


# ONLINE SAFETY – ACCEPTABLE USE AGREEMENT FOR STAFF



ST ANDREW'S COLLEGE POLICY DOCUMENT	
Issue No.: 03	Document Number: <b>STAN: STAN050</b>
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Authorised by: Wayne Marshall Date: April 2021	Signature 

St Andrew's College takes a whole school approach to safeguarding and online safety. It is important that all staff, volunteers and visitors understand their roles and responsibilities in this regard and agree to following;

1. I have read and understood the online safety policy and agree to abide by its contents. This includes enforcing the rules stated in the policy.
2. I understand it is my duty to support a whole-school safeguarding approach and will report any behaviour which I believe may be inappropriate or concerning in any way to the Designated Safeguarding Lead.
3. I understand that internet and device use in school may be subject to content filtering and monitoring and I will not attempt to access inappropriate material online.
4. I will not contact or attempt to contact any pupil, or to access their contact details in any way other than by college approved and monitored ways. This means all communication must be carried out using email accounts and mobile phones that have been provided by the college.
5. I understand that I am a role model and that it is my responsibility to promote online safety and to demonstrate positive behaviour in my own use of technology.
6. I understand that I must uphold a positive online reputation and will not do anything online that would impair this or the reputation of the college.
7. I agree to adhere to the school data protection policy and will not share any personal data regarding anyone in the college unless it is deemed necessary to do so and express consent has been provided.
8. I will protect my passwords/logins and other access, never share credentials, and immediately change passwords when requested to do. I will notify Rebecca Schoeman if I require my credentials to be changed.
9. I will never leave a college computer logged on when I am not present

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10. I will not store any college related data on any personal device or on any cloud-based storage systems not provided by the college. Use of One Drive via your college Office 365 is the only cloud storage provider permitted.
11. I will not store any college related data on any type of external drive that is not encrypted. I am aware that the college advises against use of external drives and has provided cloud storage for this reason.
12. I will use college devices and networks/internet/platforms/other technologies for school business only and I will never use these to access material that is illegal or in any way inappropriate for an education setting. I will not attempt to bypass security or monitoring and will look after devices loaned to me.
13. I will use Microsoft Teams to carry out any online teaching as required by the college
14. I will carry out all online teaching in line with the timetable and will not schedule any lessons outside of the timetable.
15. I will add Wayne Marshall to my Teams to allow him to observe lessons when asked to do so. In some cases, I understand I may be required to add another member of staff such as a Head of Department and agree to do so if it is requested by the Principal
16. I will request that all students in my lessons keep their video on so that I am able to observe them and be alert to any visual indications of a safeguarding or welfare concern. I will advise the Designated Safeguarding Lead if any students refuse to do so or if I have concerns about a student.
17. I will follow the guidance in the Online Safety Policy for reporting incidents or concerns
18. I will attend all training provided by the college relating to Safeguarding and Online Safety and ensure I understand all related policies. I will ensure that I discuss any areas I am unsure about with the Designated Safeguarding Lead.
19. I understand that any breach of this acceptable use policy, the online safety policy or the staff code of practice could lead to disciplinary action, termination of my relationship with the college and the relevant authorities could be informed.

20.

My signature confirms that I have read and understood the Acceptable Use Agreement and will abide by its contents.

Full Name:

Signature:

Date: