



**Leicester
Partnership
School**

E-Safety Policy

Online Safety & ICT Acceptable Use

Version 1.0a

Schedule for Development, Monitoring and Review	
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1. Aims

The Leicestershire Partnership School aims to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology, including mobile and smart technology (which we refer to as 'mobile phones')
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate

The 4 key categories of risk

Our approach to online safety is based on addressing the following categories of risk:

- **Content** – being exposed to illegal, inappropriate or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism
- **Contact** – being subjected to harmful online interaction with other users, such as peer-to-peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes
- **Conduct** – personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying; and
- **Commerce** – risks such as online gambling, inappropriate advertising, phishing and/or financial scam

2. Legislation and Guidance

This policy is based on the Department for Education's (DfE) statutory safeguarding guidance, [Keeping Children Safe in Education](#), and its advice for schools on:

- [Teaching online safety in schools](#)
- [Preventing and tackling bullying and cyber-bullying: advice for headteachers and school staff](#)
- [Relationships and sex education](#)
- [Searching, screening and confiscation](#)

It also refers to the DfE's guidance on [protecting children from radicalisation](#).

It reflects existing legislation, including but not limited to the [Education Act 1996](#) (as amended), the [Education and Inspections Act 2006](#) and the [Equality Act 2010](#). In addition, it reflects the [Education Act 2011](#), which has given teachers stronger powers to tackle cyber-bullying by, if necessary, searching for and deleting inappropriate images or files on pupils' electronic devices where they believe there is a 'good reason' to do so.

3. Roles and Responsibilities

3.1 The Governing Board

The governing board has overall responsibility for monitoring this policy and holding the headteacher to account for its implementation.

All governors will:

- Ensure that they have read and understand this policy
- Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet (appendix D)
- Ensure that, where necessary, teaching about safeguarding, including online safety, is adapted for vulnerable children, victims of abuse and some pupils with SEND because of the importance of recognising that a 'one size fits all' approach may not be appropriate for all children in all situations, and a more personalised or contextualised approach may often be more suitable

3.2 The Headteacher

The headteacher is responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout the school.

3.3 The Designated Safeguarding Lead

Details of the school's DSL and deputies are set out in our child protection and safeguarding policy as well as relevant job descriptions.

The DSL takes lead responsibility for online safety in school, in particular:

- Supporting the headteacher in ensuring that staff understand this policy and that it is being implemented consistently throughout the school
- Working with the headteacher, ICT Network Manager and other staff, as necessary, to address any online safety issues or incidents
- Managing all online safety issues and incidents in line with the school child protection policy
- Ensuring that any online safety incidents are logged in the appropriate system and dealt with in line with this policy
- Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school behaviour policy
- Updating and delivering staff training on online safety
- Liaising with other agencies and/or external services if necessary
- Providing regular reports on online safety in school to the headteacher and/or governing board

This list is not intended to be exhaustive.

3.4 The ICT Network Manager

The ICT manager is responsible for:

- Putting in place an appropriate level of security protection procedures, such as filtering and monitoring systems, which are reviewed and updated on a regular basis to assess effectiveness and ensure pupils are kept safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material
- Ensuring that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly
- Conducting a full security check and monitoring the school's ICT systems on a weekly basis

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- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files
- Ensuring that any online safety incidents are logged in the appropriate system and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy

This list is not intended to be exhaustive.

3.5 All staff and volunteers

All staff, including contractors and agency staff, and volunteers are responsible for:

- Maintaining an understanding of this policy
- Implementing this policy consistently
- Agreeing and adhering to the terms on acceptable use of the school's ICT systems and the internet and ensuring that pupils follow the school's terms on acceptable use (appendix D)
- Working with the DSL to ensure that any online safety incidents are logged in the appropriate system and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy
- Responding appropriately to all reports and concerns about sexual violence and/or harassment, both online and offline and maintaining an attitude of 'it could happen here'

This list is not intended to be exhaustive.

3.6 Parents / Legal Guardians

Parents/legal guardians are expected to:

- Notify a member of staff or the headteacher of any concerns or queries regarding this policy
- Ensure their child has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet (appendix C)
- Ensure that they read and sign the relevant acceptable use policy and form (appendix A)
- Ensure they read and sign the video/digital images permission form, unless they explicitly do not want the school to take images or videos of their child (appendix B)

Parents/legal guardians can seek further guidance on keeping children safe online from the following organisations and websites:

- What are the issues? – [UK Safer Internet Centre](#)
- Hot topics – [Childnet International](#)
- Parent resource sheet – [Childnet International](#)
- Healthy relationships – [Disrespect Nobody](#)

3.7 Visitors and members of the community

Visitors and members of the community who use the school's ICT systems or internet will be made aware of this policy, when relevant, and expected to read and follow it. If appropriate, they will be expected to agree to the terms on acceptable use.

