



# Goldwyn School

## Acceptable Use Policies (AUP)

Student, Remote Learning, Parent/Carer, Staff, Visitor, WiFi  
(This policy is adopted from The Education People)

<b>Review Body:</b>	Nic Petri/Learning & Inclusion
<b>Review Period:</b>	Annual
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## **Student Acceptable Use Policy (AUP) – including Remote Learning**

I understand that the Goldwyn Acceptable Use Policy will help keep me safe and happy online at home and at school.

### **Learning**

- I know that Goldwyn computers, devices and internet access has been provided to help me with my learning and that other use of technology may not be allowed. If I am not sure if something is allowed, I will ask a member of staff.
- If I need to learn online at home, I will follow the Goldwyn remote learning AUP (as below).
- I will only use my personal device/mobile phone in Goldwyn as agreed within my Goldwyn Centre.

### **Safe**

- I will make sure that my internet use is safe and legal, and I am aware that online actions have offline consequences.
- I know that my use of Goldwyn devices and systems will be monitored, at home and at school, to protect me and to ensure I comply with the acceptable use policy.
- I know that people online are not always who they say they are and that I must always talk to an adult before meeting any online contacts.

### **Private**

- I will keep my passwords private.
- I know I must always check my privacy settings are safe and private.
- I will think before I share personal information and/or seek advice from an adult.
- I will keep my password safe and private as my privacy, Goldwyn work and safety must be protected.

### **Responsible**

- I will not access or change other people's files, accounts, or information.
- I will only upload appropriate pictures or videos of others online and when I have permission.
- I know I must respect the Goldwyn systems and equipment and if I cannot be responsible then I will lose the right to use them.
- I will write emails and online messages carefully and politely as I know they could be forwarded or seen by someone I did not intend.
- I will only change the settings on the computer if a teacher/technician has allowed me to.
- I know that use of the Goldwyn ICT system for personal financial gain, gambling, political purposes, or advertising is not allowed.
- I understand that the Goldwyn internet filter is there to protect me, and I will not try to bypass it.
- I know that if Goldwyn suspect that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices.
- I know that if I do not follow the Goldwyn AUP then there will be appropriate sanctions and/or actions carried out. For example: Loss of internet access for a period of time.

### **Kind**

- I know that bullying in any form (on and offline) is not tolerated and I know that technology should not be used for harassment.
- I will not upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the Goldwyn community.
- I will always think before I post as text, photos or videos can become public and impossible to delete.
- I will not use technology to be unkind to people.

### **Legal**

- I know it can be a criminal offence to hack accounts or systems or send threatening and offensive messages.
- I will respect other people's information and copyright by giving a reference and asking permission before using images or text from online sources.
- I understand that it may be a criminal offence or breach of the Goldwyn policy to download or share inappropriate pictures, videos, or other material online.

### **Reliable**

- I will always check that any information I use online is reliable and accurate.
- I know that people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to an adult and will always arrange to meet in a public place, with a trusted adult present.

### **Report**

- If I am aware of anyone trying to misuse technology, I will report it to a member of staff.
- I will speak to an adult I trust if something happens to either myself or another student which makes me feel worried, scared, or uncomfortable.
- I will visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk), [www.childnet.com](http://www.childnet.com) and [www.childline.org.uk](http://www.childline.org.uk) to find out more about keeping safe online.
- I have read and talked about these expectations with my parents/carers.

## **Remote Learning AUP**

I understand that:

- these expectations are in place to help keep me safe when I am learning at home using Microsoft Teams/SharePoint or other school provided platforms e.g. Pearson, MyMaths etc.
- I should read and talk about these rules with my parents/carers.
- Remote learning will only take place using Microsoft Teams/SharePoint or other school provided platforms e.g. Pearson, MyMaths etc. or other school provided platforms e.g. Pearson, MyMaths etc. and during usual Goldwyn learning times.
- My use of Microsoft Teams/SharePoint or other school provided platforms e.g. Pearson, MyMaths etc. is monitored to help keep me safe

Only members of Goldwyn community can access Microsoft Teams/SharePoint or other school provided platforms e.g. Pearson, MyMaths etc.

- I will only use my Goldwyn provided email accounts and/or login to access remote learning.
- I will use privacy settings as set up by Goldwyn.

- I will not share my login/password with others
- I will not share any access links to remote learning sessions with others.

When taking part in remote learning I will behave as I would in the classroom. This includes:

- Using appropriate language.
- Not taking or recording images/content without agreement from the teacher and/or those featured.

