



“Planting dreams. Nurturing hearts. Growing minds.”

VOLUNTEER HELPER ACCEPTABLE USE AGREEMENT FORM

Introduction to Online-Safety – DfE Guidance

Communication with children and young people (including use of technology).

Communication between children and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones, text messaging, e-mails, digital cameras, videos, web-cams, websites and blogs. Adults should not share any personal information with a child or young person. They should not request, or respond to, any personal information from a child/young person, other than that which might be appropriate as part of their professional role. Adults should ensure that all communications are transparent and open to scrutiny.

Adults should also be circumspect in their communications with children so as to avoid any possible misinterpretation of their motives or behaviour which could be construed as grooming. They should not give their personal contact details to children and young people including e-mail, home or mobile telephone numbers. E-mail or text communications between an adult and a child/young person outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet based websites.

Online-Safety Acceptable Use Agreement

I understand that I must use school owned ICT systems in a responsible way to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of ICT. I will, wherever possible, educate the young people in my care in the safe use of ICT and embed online-safety in my work with young people.

- I understand that I am only permitted to use the school's ICT equipment when under the direct supervision of the class teacher.
- I will ensure that the school's ICT equipment and network are treated with due care and not tampered with. I will report technical problems to the class teacher immediately.
- I understand that I am not permitted to use the internet for personal reasons nor download any personal material onto the school's network.
- I understand that accessing (including viewing or showing others) on-line material on the school network on school owned ICT equipment which contain inappropriate or illegal materials is strictly forbidden. Such action will lead to a ban from volunteering in school.
- I understand that the downloading or printing of materials from the internet on the school network or on school owned ICT equipment which contain inappropriate or illegal materials is strictly forbidden. Such action will lead to a ban from volunteering in school.

- I understand that creating, circulating, viewing, showing to others and/or forwarding inappropriate, illegal or defamatory material, via e-mail or uploading to the internet is strictly forbidden. Such action will lead to a ban from volunteering in school.
- I will ensure that my participation in any forum such as social media platforms e.g. Facebook, Twitter, will not breach confidentiality, contravene the Data Protection Act nor cause reputational damage to the school (i.e., to ensure that anonymity applies to any opinions expressed).
- I understand that I have a duty of care to report to the Headteacher or Chair of Governors, in confidence, if I witness or suspect any inappropriate or illegal activity by any person on the school network or the internet.
- I understand that my mobile phone must be switched off or on silent mode whilst working in school;
- I understand that my mobile phone must not be used whilst I am working with the children;
- I understand that personal mobile phones must not be used to store personal information relating to pupils nor must they be used as a means of communication with pupils;
- I understand that the use of personal mobile phones to access inappropriate material/websites whilst onsite is strictly prohibited.
- I will report to the Headteacher, Chair of Governors or LSP CEO, immediately if: I am concerned about any misuse of the school ICT infrastructure, internet, or e-mail, or the infringement of this policy. I am concerned that I have unwittingly infringed a rule in this agreement.

Sanctions

- I understand that I am responsible for my actions in and out of school:
- I understand that this Acceptable Use Policy applies to both school ICT equipment and my use of personal equipment when I am volunteering in school.
- I understand that any infringement of the Acceptable Use Policy will be taken seriously.
- I understand that, in case of serious misuse, I may be subject to legal action that could involve the Police.

AGREEMENT:

I have read and understood this Acceptable Use Policy and agree to abide by it.

PRINT NAME:

SIGNED:

DATE: