

Staffordshire University Academies Trust		Trust Policy Document			
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E- Safety Policy

This E-Safety Policy has been developed by the SUAT E-Safety group.

Consultation with the whole SUAT community has taken place through a range of formal and informal meetings including:

- The SUAT Trust Board
- Local Academy Council members
- Parents
- Student Councils
-

Schedule for Development / Monitoring / Review

This E-Safety Policy was approved by the SUAT Trust Board:	Delegated to COO 6/3/2015
The implementation of this e-safety policy will be monitored by the:	E-Safety Group
Monitoring will take place at regular intervals:	Six monthly
The Local Academy Council members will receive a report on the implementation of the e-safety policy generated by the monitoring group (which will include anonymous details of e-safety incidents) at regular intervals:	Annually
The E-Safety Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to e-safety or incidents that have taken place. The next anticipated review date will be:	Annually (May 2016)
Should serious e-safety incidents take place, the following external persons / agencies should be informed:	Local Children Services / LST/ Police

The SUAT will monitor the impact of the policy using:

- Logs of reported incidents.
- Monitoring logs of internet activity (including sites visited).
- Internal monitoring data for network activity.
- Surveys / questionnaires of:
 - students
 - parents / carers
 - staff

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Scope of the Policy

This policy applies to all members of the SUAT community (including staff, students, volunteers, parents / carers, members of the Local Academy Council's, visitors, community users) who have access to and are users of SUAT ICT systems, both in and out of the academies.

The Education and Inspections Act 2006 empowers Principal's to such extent as is reasonable, to regulate the behaviour of students when they are off site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other e-safety incidents covered by this policy, which may take place outside of the academies, but is linked to membership of the SUAT.

The SUAT will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents / carers of incidents of inappropriate e-safety behaviour that take place out of SUAT premises.

Roles and Responsibilities

The Trust Board

The Trust Board are responsible for the approval of the E-Safety Policy. Reviewing the effectiveness of the policy will be the responsibility of the Local Academy Council members after receiving regular information about E-Safety incidents and monitoring reports. A member of the Local Academy Council will take on the role of E-Safety link. The role of the E-Safety link will include:

- Meetings with the E-Safety Coordinator.
- Regular monitoring of E-Safety incident logs.
- Monitoring of filtering / change control logs.
- Reporting back to the Local Academy Council.

Principal and Senior Leaders

- **The Principal has a duty of care for ensuring the safety (including e-safety) of members of their Academy community**, though the day to day responsibility for e-safety will be delegated to the E-Safety Co-ordinator.
- **The Principal and (at least) another member of the Senior leadership team should be aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff.**
- The Principal and Senior Leaders are responsible for ensuring that the E-Safety Coordinator and other relevant staff receive suitable training to enable them to carry out their e-safety roles and to train other colleagues, as relevant.
- The Principal and Senior Leaders will ensure that there is a system in place to allow for monitoring and support of those in their academy who carry out the internal e-safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles.
- The senior leadership team will receive regular monitoring reports from the E-Safety Coordinator.

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E-Safety Coordinator / Safeguarding Officer

Should be trained in e-safety issues and be aware of the potential for serious child protection / safeguarding issues to arise from:

- Sharing personal data.
- Access to illegal / inappropriate materials.
- Inappropriate on-line contact with adults / strangers.
- Potential or actual incidents of grooming.
- Cyber-bullying.

Key responsibilities include:

- Leading the E-Safety committee.
- Taking day to day responsibility for E-Safety issues and being a leading role in establishing and reviewing the SUAT E-Safety policies / documents in conjunction with the SUAT COO.
- Ensuring that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place.
- Providing training and advice for staff.
- Liaising with SUAT technical staff.
- Receiving reports of E-Safety incidents and creates a log of incidents to inform future E-Safety developments.
- Meeting with the Senior leadership team to discuss current issues, review incident logs and filtering / change control logs.
- Meets with the E-Safety Local Academy Council Link to discuss current issues, review incident logs and filtering / change control logs.
- Reports regularly to the Senior leadership team.

Network Manager

The Network Manager is responsible for ensuring:

- **That the academies technical infrastructure is secure and is not open to misuse or malicious attack.**
- **That the academies meet required e-safety technical requirements.**
- **That users may only access the networks and devices through a properly enforced password protection policy in which passwords are regularly changed.**
- The filtering policy is applied and updated on a regular basis and that its implementation is not the sole responsibility of any single person.
- That they keep up to date with E-Safety technical information in order to effectively carry out their E-Safety role and to inform and update others as relevant.
- That the use of the network / internet / remote access / email is regularly monitored in order that any misuse / attempted misuse can be reported to the E-Safety Coordinator for investigation / action / sanction
- That monitoring software / systems are implemented and updated as agreed in this policy.

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Teaching and Support Staff

Are responsible for ensuring that:

- They have an up to date awareness of E-Safety matters and of the current SUAT E-Safety policy and practices.
- They have read, understood and signed the Staff Acceptable Use Policy.
- They report any suspected misuse or problem to the E-Safety Coordinator for investigation / action / sanction.
- All digital communications with students / parents / carers should be on a professional level and only carried out using official SUAT systems.
- E-Safety issues are embedded in all aspects of the curriculum and other activities.
- Students understand and follow the E-Safety and acceptable use policies.
- Students have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.
- They monitor the use of digital technologies, mobile devices, cameras etc in lessons and other activities (where allowed) and implement current policies with regard to these devices.
- In lessons where internet use is pre-planned students should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.

E-Safety Group

The E-Safety Group provides a consultative group that has wide representation from the SUAT community, with responsibility for issues regarding E-Safety and the monitoring of the E-Safety policy including the impact of initiatives. The group will also be responsible for regular reporting to the CEO/CFO.

Members of the E-Safety Group will assist the E-Safety Coordinator with:

- the production / review / monitoring of the SUAT E-Safety policy / documents
- the production / review / monitoring of the SUAT filtering policy and requests for filtering changes
- mapping and reviewing the E-Safety curricular provision – ensuring relevance, breadth and progression
- monitoring network / internet / incident logs
- consulting stakeholders – including parents / carers and the student about the E-Safety provision
- monitoring improvement actions identified through use of the 360 degree safe self-review tool

Students

- are responsible for using the SUAT digital technology systems in accordance with the Student Acceptable Use Policy
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulation

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- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking / use of images and on cyber-bullying
- should understand the importance of adopting good e-safety practice when using digital technologies out of the Academies

Parents / Carers

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. The SUAT academies will take every opportunity to help parents understand these issues through parents evenings, newsletters, letters, website / VLE and information about national / local E-Safety campaigns / literature. Parents and carers will be encouraged to support the SUAT in promoting good E-Safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at events
- access to parents' sections of the website / VLE and online student records
- their children's personal devices in the SUAT academies

Community Users

Community Users who access SUAT systems / website / VLE as part of the wider academy provision will be expected to sign a Community User AUA before being provided with access to SUAT systems.

Education and Training

Education – Students

Whilst regulation and technical solutions are very important, their use must be balanced by educating students to take a responsible approach. The education of students in E-Safety is therefore an essential part of the SUAT's E-Safety provision. Children and young people need the help and support of the SUAT to recognise and avoid E-Safety risks and build their resilience.

E-safety should be a focus in all areas of the curriculum and staff should reinforce E-Safety messages across the curriculum. The E-Safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- A planned e-safety curriculum should be provided as part of the curriculum and should be regularly revisited
- Key e-safety messages should be reinforced as part of a planned programme of assemblies and tutorial / pastoral activities
- Students should be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information
- Students should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet

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- Students should be helped to understand the need for the Student Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside SUAT academies
- Staff should act as good role models in their use of digital technologies on the internet and mobile devices

Education – parents / carers

Many parents and carers may only have a limited understanding of e-safety risks and issues, yet they play an essential role in the education of their children and in the monitoring / regulation of the children's on-line behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

The SUAT will therefore seek to provide information and awareness to parents and carers through:

- Curriculum activities
- Letters, newsletters, web site
- Parents / Carers evenings / sessions
- High profile events / campaigns e.g. Safer Internet Day
- Reference to the relevant web sites / publications e.g.
<http://www.childnet.com/parents-and-carers>
<http://www.thinkuknow.co.uk>

Education & Training – Staff / Volunteers

It is essential that all staff receive e-safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- A planned programme of formal E-Safety training will be made available to SUAT staff. This will be regularly updated and reinforced. An audit of the E-Safety training needs of all staff will be carried out regularly
- All new staff should receive E-Safety training as part of their induction programme, ensuring that they fully understand the SUAT E-Safety policy and Acceptable Use Agreements
- The E-Safety Coordinator will receive regular updates through attendance at external training events (e.g. from SWGfL / LA / other relevant organisations) and by reviewing guidance documents released by relevant organisations
- The E-Safety Coordinator will provide advice / guidance / training to individuals as required. Trustees and Local Academy Council members are invited to take part in E-Safety training and awareness sessions, with particular importance for those who are members of any committee or working group involved in technology, E-Safety, health and safety or child protection