When taking part in live sessions I will:

- wear appropriate clothing and be in a suitable location.
- ensure backgrounds of videos are neutral and personal information/content is not visible.
- use appropriate alternative backgrounds
- attend the session in full. If for any reason I cannot attend a session in full, I will let my teacher know.
- attend lessons in a shared/communal space or room with an open door and/or where possible when I can be supervised by a parent/carer or another appropriate adult.

If I am concerned about anything that takes place during remote learning, I will report concerns to the member of staff running the session and tell a parent/carer etc.

I understand that inappropriate online behaviour or concerns about my safety during remote learning will be taken seriously. This could include:

- restricting/removing access, informing parents/carers, contacting police if a criminal offence has been committed.

### **Goldwyn Acceptable Use of Technology Policy - Learner Agreement**

I, with my parents/carers, have read and understood the Goldwyn Acceptable Use of Technology Policy (AUP) and remote learning AUP

I agree to follow the AUP when:

1. I use Goldwyn devices and systems, both on site and at home.
2. I use my own devices in school when allowed, including mobile phones, gaming devices, and cameras.
3. I use my own equipment out of the school, including communicating with other members of the school or when accessing school systems.

Name..... Signed.....

Centre..... Date.....

Parent/Carers Name..... (If appropriate)

Parent/Carers Signature..... (If appropriate)

Date.....

**N.B. Updated versions of the student and parent AUP will be posted on the school website. Signing this form signifies your ongoing agreement to the current AUP during your time at Goldwyn.**

## **Parent/Carer Acceptable Use of Technology Policy**

*Issues for learning could be created if parents/carers refuse to sign and agree an AUP as children need to use the internet to access the curriculum.*

1. I know that my child will be provided with internet access and will use a range of IT systems in order to access the curriculum and be prepared for modern life whilst at Goldwyn.
2. I am aware that learners use of mobile technology and devices, such as mobile phones, varies between Goldwyn sites and that I will be made of these individual expectations.
3. I am aware that any internet and technology use using Goldwyn equipment may be monitored for safety and security reasons, to safeguard both my child and the Goldwyn systems. This monitoring will take place in accordance with data protection (including GDPR) and human rights legislation.
4. I understand that Goldwyn will take every reasonable precaution, including monitoring and filtering systems, to ensure that learners are safe when they use the Goldwyn internet and systems. I understand that Goldwyn cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
5. I understand that my child needs a safe and appropriate place to access remote learning if Goldwyn is closed in response to Covid-19. I will ensure my child's access to remote learning is appropriately supervised. When accessing video learning, I will ensure they are an appropriate location (e.g. not in bed) and that they are suitably dressed.
6. I am aware that my child will receive online safety education to help them understand the importance of safe use of technology and the internet, both in and out of Goldwyn.
7. I have read and discussed the Goldwyn learner Acceptable Use of Technology Policy (AUP) with my child.
8. I will support Goldwyn safeguarding policies and will ensure that I appropriately monitor my child's use of the internet outside of Goldwyn and discuss online safety with them when they access technology at home.
9. I know I can seek support from Goldwyn about online safety, such as via Pastoral support staff, to help keep my child safe online at home.
10. I will support Goldwyn approach to online safety. I will role model safe and positive online behaviour for my child by sharing images, text, and video online responsibly.
11. I, together with my child, will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the Goldwyn community.
12. I understand that a partnership approach to online safety is required. If Goldwyn has any concerns about either my or my child's behaviour or safety online, then I will be contacted.
13. I understand that if I or my child do not abide by the Goldwyn AUP, appropriate action will be taken. This could include sanctions being applied in line with the Goldwyn behaviour policies and if a criminal offence has been committed, the police being contacted.
14. I know that I can speak to the Designated Safeguarding Lead, my child's tutor/pastoral support staff or the Principal if I have any concerns about online safety.

**I have read, understood and agree to comply with the Goldwyn Parent/Carer Acceptable Use of Technology Policy.**

Student Name..... Goldwyn Centre .....

Parent/Carers Name.....

Parent/Carers Signature.....

Date.....

**N.B. Updated versions of the student and parent AUP will be posted on the school website. Signing this form signifies your ongoing agreement to the current AUP during your time at Goldwyn.**

## **Staff Acceptable Use of Technology Policy**

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use Goldwyn IT systems in a professional, lawful, and ethical manner. To ensure that members of staff understand their professional responsibilities when using technology and provide appropriate curriculum opportunities for learners, they are asked to read and sign the staff Acceptable Use of Technology Policy (AUP).

