

**You must not use any ICT on-site until you have signed this document.**

- 1.** I agree that the rules given in this document will apply to me at all times when I am using any and all ICT devices and facilities (software, networks, etc) on-site regardless of whether the device and/or the facilities are owned by me, my school/youth project, DfESC or any other party.
- 2.** I will not attempt to modify, vandalise or cause willful damage to school/youth project ICT hardware/facilities. I will report any faults that I find and any damage that I accidentally cause.
- 3.** I will neither bring home-owned ICT equipment on-site nor attempt to connect it to the site's ICT hardware/facilities unless I have been given specific permission by the head teacher/youth project leader or his/her appointed person. I agree that I will accept any additional rules that apply to the use of home-owned ICT equipment on-site. If requested to do so by the head teacher/youth project leader I will allow an appropriate monitoring program to be installed on any ICT device that I bring on-site and I will not in any way inhibit, or allow others to inhibit, its operation.
- 4.** I am familiar with the current DfESC Data-Protection Policy and I agree that I am personally responsible for the security of all data that is in my possession. I agree that all personal data that relates to any person and is stored or carried by me on a removable memory device will be encrypted or contained within files that are password-protected to prevent unauthorised access.
- 5.** I will always log-in to school/youth project ICT hardware/facilities using my own user name and password: I will not disclose my log-in details to anybody else. I agree that I will be liable for all activities that are conducted using my log-in details. If I suspect that my log-in details have become known to others then I will immediately ask for these details to be changed.
- 6.** I agree that my use of school/youth project ICT hardware/facilities will be monitored and may be recorded **at all times**. I agree that I will allow any home-owned ICT device that I bring on-site to be examined by the head teacher/youth project leader or his/her appointed person provided that a specific reason is given. I understand that the results of all monitoring and examinations may be shared with other parties if I break the terms of this AUP or if my actions are of a criminal nature.
- 7.** I will not deliberately attempt to access any websites, services, files or other resources that I know I am not authorised to access. I understand that I may temporarily access blocked websites, services and other online resources **only** using tools that are provided by DfESC. I agree that I will **not** display blocked websites, services and other resources to others until I have fully assessed the materials and have found them to be entirely suitable for the intended audience.
- 8.** I agree that my use of ICT hardware/facilities on-site should always be for educational purposes although limited personal use is permitted provided that this is not done during normal working time and does not contravene any of the other rules in this document.
- 9.** I will never illegally download or upload copyright materials. Downloading copyright materials (including music and video files) without paying the appropriate licence fee is often a criminal act and will be treated as such.
- 10.** I will not deliberately view, send, upload or download any material that is unsuitable for the school/youth project environment while I am in that environment or using any ICT equipment that is owned by the school/youth project or DfESC. If I accidentally encounter any such material then I will immediately close (but not delete, in the case of emails) the material and report it to my E-Safety Co-ordinator or a senior member of staff. I will not be sanctioned if I view unsuitable material accidentally and by reporting such incidents I will help to improve e-safety. If I am in any doubt about the suitability of any material, or if a colleague raises any doubts, then I

will not (re)access the material without the agreement of my E-Safety Co-ordinator. I will not access material that my E-Safety Co-ordinator has rated as “unsuitable”.

**11.** Unless specifically authorised to do so I will not disclose any of my personal details (other than those that identify me professionally) nor log any such details on websites while using ICT hardware/facilities on-site: if I disclose any additional personal details contrary to this instruction then I agree that these details can be recorded and that I will not hold my school/youth project responsible for maintaining the security of the details that I have disclosed.

**12.** I agree that proper conduct must be maintained at all times while using ICT. I will not harass, bully, libel, insult or attack others via email or any other means. I recognise that the use of strong language, swearing or aggressive behaviour is not acceptable. I will be polite at all times.

**Additional e-safety guidelines for members of staff**

- a) Be very cautious about responding to communications from unknown senders.
- b) Do not use bulk emailing (including Reply All) unnecessarily as this increases data traffic.
- c) Be cautious when meeting somebody who you have previously only known online: online identities are easy to fake and the person you are meeting may not be who he/she claims.
- d) Remember that everything you do in cyberspace leaves a “digital footprint”. If you post a silly or potentially embarrassing photograph of yourself online then that image may be copied, modified and distributed far beyond your control and for a long time into the future. It is frequently impossible completely to remove any material that is uploaded to the Internet.
- e) The use of external social networking sites to establish school/youth project communities is very strongly discouraged as the security of such sites, and any comments or materials posted on them, cannot be guaranteed and may leave staff open to accusations of inappropriate behaviour. Accessing of external social networking sites is not permitted from school/youth project premises: online school/youth project communities can be safely established within the Virtual Learning Environment.
- f) “Unsuitable” material (Rule 10) is firstly defined as any material that would be so rated by a reasonable professional judgment. If any pupil/student/young person is offended by any potentially “unsuitable” material then this matter must be reported to the E-Safety Co-ordinator, who (in consultation with the DfESC E-Safety Officer if necessary) will make a formal assessment about whether or not the material is “unsuitable”. Material that has been formally rated as “unsuitable” must not be accessed, viewed or displayed in the school/youth project.
- g) Do not hesitate to ask for help if you need advice about any aspect of e-safety as it relates to your professional duties. Email support is available from [esafety@gov.je](mailto:esafety@gov.je).

**Staff Declaration**

I confirm that I have read and agree to be bound by the rules that are set out in this document. I realise that any contravention of the rules set out in this document may result in sanctions being applied and will, in serious cases, result in a disciplinary procedure and/or dismissal.

**Staff Signature:** \_\_\_\_\_

**Staff Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Tick here to confirm that a copy of this document has been given to the signatory. <input type="checkbox"/>
Signature of manager providing the copy: _____