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Technical – infrastructure / equipment

SUAT will be responsible for ensuring that the SUAT infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also ensure that the relevant people named in the above sections will be effective in carrying out their E-Safety responsibilities:

- SUAT technical systems will be managed in ways that ensure they meet recommended technical requirements
- There will be regular reviews and audits of the safety and security of SUAT technical systems
- Servers, wireless systems and cabling must be securely located and physical access restricted
- All users will have clearly defined access rights to SUAT technical systems and devices
- The Network Manager is responsible for ensuring that software licence logs are accurate and up to date and that regular checks are made to reconcile the number of licences purchased against the number of software installations
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, mobile devices etc from accidental or malicious attempts which might threaten the security of the SUAT systems and data. These are tested regularly. The SUAT IT infrastructure and individual workstations are protected by up to date virus software

Filtering & Monitoring

All use of the SUAT's internet access is logged and the logs are randomly but regularly monitored by the SUAT IT support staff. Whenever any inappropriate use is detected it will be followed up by the E-Safety Coordinator or member of the senior leadership team depending on the severity of the incident.

- Policy Central Enterprise detects potentially inappropriate content and conduct as soon as it appears on the screen, is typed in by any users or received by the user. A screen capture is taken of every incident detailing the time and date of capture, machine name, username and reason for capture. A weekly headline summary is produced from the system detailing captures of particular interest to alert the people monitoring the system. These particular violations will be investigated and dealt with in accordance to the AUP, behaviour policy and other relevant SUAT policies
- Internet access is filtered for all users. Illegal content (child sexual abuse images) is filtered by SUAT and Entrust by actively employing the Internet Watch Foundation CAIC list
- The E-Safety Coordinator/Network Manager will maintain the Change Control Log and record any breaches, suspected or actual, of the filtering systems
- Any member of staff employed by the SUAT who comes across an e-safety issue does not investigate any further but immediately reports it to the E-Safety Coordinator and impounds the equipment. This is part of the SUAT safeguarding protocol

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Password Security

- All users will have clearly defined access rights to SUAT technical systems and devices, this will be reviewed, at least annually, by the Network Manager
- All SUAT networks and systems will be protected by secure passwords that are regularly changed
- The “master / administrator” passwords for the SUAT systems, used by the technical staff must also be available to the academy Principals or other nominated senior leader and kept in a secure place
- Passwords for new users, and replacement passwords for existing users will be allocated by SUAT IT Support
- All users (adults and young people) will have responsibility for the security of their username and password, they must not allow other users to access the systems using their log on details and must immediately report any suspicion or evidence that there has been a breach of security
- Users will change their passwords at regular intervals – as described in the staff and student sections below

Staff Passwords

- All staff users will be provided with a username and password by (insert name or title) who will keep an up to date record of users and their usernames
- The password should be a minimum of 8 characters long and must include at least one of – uppercase character, number, special characters
- Must not include proper names or any other personal information about the user that might be known by others
- The account should be “locked out” following six successive incorrect log-on attempts
- Temporary passwords e.g. used with new user accounts or when users have forgotten their passwords, shall be enforced to change immediately upon the next account log-on
- Passwords should be different for different accounts, to ensure that other systems are not put at risk if one is compromised and should be different for systems used inside and outside of SUAT academies
- Should be changed at least every 60 to 90 days
- Should not be re-used for 6 months and be significantly different from previous passwords

Student Passwords

- All users will be provided with a username and password by *the SUAT IT Support team who will keep an up to date record of users and their usernames*
- Students will be taught the importance of password security
- The complexity (i.e. minimum standards) will be set with regards to the cognitive ability of the children

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Incident Reporting

Any e-safety incidents must immediately be reported to the Principal (if a member of staff) or the E-Safety Coordinator (if a student) who will investigate further following E-Safety and safeguarding policies and guidance.

