Visitor Laptop, Internet and Network – Acceptable Use Agreement

As part of The Northumberland Church of England Academy Trust’s commitment to education. Visitors are required to be responsible for their own computer use. As part of our commitment to providing a safe learning environment, we provide a filter service and screenshot system to try and prevent any unsuitable material appearing on the school devices. Using these methods, we are as safe as we could possibly be.

To ensure that this safety is not compromised:

You should:

* Use the computers to enhance learning for yourself and or deliver presentations to staff/students
* Treat the ICT equipment with care.
* Keep your password safe and report any password that is compromised.
* Only store visit related files and information.

You should NOT:

* + - * access or try to access chat rooms, forums, messaging, pornography social networking or gambling sites;
      * Access or try to access any illegal or unsuitable material.
      * Download non-visit related files without permission.
      * Actively bypass school security measures including the use of proxy bypass websites;
      * Use or amend images or text that may cause distress or offense.
      * Bring material into school that has not been virus checked.
      * Use any ICT equipment to harass, bully, abuse or otherwise distress any individual inside or outside school.
      * Log into the network / Internet with a user name or password that has not been allocated to you or use another persons account at any time.
      * Store files on your user area or laptop that is not related to your visit.
      * Use ICT equipment / Internet for recreational use.
      * Use material during your visit without permission from the copyright holder / owner.
      * Use ICT equipment for fraudulent purposes.
      * Deliberately damage the computer equipment or use the network in a manner that will prevent others using it.
      * Allow your allocated device to be used by any person other than yourself at any time in or out of school.

You should be aware that:

* We will check the assigned user area regularly to ensure correct and appropriate usage.
* You have a responsibility to use the facilities in an appropriate manner.
* You are totally responsible for your own user space and allocated device, any unsuitable material found is your responsibility.
* Any material in your user area that is not work related can be deleted at any time.
* You are responsible for backing up your own work.
* Your ICT use will be monitored.
* The school is not liable for any fraudulent or criminal activity as a result of e-commerce.
* Any social networking web sites used should be secured with the highest security permissions at all times

Consequences of violations:

* Minor infringements will be reported to SLT and appropriate action taken.
* When applicable police or local authorities will be involved.

Reporting of violations:

* ALL violations witnessed should be discussed with the DPO, Head teacher, Network Manager or Executive Director depending on severity;
* You are required to sign and abide by this Acceptable Use Policy.

This policy may be updated during your time in school. Changes to the Agreement will be communicated through the school website. The current Agreement can be viewed at [www.ncea.org.uk](http://www.ncea.org.uk)

| Please sign and return to Technician’s Office | | | | | |
| --- | --- | --- | --- | --- | --- |
| I agree to abide by the rules set out in this Acceptable Use Agreement | | | | | |
| Visitor | Please sign |  | Please print name |  | Date |

NCEA Contact for visit……………………………………………..