



Acceptable use of IT Agreements

Version Date	Date of next review
March 2025	March 2026

Acceptable Use Summary & Agreement (Staff)

When using IT facilities and accessing the internet in school, or outside school on an employer's device, I will not:

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)
- Use them in any way which could harm the organisation's reputation
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software, licences, or connect unauthorised hardware or devices to the school's network, or access unauthorised services (including digital platforms or subscriptions)
- Share my password with others or log in to the school's network using someone else's details
- Share confidential information about the school, its students or staff, or other members of the community
- Access, modify or share data I'm not authorised to access, modify or share
- Promote private businesses or conduct unauthorised transactions or commerce
- Treat IT assets without due caution and reasonable care

I understand that the Artemis group will monitor the websites I visit and my use of IT facilities, systems and devices.

I will take all reasonable steps to ensure that work devices are secure and password protected when using them outside school, and keep all data securely stored in accordance with the associated policies.

I will secure and take reasonable care of devices issued to me, including application of updates and general maintenance, and return them upon request.

I will let the designated safeguarding lead (DSL) and school-based IT leader know if a student or parent informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will always use ICT systems and internet responsibly and monitor that students in my care do so too.

I have reviewed the Acceptable Use Policy.



**NORTHVIEW
INTERNATIONAL**

Signed:

Date:

Acceptable Use Summary & Agreement (Parents/Carers)

When communicating with the school via official communication channels, or using private/independent channels to talk about the school, I will:

- be respectful towards members of staff, and the school, at all times
- be respectful of other parents/carers and children
- direct any complaints or concerns through the school's official channels, so they can be dealt with in line with the school's complaints procedure.

I will not:

- use private groups, school social media accounts, or personal social media to complain about or criticise members of staff. This is not constructive, and we can't improve or address issues unless they are raised in an appropriate way
- use private groups, social media accounts, or personal social media to complain about, or try to resolve, a behaviour issue involving other pupils. I will contact the school and speak to the appropriate member of staff if I'm aware of a specific behaviour issue or incident
- upload or share photos or videos on social media of any child other than my own, unless I have the permission of the other children's parents/carers

I have reviewed the Acceptable Use Policy.

I have discussed this policy with my child in an age appropriate way and confirm that they understand what constitutes acceptable use of technology.

Signed:

Date:



Acceptable Use Summary & Agreement (Students)

When using the school's IT facilities and accessing the internet in school and when using my school-issued or my own device(s), I will not:

- Use them for any non-educational purpose
- Use them without a teacher's permission or instruction
- Use them to break school rules
- Access any inappropriate websites
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online
- Share any semi-nude or nude images, videos or live streams, even if I have the consent of the person or people in the photo/video
- Share my password with other students or log in to the school's network using someone else's details
- Bully, harass, or interact disrespectfully with other people

I understand that the school will monitor the websites I visit and my use of the school's IT devices, facilities and systems.

I will immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others.

I will always use the school's devices, IT systems, and internet network responsibly.

I understand that the school can discipline me if I use technology unacceptably, even if I'm not in school.

I have reviewed the Acceptable Use Policy.

Signed:

Date: