



# ACCEPTABLE USE POLICY

Technologies and Internet 2018

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## **Policy Statement:**

Digital technologies have become integral to the working practices of those who work with children as well as throughout many aspects of their personal lives. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. The use of these technologies should be appropriate at all times especially while carrying out the activities involved with learning processes for young people. At the same time as providing a positive benefit for work and personal lives it is a relatively unregulated world in comparison to the real classroom environment and therefore requires a strategy to prevent unsuitable material being accessed by staff who attends GLAS Ltd. This is achieved in part by the use of an agreement so that all Staff are aware of what is expected with regard to internet and technology use while in attendance.

## **This 'Technologies and internet Acceptable Use Policy' is intended to ensure:**

- that staff will be responsible users and maintain safe working practices while using the internet and other digital technologies for educational, personal and recreational use.
- that GLAS Ltd systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

GLAS Ltd will ensure that staff will have good access to digital technologies to enhance their working practices and will, in return, expect the staff to agree to be responsible users.

## **Personal Safety**

I understand that I must use the GLAS Ltd ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety of the young people in our care and the security of the ICT systems.

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

- I understand that the GLAS Ltd systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.

## Subject Access Request Procedure

- 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 GLAS Ltd systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission from senior leadership

### 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 GLAS Ltd has a responsibility to maintain the security and integrity of the technology it offers to young people and staff, and to ensure the smooth running of the GLAS Ltd:

- I 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.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any GLAS Ltd device, nor will I try to alter computer settings without prior permission from senior leadership.
- I will only use social media sites (Youtube/Soundcloud) in relation to educational purposes or during my allocated breaks and lunch time periods.

### I understand that I am responsible for my actions, both in and out of GLAS Ltd:

- I understand that GLAS Ltd 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 not acting on behalf of GLAS Ltd and where they involve my membership of GLAS Ltd community (examples would be cyber-bullying, use of images or personal information which would be considered illegal and may jeopardise my ability to work with children and young people).
- 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 employment and in the event of illegal activities the involvement of the police.

Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement.

## Staff Acceptable Use Agreement Form

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

- I use the GLAS Ltd systems and devices (both in and out of GLAS Ltd)
- I use my own devices whilst acting on behalf of GLAS Ltd e.g. mobile phones, gaming devices, USB devices, cameras, laptops etc.
- I use my own equipment outside the activities of GLAS Ltd in a way that is related to me being a member of staff at GLAS Ltd e.g. communicating with other members of GLAS Ltd, accessing GLAS Ltd email, website etc.

<b>Date Reviewed:</b>	19/06/18	<b>Reviewed by:</b> Steve Jacob
<b>Next Review Date:</b>	18/06/18	<b>Signature:</b>

<b>Authorised By:</b>	<b>Position:</b>	<b>Date:</b>	<b>Signature:</b>
Chris Lodder	Director	?	