Our AUP is not intended to unduly limit the ways in which members of staff teach or use technology professionally, or indeed how they use the internet personally, however the AUP will help ensure that all staff understand Goldwyn expectations regarding safe and responsible technology use, and can manage the potential risks posed. The AUP will also help to ensure that Goldwyn systems are protected from any accidental or deliberate misuse which could put the safety and security of our systems or members of the community at risk.

### **Policy Scope**

1. I understand that this AUP applies to my use of technology systems and services provided to me or accessed as part of my role within Goldwyn both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras, and email as well as IT networks, data and data storage, remote learning and online and offline communication technologies.
2. I understand that Goldwyn Acceptable Use of Technology Policy (AUP) should be read and followed in line with the Goldwyn staff behaviour policy/code of conduct.
3. I am aware that this AUP does not provide an exhaustive list; all staff should ensure that technology use is consistent with the Goldwyn ethos, Goldwyn staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

### **Use of Goldwyn Devices and Systems**

4. I will only use the equipment and internet services provided to me by the Goldwyn for example Goldwyn provided laptops, tablets, mobile phones, and internet access, when working with learners.
5. I understand that any equipment and internet services provided by my workplace is intended for educational use and should only be accessed by members of staff. Reasonable personal use of setting IT systems and/or devices by staff is allowed.

### **Data and System Security**

6. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or securing/locking access.
7. I will respect Goldwyn system security and will not disclose my password or security information to others.
8. I will not open any hyperlinks or attachments in emails unless they are from a known and trusted source. If I have any concerns about email content sent to me, I will report them to the IT system manager.
9. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the IT system manager.

10. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including GDPR in line with the Goldwyn information security policies.
- All personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.
  - Any data being removed from the Goldwyn site, such as via email or on memory sticks or CDs, will be suitably protected. This may include data being encrypted by a method approved by Goldwyn.
11. I will not keep documents which contain Goldwyn related sensitive or personal information, including images, files, videos, and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. Where possible, I will use the Goldwyn learning platform to upload any work documents and files in a password protected environment or Goldwyn approved or provided VPN.
12. I will not store any personal information on the Goldwyn IT system, including Goldwyn laptops or similar device issued to members of staff, that is unrelated to Goldwyn activities, such as personal photographs, files or financial information.
13. I will ensure that Goldwyn owned information systems are used lawfully and appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
14. I will not attempt to bypass any filtering and/or security systems put in place by Goldwyn.
15. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the IT System Manger as soon as possible.
16. If I have lost any Goldwyn related documents or files, I will report this to the IT System Manger and Goldwyn Data Protection Officer (James Whatley) as soon as possible.
17. Any images or videos of learners will only be used as stated in the Goldwyn camera and image use policy
- I understand images of learners must always be appropriate and should only be taken with Goldwyn provided equipment and taken/published where learners and their parent/carer have given explicit consent.

## **Classroom Practice**

18. I am aware of the expectations relating to safe technology use in the classroom, safe remote learning, and other working spaces as listed in relevant policies e.g. child protection, online safety, remote learning AUP.

19. I have read and understood the Goldwyn mobile technology and social media policies (within the Online Safety policy).
20. I will promote online safety with the learners in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create by:
- exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used.
  - creating a safe environment where learners feel comfortable to say what they feel, without fear of getting into trouble and/or be judged for talking about something which happened to them online.
  - involving the Designated Safeguarding Lead (DSL) or a deputy as part of planning online safety lessons or activities to ensure support is in place for any learners who may be impacted by the content.
  - make informed decisions to ensure any online safety resources used with learners is appropriate.
21. I will report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the DSL in line with the Goldwyn child protection policies.
22. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text, or music are protected, I will not copy, share, or distribute or use them.

### **Use of Social Media and Mobile Technology**

23. I have read and understood the Goldwyn policy which covers expectations regarding staff use of mobile technology and social media
24. I will ensure that my online reputation and use of IT and information systems are compatible with my professional role and in line with the staff behaviour policy/code of conduct, when using Goldwyn and personal systems. This includes my use of email, text, social media and any other personal devices or mobile technology.
- I will take appropriate steps to protect myself online when using social media as outlined in the Social Media and Mobile Technology policy.
  - I am aware of the Goldwyn expectations with regards to use of personal devices and mobile technology, including mobile phones as outlined in the Social Media and Mobile Technology policy.
  - I will not discuss or share data or information relating to learners, staff, Goldwyn business or parents/carers on social media.
  - I will ensure that my use of technology and the internet does not undermine my professional role or interfere with my work duties and is in accordance with the Goldwyn behaviour policy/code of conduct and the law.

My electronic communications with current and past learners and parents/carers will be transparent and open to scrutiny and will only take place within clear and explicit professional boundaries.

- I will ensure that all electronic communications take place in a professional manner via Goldwyn approved and/or provided communication channels and

systems, such as a Goldwyn email address, user account or telephone number.

- I will not share any personal contact information or details with learners, such as my personal email address or phone number.
- I will not add or accept friend requests or communications on personal social media with current or past learners and/or parents/carers.
- If I am approached online by a learner or parents/carer, I will not respond and will report the communication to my line manager and Designated Safeguarding Lead (DSL).
- Any pre-existing relationships or situations that compromise my ability to comply with the AUP will be discussed with the DSL and/or Principal.

25. If I have any queries or questions regarding safe and professional practise online either in Goldwyn or off site, I will raise them with the DSL and/or the Principal.

26. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.

27. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.

28. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the Goldwyn into disrepute.

### **Policy Compliance**

29. I understand that the Goldwyn may exercise its right to monitor the use of information systems, including internet access and the interception of emails, to monitor policy compliance and to ensure the safety of learners and staff. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.

### **Policy Breaches or Concerns**

30. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the DSL in line with the Goldwyn child protection policy.

31. I will report concerns about the welfare, safety, or behaviour of staff to the Principal, in line with the allegations against staff policy.

32. I understand that if Goldwyn believe that unauthorised and/or inappropriate use of Goldwyn systems or devices is taking place, Goldwyn may invoke its disciplinary procedures as outlined in the staff behaviour policy/code of conduct.

33. I understand that if Goldwyn believe that unprofessional or inappropriate online activity, including behaviour which could bring Goldwyn into disrepute, is taking place online, Goldwyn may invoke its disciplinary procedures as outlined in the staff behaviour policy/code of conduct.

I understand that if Goldwyn suspects criminal offences have occurred, the police will be informed.

## **Goldwyn Staff Remote Learning AUP**

The Remote Learning Acceptable Use Policy (AUP) is in place to safeguarding all members of Goldwyn community when taking part in remote learning following any full or partial **Goldwyn** closures.

### **Leadership Oversight and Approval**

1. Remote learning will only take place using Microsoft Teams/SharePoint or other school provided platforms e.g. Pearson, MyMaths etc.:
  - Microsoft Teams/SharePoint or other school provided platforms e.g. Pearson, MyMaths etc. have been assessed and approved by the Principal.
2. Staff will only use Goldwyn managed or specific, approved professional accounts with learners and/or parents/carers. It is recommended staff use Goldwyn managed systems where possible or are required to set up separate school/school approved professional accounts.
  - Use of any personal accounts to communicate with learners and/or parents/carers is not permitted.
    - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the Designated Safeguarding Lead (DSL).
  - Staff will use work provided equipment where possible e.g. a Goldwyn laptop, tablet, or other mobile device. If this is not provided, leaders should ensure clear expectations are in place in relation to safeguarding and data security when using personal devices e.g. using strong passwords, suitable levels of encryption, logging off or locking devices when not in use.
3. Online contact with learners and/or parents/carers will not take place outside of the usual school day times unless specifically agreed with parents/carers and Centre Leads
4. All remote lessons will be formally timetabled; a member of SLT, DSL is able to drop in at any time.
5. Live streamed remote learning sessions will only be held with approval and agreement from the Principal.

### **Data Protection and Security**

6. All remote learning and any other online communication will take place in line with current Goldwyn confidentiality expectations as outlined in staff conduct/behaviour policy.
7. Access to Microsoft Teams/SharePoint or other school provided platforms e.g. Pearson, MyMaths etc. will be managed in line with current IT security expectations as outlined in Staff AUP.

## Session Management

8. Staff will record the length, time, date, and attendance of any sessions held in the form of a detailed lesson plan and stored on the staff Intranet.
9. Appropriate privacy and safety settings will be used to manage access and interactions.
10. When live streaming with learners:
  - contact will be made via learners' Goldwyn provided email accounts and/or logins.
  - contact may be made via a parents/carers account..
  - staff will mute/disable learners' videos and microphones when required. At least 2 members of staff will be present
    - If this is not possible, SLT approval will be sought.
11. Live 1 to 1 sessions will only take place with approval from the headteacher/a member of SLT. Live 1:1 sessions with learners are not permitted unless they are approved by SLT, a parent/carers is present in the room if possible (however, this may not be appropriate if providing counselling or safeguarding support) and the session is auditable.
12. A pre-agreed invitation/email detailing the session expectations will be sent to those invited to attend.
  - Access links should not be made public or shared by participants.
  - Learners **and/or** parents/carers should not forward or share access links.
  - If learners/parents/carers believe a link should be shared with others, they will discuss this with the member of staff running the session first.
13. Learners are encouraged to attend lessons in a shared/communal space or room with an open door and/or when appropriately supervised by a parent/carers or another appropriate adult.
14. Alternative approaches **and/or** access will be provided to those who do not have access.

## Behaviour Expectations

15. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
16. All participants are expected to behave in line with existing **Goldwyn** policies and expectations.
17. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
18. When sharing videos and/or live streaming, participants are required to:
  - wear appropriate dress.
  - ensure backgrounds of videos are neutral (blurred if possible).
  - ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.

19. Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

### **Policy Breaches and Reporting Concerns**

20. Participants are encouraged to report concerns during remote and/or live streamed sessions to the member of staff running the session or their centre lead.
21. If inappropriate language or behaviour takes place, participants involved will be removed by staff, the session may be terminated, and concerns will be reported to centre lead.
22. Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and

**I have read, understood and agreed to comply with Goldwyn Staff Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.**

Name of staff member: .....

Signed: .....

Date (DDMMYY).....

**N.B. Updated versions of this AUP will be posted on the school shared area. Signing this form signifies your ongoing agreement to the current AUP during your time at Goldwyn.**

behaviour.

23. Sanctions for deliberate misuse may include: e.g. restricting/removing use, contacting police if a criminal offence has been committed.
24. Any safeguarding concerns will be reported to the relevant centre DSL, Designated Safeguarding Lead, in line with our child protection policy.

## **Visitor and Volunteer Acceptable Use of Technology Policy**

As a professional organisation with responsibility for children's safeguarding, it is important that all members of the community, including visitors and volunteers, are aware of their professional responsibilities when using technology.

This AUP will help Goldwyn ensure that all visitors and volunteers understand Goldwyn expectations regarding safe and responsible technology use.

### **Policy Scope**

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services provided to me or accessed as part of my role within Goldwyn both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras, and email as well as IT networks, data and data storage, remote learning systems and communication technologies.
2. I understand that Goldwyn AUP should be read and followed in line with the Goldwyn staff behaviour policy/code of conduct.
3. I am aware that this AUP does not provide an exhaustive list; visitors and volunteers should ensure that all technology use is consistent with the Goldwyn ethos, Goldwyn staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

### **Data and Image Use**

4. I will ensure that any access to personal data is kept in accordance with Data Protection legislation, including GDPR.
5. I understand that I am allowed to take images or videos of learners. Any images or videos of learners will only be taken in line with the Goldwyn camera and image use policy.

### **Classroom Practice**

6. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of learners.
7. I will support staff in reinforcing safe behaviour whenever technology is used on site and I will promote online safety with the children in my care.
8. I will immediately report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the Designated Safeguarding Lead (DSL) in line with the Goldwyn child protection policy.
9. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text, or music is protected, I will not copy, share, or distribute or use it.

### **Use of Social Media and Mobile Technology**

10. I have read and understood the Goldwyn policy which covers expectations regarding staff use of social media and mobile technology.
11. I will ensure that my online reputation and use of technology and is compatible with my role within Goldwyn. This includes my use of email, text, social media, social networking, gaming and any other personal devices or websites.
  - I will take appropriate steps to protect myself online as outlined in the online safety/social media policy.

- I will not discuss or share data or information relating to learners, staff, Goldwyn business or parents/carers on social media.
  - I will ensure that my use of technology and the internet will not undermine my role, interfere with my duties and will be in accordance with the Goldwyn code of conduct/behaviour policy and the law.
12. My electronic communications with learners, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.
- All communication will take place via Goldwyn approved communication channels such as via a Goldwyn provided email address, account or telephone number.
  - Communication will not take place via personal devices or communication channels such as via my personal email, social networking account or mobile phone number.
  - Any pre-existing relationships or situations that may compromise this will be discussed with the DSL or Principal.
13. If I have any queries or questions regarding safe and professional practise online either in Goldwyn or off site, I will raise them with the Designated Safeguarding Lead and/or Principal.
14. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.
15. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.
16. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the Goldwyn into disrepute.

#### **Policy Compliance, Breaches or Concerns**

17. I understand that Goldwyn may exercise its right to monitor the use of Goldwyn information systems, including internet access and the interception of emails, to monitor policy compliance and to ensure the safety of learners, staff and visitors/volunteers. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
18. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the Designated Safeguarding Lead in line with the Goldwyn child protection policy.
19. I will report concerns about the welfare, safety, or behaviour of staff to the Principal, in line with the allegations against staff policy.
20. I understand that if Goldwyn believes that if unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour is taking place online, the Goldwyn may invoke its disciplinary procedures.
21. I understand that if Goldwyn suspects criminal offences have occurred, the police will be informed.

**I have read, understood and agreed to comply with Goldwyn visitor/volunteer Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.**

Name of visitor/volunteer: .....

Signed: ..... Date (DDMMYY).....

## **Wi-Fi Acceptable Use Policy**

As a professional organisation with responsibility for children's safeguarding it is important that all members of the Goldwyn community are fully aware of Goldwyn boundaries and requirements when using the Goldwyn Wi-Fi systems, and take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft.

This is not an exhaustive list and all members of the Goldwyn community are reminded that technology use should be consistent with our ethos, other appropriate policies, and the law.

Goldwyn provides Wi-Fi for the Goldwyn community and allows access for education use only.

1. I am aware that Goldwyn will not be liable for any damages or claims of any kind arising from the use of the wireless service. Goldwyn takes no responsibility for the security, safety, theft, insurance, and ownership of any device used within the Goldwyn premises that is not the property of Goldwyn.
2. The use of technology falls under Goldwyn's Acceptable Use of Technology Policy (AUP), online safety policy, behaviour policy, staff behaviour/code of conduct and Safeguarding policies which all learners/staff/visitors and volunteers must agree to and comply with.
3. Goldwyn reserves the right to limit the bandwidth of the wireless service, as necessary, to ensure network reliability and fair sharing of network resources for all users.
4. Goldwyn owned information systems, including Wi-Fi, must be used lawfully; I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
5. I will take all practical steps necessary to make sure that any equipment connected to the Goldwyn service is adequately secure, such as up-to-date anti-virus software, systems updates.
6. The Goldwyn wireless service is not secure, and Goldwyn cannot guarantee the safety of traffic across it. Use of the Goldwyn wireless service is done at my own risk. By using this service, I acknowledge that security errors and hacking are an inherent risk associated with any wireless network. I confirm that I knowingly assume such risk.
7. Goldwyn accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed via the Goldwyn wireless service's connection to the internet. Any damage done to equipment for any reason including, but not limited to, viruses, identity theft, spyware, plug-ins or other internet-borne programs is my sole responsibility; and I indemnify and hold harmless Goldwyn from any such damage.
8. I will respect system security; I will not disclose any password or security information that is given to me. To prevent unauthorised access, I will not leave any information system unattended without first logging out or locking my login as appropriate.
9. I will not attempt to bypass any of the Goldwyn security and filtering systems or download any unauthorised software or applications.
10. My use of Goldwyn Wi-Fi will be safe and responsible and will always be in accordance with the Goldwyn AUP and the law including copyright and intellectual

property rights. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites.

11. I will not upload, download, access or forward any material which is illegal or inappropriate or may cause harm, distress or offence to any other person, or anything which could bring Goldwyn into disrepute.
12. I will report any online safety concerns, filtering breaches or receipt of inappropriate materials to the Designated Safeguarding Lead as soon as possible.
13. If I have any queries or questions regarding safe behaviour online, I will discuss them with Designated Safeguarding Lead or the Principal.
14. I understand that my use of the Goldwyn Wi-Fi may be monitored and recorded to ensure policy compliance in accordance with privacy and data protection legislation. If Goldwyn suspects that unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, then Goldwyn may terminate or restrict usage. If Goldwyn suspects that the system may be being used for criminal purposes, the matter will be brought to the attention of the relevant law enforcement organisation.

**I have read, understood and agreed to comply with Goldwyn Wi-Fi acceptable Use Policy.**

Name .....

Signed: .....Date (DDMMYY).....