**Sense College**

**Staff Acceptable Use Agreement**

This Acceptable Use Agreement is intended to ensure that:

* You will be a responsible user and stay safe when using the internet;
* You will support learners/supported individuals appropriately;
* You will use computers and digital technologies properly for educational, personal and recreational use;
* You will take care and help to protect college systems and users from accidental or deliberate misuse or harm;
* You will follow Sense’s policies, procedures and Sense College’s e-Safety Policy.

**ACCEPTABLE USE AGREEMENT- DECLARATION**

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| Name: |  |

**I have read the Sense College e-Safety Procedure and I understand that:**

* I will comply with the e-safety procedure and Sense’s Acceptable Use Policy and understand that any failure to do this may result in disciplinary action that could lead to dismissal.
* The college (and Sense) owns the IT systems and I understand it is a criminal offence to use a computer system for a purpose not permitted by its owner.
* I will ensure that my information systems use will always be compatible with my professional role.
* I will not give my user account password to anyone else and I will only access the college computer systems with my own username and password. I will inform IT Helpdesk if I believe my Sense password has been compromised and College SMT if my Databridge password has been compromised.
* I will not access, or attempt to access other people’s files.
* I will not modify or circumvent system settings or software, attempt to install software or install and/or modify hardware without seeking help from IT staff.
* I will virus scan all media brought in from outside college.
* I will not send offensive, unnecessary or inappropriate email.
* I will not access pornographic or otherwise offensive or inappropriate web sites.
* I will not access extremism or radicalisation or other associated inappropriate web sites.
* I will inform College SMT and/or IT Helpdesk if I accidentally access inappropriate material.
* I will observe copyright and intellectual property rights and law.
* I will report any incidents of concern regarding child or adult protection and safeguarding to the Designated Lead or VP responsible for Safeguarding. This will be reported using the ‘concern’ procedure.
* I will ensure that all communications with learners/supported individuals are compatible with my role and meet the requirements of the college polices/procedures.
* I will follow the data protection policy and will ensure that personal data is kept secure and is used appropriately, whether in college, taken off college premises or accessed remotely. In understand this includes the use of photographs and videos.
* I will promote the concept of ‘e-safety’ when working with learners/supported individuals.
* I understand that random checks of files and the log of visited internet sites will be undertaken.

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| Signed: |  | Date: |  |