4. Educating pupils about online safety

Pupils will be taught about online safety as part of our curriculum, full details of which can be found on our school's website <https://www.lps.leicester.sch.uk/teaching-learning/curriculum> :

- As part of our Core Themes within our PSHE curriculum for all provisions
- The safe use of social media and the internet will also be covered in other subjects where relevant

Where necessary, teaching about safeguarding, including online safety, will be adapted for vulnerable children, victims of abuse and some pupils with SEND.

5. Educating parents about online safety

The school will raise parents' awareness of internet safety in letters or other communications home, and in information via our website. This policy will also be shared with parents.

If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with the headteacher and/or the DSL.

Concerns or queries about this policy can be raised with any member of staff or the headteacher.

6. Cyber-bullying

6.1 Definition

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. (See also the school behaviour policy.)

6.2 Preventing and addressing cyber-bullying

To help prevent cyber-bullying, we will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others. We will ensure that pupils know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.

The school will actively discuss cyber-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be.

Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes personal, social, health and economic (PSHE) education, and other subjects where appropriate.

In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the school behaviour policy. Where illegal, inappropriate or harmful material has been spread among pupils, the school will use all reasonable endeavours to ensure the incident is contained.

The DSL will consider whether the incident should be reported to the police if it involves illegal material and will work with external services if it is deemed necessary to do so.

6.3 Examining electronic devices

School staff have the specific power under the Education and Inspections Act 2006 (which has been increased by the Education Act 2011) to search for and, if necessary, delete inappropriate images or files on pupils' electronic devices, including mobile phones, iPads and other tablet devices, where they believe there is a 'good reason' to do so.

When deciding whether there is a good reason to examine or erase data or files on an electronic device, staff must reasonably suspect that the data or file in question has been, or could be, used to:

- Cause harm, and/or
- Disrupt teaching, and/or
- Break any of the school rules

If inappropriate material is found on the device, it is up to the staff member in conjunction with the DSL or other member of the senior leadership team to decide whether they should:

- Delete that material, or
- Retain it as evidence (of a criminal offence or a breach of school discipline), and/or
- Report it to the police*

* Staff may also confiscate devices for evidence to hand to the police, if a pupil discloses that they are being abused and that this abuse includes an online element.

Any searching of pupils will be carried out in line with:

- The DfE's latest guidance on [screening, searching and confiscation](#)
- UKCIS guidance on [sharing nudes and semi-nudes: advice for education settings working with children and young people](#)
- The school's COVID-19 risk assessment

Any complaints about searching for or deleting inappropriate images or files on pupils' electronic devices will be dealt with through the school complaints procedure.

7. Acceptable use of the internet in school

All pupils, parents, staff, volunteers and governors are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet (appendices 1-3). Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

Use of the school's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

We will monitor the websites visited by pupils, staff, volunteers, governors and visitors (where relevant) to ensure they comply with the above.

More information is set out in the acceptable use agreements in appendices 1, 2 and 3.

8. Pupils using mobile devices in school

Pupils may bring mobile devices into school, but are not permitted to use them during:

- Lessons
- Registration
- Clubs before or after school, or any other activities organised by the school

Any mobile devices brought in by pupils are kept in a secure, locked room along with the pupils' belongings. Any use of mobile devices in school by pupils must be in line with the acceptable use agreement (see appendix C).

Any breach of the acceptable use agreement by a pupil may trigger disciplinary action in line with the school behaviour policy, which may result in the confiscation of their device.

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9. Staff using work devices outside school

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are:
 - At least 8 characters, with a combination of upper and lower-case letters and numbers
 - Not a single proper word as found in any dictionary
 - Use a few random words as one
 - Not based on personal information
- The ICT Network Manager will ensure all laptop hard drives are encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device is locked if left inactive for a period of time
- Not sharing the device among family or friends
- The ICT Network Manager will ensure anti-virus/anti-spyware software is installed on the device
- The ICT Network Manager will ensure the operating systems are up to date with the latest updates installed

Staff members must not use the device in any way which would violate the school's ICT Security Policy and terms of acceptable use, as set out in appendix D.

Work devices must be used solely for work activities.

If staff have any concerns over the security of their device, they must seek advice from the ICT Network Manager

10. How the school will respond to issues of misuse

Where a pupil misuses the school's ICT systems or internet, we will follow the procedures set out in our ICT Acceptable Use Policy Agreement. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

Where a staff member misuses the school's ICT systems or the internet or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the relevant policy/procedure. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.

