



Saxon Wood School

Online Safety User Agreement for Staff

At Saxon Wood School, we have computer and internet access throughout the school to support our teaching and learning. The procedures below will keep everyone safe.

I will fully abide by the schools Online Safety User Agreement for Staff and the Online and Social media Policy for Saxon Wood school

- I will not access other people's folders, files and documents without clear permission;
- I will abide by the school guidance regarding social networking sites (See online safety and social media policy)
- I will not attempt to access any material which may be deemed obscene, harassing, racist, inflammatory, malicious, fraudulent and libellous or material that promotes extremist views and/or terrorism as outlined in the Prevent policy.
- I will not bring in discs of any sort from outside school unless they are virus checked;
- I will store school data and/or images on the school network. For safeguarding and data protection purposes, I will not take home and device that has images of children, or has personal addresses for children.
- The email messages I send will be polite and responsible;
- I will report to SLT any unpleasant material or messages sent to me or which I find by accident on the internet. I understand my report would be confidential and would help protect other pupils and myself.
- I understand that I have a legal responsibility to safeguard children and staff and this includes online activity.
- I understand that a member of the school SLT or Hampshire may check my computer files and the internet sites I visit using school equipment.
- I understand that the use of the school's computers and internet access is a privilege which must be followed within agreed rules and that if I abuse it in any way disciplinary action may result.
- I will not leave my computer logged on/without screen lock to a staff account on when I exit a room.
- I will not allow pupils to access content with age ratings above their chronological age without prior agreement from Headteacher.
- I understand that photographs will only be taken on school owned equipment and stored on the school network. No images of pupils will be taken or stored on privately owned equipment by staff members.
- I will not be friends with parents or pupils on social media sites.



DECLARATION:

I have read the school's Online Safety User Agreement for Staff and have seen the procedures for using Saxon Wood Schools Network and Internet. I understand that if I break any of these procedures I will lose my access to the use of these facilities and further disciplinary action may need to be taken.

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| User's Full Name: | |
| Signature: | |
| Date: | |