responsible for all e-mail sent and for contacts made that may result in emails being received;
- Copyright and intellectual property rights must be respected.
- Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers.
- Anonymous messages and chain letters are not permitted.
- Activity that threatens the integrity of the Trust ICT systems, or activity that attacks or corrupts other systems, is forbidden
- Users must take care not to reveal personal information through email, personal publishing, blogs or messaging.
- The Trust ICT systems may not be used for private purposes, unless the Principal has given specific permission.
- Use for personal financial gain, gambling, political activity, advertising or any other illegal purpose is not permitted.
- The Trust may exercise its right to monitor the use of the Trust's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the Trust's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

- I will only use the approved, secure email system(s) for any school business.
- I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Principal or Governing Body.
- Images of pupils and/or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network/learning platform without the permission of the parent/carers, member of staff or Principal.
- I will report any incidents of concern regarding children's safety to the e-safety Coordinator, the Child Protection Liaison Officer or Principal.
- I will ensure that content added to the schools drives has been placed in the relevant sections to ensure that access levels have been adhered to.
- I will ensure that when using search engines in my lessons key words have been appropriately vetted to ensure that inappropriate content is not inadvertently found.
- I understand that sanctions for disregarding any of the above will be in line with the Trust's disciplinary procedures and serious infringements may be referred to the police