The school will consider whether incidents which involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

11. Training

All staff members will receive training on safe internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation.

All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails, e-bulletins and staff meetings).

By way of this training, all staff will be made aware that:

- Technology is a significant component in many safeguarding and wellbeing issues, and that children are at risk of online abuse
- Children can abuse their peers online through:
 - Abusive, harassing, and misogynistic messages
 - Non-consensual sharing of indecent nude and semi-nude images and/or videos, especially around chat groups
 - Sharing of abusive images and pornography, to those who don't want to receive such content
- Physical abuse, sexual violence and initiation/hazing type violence can all contain an online element

Training will also help staff:

- develop better awareness to assist in spotting the signs and symptoms of online abuse

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- develop the ability to ensure pupils can recognise dangers and risks in online activity and can weigh the risks up
- develop the ability to influence pupils to make the healthiest long-term choices and keep them safe from harm in the short term

The DSL and/or deputies will undertake child protection and safeguarding training, which will include online safety, at least every 2 years. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually.

Governors will receive training on safe internet use and online safeguarding issues as part of their safeguarding training.

Volunteers will receive appropriate training and updates, if applicable.

More information about safeguarding training is set out in our child protection and safeguarding policy.

12. Monitoring arrangements

The DSL logs behaviour and safeguarding issues related to online safety.

This policy will be reviewed every year by the ICT Network Manager. At every review, the policy will be shared with the governing board. The review (such as the one available [here](#)) may be supported by a risk assessment that considers and reflects the risks pupils face online. This is important because technology, and the risks and harms related to it, evolve and change rapidly.

13. Links with other policies

This online safety policy is linked to our:

- Anti-Bullying Policy
- Child Protection and Safeguarding Policy
- Behaviour Policy
- Staff disciplinary procedures
- Data Protection (GDPR) policy and privacy notices
- Complaints Policy
- ICT Security Policy
- Acceptable Use Policies (see appendices A, B, C & D)

Appendix A - Person(s) With Legal Responsibility - Acceptable Use Policy & Form

New technologies have become an important part in the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The Leicester Partnership School will try to ensure that students will have good access to ICT to enhance their learning and will, in return, expect the students to agree to be responsible users. A copy of the Student Acceptable Use Policy is attached to this permission form, so that you will be aware of the Leicester Partnership Schools expectations of the young people in our care.

Parents/Guardians/Carers are requested to sign the permission form below to show their support of the Leicester Partnership School in this important aspect of our work.

Permission Form

As the person(s) with legal responsibility of the student named below, I give permission for _____ to have access to the internet and to ICT systems at the Leicester Partnership School.

I know that _____ has signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of ICT, both in and out of the Leicester Partnership School.

I understand that the Leicester Partnership School will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the Leicester Partnership School cannot ultimately be held responsible for the nature and content of materials accessed on the internet and also from using other mobile technologies.

I understand that _____ activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage _____ to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over _____ e-safety.

Student / Pupil Name	
Person(s) With Legal Responsibility Name	
Signed	
Date	

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Appendix B - Person(s) With Legal Responsibility - Use of Digital / Video Images Permission Form

The use of digital / video images plays an important part in learning activities. Students and members of staff may use digital cameras to record evidence of activities in lessons and out of Leicester Partnership School. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the Leicester Partnership School website and occasionally in the public media,

The Leicester Partnership School will comply with the Data Protection Act (UK GDPR) and request parents / guardians/ carer's permission before taking images of members of the Leicester Partnership School. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

Parent/carers are requested to sign the permission form below to allow the school to take and use images of their children.

Permission Form

As the person(s) with legal responsibility of the student named below, I agree to the Leicester Partnership School taking and using digital/video images of _____ and I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the Leicester Partnership School.

I agree that if I take digital or video images at, or of, Leicester Partnership Schools events which include images of children, other than my own, I will abide by these guidelines in my use of these images.

Student / Pupil Name	
Person(s) With Legal Responsibility Name	
Signed	
Date	

Appendix C - Student Acceptable Use Policy Agreement & Form

Student / Pupil Acceptable Use Agreement

The following are conditions of use for students to accept before accessing the Leicester Partnership School system, and also information for the parents and carers of students.

Acceptable Use Policy Agreement

I understand that I must use Leicester Partnership Schools ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the Leicester Partnership School will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line.
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the Leicester Partnership Schools ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the Leicester Partnership Schools ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the Leicester Partnership School has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the Leicester Partnership School:

- I will only use my personal handheld / external devices (mobile phones / USB devices etc) in the Leicester Partnership School if I have been given permission by a member of staff to bring it/them onsite. I understand that, if I do use my own devices in Leicester Partnership School, I will follow the rules set out in this agreement, in the same way as if I was using Leicester Partnership School equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software; however this may have happened.

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- I will not open any attachments to emails, unless I know and trust the person / organisation that sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will not use chat and social networking sites.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of the Leicester Partnership School

- I understand that the Leicester Partnership School also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of Leicester Partnership School and where they involve my membership of the Leicester Partnership School community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the Leicester Partnership School network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Student - Acceptable Use Agreement Form

This form relates to the Student Acceptable Use Policy (AUP), to which it is attached.

Please complete the sections below to show that you have read, understood and agree

to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to Leicester Partnership School ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the Leicester Partnership School ICT systems and equipment (both in and out of Leicester Partnership School)
- I use my own equipment in Leicester Partnership School (when allowed) e.g. mobile phones, PDAs, cameras etc.
- I use my own equipment out of Leicester Partnership School in a way that is related to me being a member of the Leicester Partnership School e.g. communicating with other members of the Leicester Partnership School, accessing Leicester Partnership School email, VLE, website etc.

Name of Student / Pupil

LEICESTER PARTNERSHIP SCHOOL

Name:

Signed:

Date:

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Appendix D - Staff, Governors and Volunteers – Acceptable Use Policy Agreement

Leicester Partnership School Policy

New technologies have become integral to the lives of children and young people in today's society, both within Leicester Partnership Schools and in their lives outside Leicester Partnership School. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that Leicester Partnership School ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of ICT in their everyday work.

The Leicester Partnership School will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for students learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement:

I understand that I must use Leicester Partnership School ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

For my professional and personal safety:

- I understand that the Leicester Partnership School will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of Leicester Partnership School ICT systems (e.g. laptops, email, Google Drive etc) out of Leicester Partnership School.
- I understand that the Leicester Partnership School ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the Leicester Partnership School
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident; I become aware of, to the appropriate person.

I will be professional in my communications and actions when using Leicester Partnership School ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the Leicester Partnership School's policy on the use of digital / video images. I will not use

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my personal equipment to record these images unless I have permission to do so. Where these images are published (e.g. on the Leicester Partnership School website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.

- I will only use chat and social networking sites in Leicester Partnership School in accordance with the Leicester Partnership School's policies.
- I will only communicate with students / pupils and parents / carers using official Leicester Partnership School systems. Any such communication will be professional in tone and manner.
- I will not engage in any online activity that may compromise my professional responsibilities.

The Leicester Partnership School and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the Leicester Partnership School:

- When I use my personal handheld / external devices (laptops / mobile phones / USB devices etc) in Leicester Partnership School, I will follow the rules set out in this agreement, in the same way as if I was using Leicester Partnership School equipment. I will also follow any additional rules set by the Leicester Partnership School about such use. I will ensure that any such devices are protected by up-to-date anti-virus software and are free from viruses.
- I will not use personal email addresses on the Leicester Partnership School ICT systems.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I will ensure that my data is regularly backed up, in accordance with relevant Leicester Partnership School policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in Leicester Partnership School policies
- I will not disable or cause any damage to Leicester Partnership School equipment, or the equipment belonging to others.

I will only transport, hold, disclose or share personal information about myself or others, as outlined in the Leicester Partnership School / LA Personal Data Policy where personal data is transferred outside the secure Leicester Partnership School network, it must be encrypted.

- I understand that data protection policy requires that any staff or student / pupil data, to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by Leicester Partnership School policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software; however this may have happened.

When using the internet in my professional capacity or for Leicester Partnership School sanctioned personal use:

The electronic version of this document is the latest version. It is the responsibility of the individual to ensure any paper material is current. Page 17

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- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of Leicester Partnership School:

- I understand that this Acceptable Use Policy applies not only to my work and use of Leicester Partnership School ICT equipment in Leicester Partnership School, but also applies to my use of Leicester Partnership School ICT systems and equipment out of Leicester Partnership School and my use of personal equipment in Leicester Partnership School or in situations related to my employment by the Leicester Partnership School.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Leicester Partnership School's Management Committee and / or the Local Authority and in the event of illegal activities the involvement of the police.

Staff, Governors and Volunteers – Acceptable Use Policy Agreement Form

I have read and understand the above and agree to use the Leicester Partnership School ICT systems (both in and out of Leicester Partnership School) and my own devices (in Leicester Partnership School and when carrying out communications related to the Leicester Partnership School) within these guidelines.

Staff / Volunteer Name

Signed

Date