Responding to incidents of misuse

It is hoped that all members of the SUAT community will be responsible users of ICT, who understand and follow this policy. However, there may be times when infringements of the policy could take place through careless or irresponsible, or very rarely, through deliberate misuse. Listed in Appendix 2 are the responses that will be made to any apparent or actual incidents of misuse. If any apparent or actual, misuse appears to involve illegal activity e.g. child sexual abuse images, adult material which potentially breaches the Obscene Publications Act, criminally racist material or other criminal conduct, activity or materials the flow chart should be consulted. Actions will be followed in accordance with policy, in particular the sections on reporting the incident to the police and the preservation of evidence. If members of staff suspect that misuse might have taken place, but that the misuse is not illegal (as above) it is essential that correct procedures are used to investigate, preserve evidence and protect those carrying out the investigation. It is recommended that more than one member of staff is involved in the investigation which should be carried out on a "clean" designated computer. It is more likely that the SUAT will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the SUAT community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour/disciplinary procedures as follows (Appendix 3 for students and Appendix 4 for staff respectively).

Use of digital and video images

- **The individual academies record of parental permissions granted/not granted must be adhered to when taking images of our students. A list is published to all staff on a termly basis, but can also be obtained from the VLE Manager or the Safeguarding Officers in the individual Academies**
- Under no circumstances should images be taken using privately owned equipment without the express permission of a Senior leadership team member
- Where permission is granted the images should be transferred to individual academy storage systems (server or disc) and deleted from privately owned equipment at the earliest opportunity
- Permission to use images of all staff who work for the SUAT is sought on induction and a copy is located in the personnel file

Although many of the above points are preventative and safeguarding measures, it should be noted that the SUAT will endeavour whenever possible to use social networking in positive ways to publicise, inform and communicate information. The SUAT and individual academies have an active websites, Facebook and Twitter accounts which are used to inform, publicise events and celebrate and share the achievement of students.

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Appendix 1

Communications

A wide range of rapidly developing communications technologies has the potential to enhance learning. The following table shows how the academy currently considers the benefit of using these technologies for education outweighs their risks/disadvantages:

Communication Technologies	Staff and other adults				Students and young people			
	Permitted	Permitted at certain times	Permitted for named staff	Not Permitted	Permitted	Permitted at certain times	Allowed with staff permission	Not Permitted
Mobile phones may be brought to the academy	?				?			
Mobile phones used in lessons		?					?	
Use of mobile phones in social time	?				?			
Taking photographs on mobile devices				?				?
Use of academy mobile devices	?				?			
Use of Academy email for personal emails		?					?	
Use of social network sites		?				?		
Use of educational blogs	?						?	

When using communication technologies the SUAT considers the following as good practice:

- The official academy email service may be regarded as safe and secure and is monitored. Staff and students should therefore use only the school email service to communicate with others when in school, or on SUAT systems (e.g. by remote access)
- Users need to be aware that email communications may be monitored
- Users must immediately report, to the nominated person (in accordance with the SUAT academies policy) the receipt of any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such email
- Any digital communication between staff and students or parents/carers (email, chat, etc) must be professional in tone and content. These communications may only take place on official (monitored) academy systems. Personal email addresses, text messaging or public chat/social networking programmes must not be used for these communications
- Students should be taught about email safety issues, such as the risks attached to the use of personal details. They should also be taught strategies to deal with inappropriate emails and be reminded of the need to write emails clearly and correctly and not include any unsuitable or abusive material
- Personal information should not be posted on the SUAT websites and only official email addresses should be used to identify members of staff

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Appendix 2

Unsuitable / inappropriate activities

Some internet activity e.g. accessing child abuse images or distributing racist material are illegal and is banned from all SUAT ICT systems. Other activities e.g. Cyber-bullying is banned and could lead to criminal prosecution. There are however a range of activities which may, generally, be legal but would be inappropriate in a school context, either because of the age of the users or the nature of those activities. The SUAT believes that the activities referred to in the following section would be inappropriate in a school context and that users, as defined below, should not engage in these activities in the work/education or outside when using SUAT equipment or systems. The SUAT policy restricts certain internet usage as follows. Users shall not visit internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:

User actions	Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
Child sexual abuse images					<input type="checkbox"/>
Promotion or conduct of illegal acts, eg under the child protection, obscenity, computer misuse and fraud legislation					<input type="checkbox"/>
Adult material that potentially breaches the Obscene Publications Act in the UK					<input type="checkbox"/>
Criminally racist material in the UK					<input type="checkbox"/>
Pornography					<input type="checkbox"/>
Promotion of any kind of discrimination				<input type="checkbox"/>	
Promotion of racial or religious hatred					<input type="checkbox"/>
Threatening behaviour, including promotion of physical violence or mental harm					<input type="checkbox"/>
Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the SUAT academies or brings an SUAT academy into disrepute				<input type="checkbox"/>	
Using academy systems to run a private business				<input type="checkbox"/>	
Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by BMBC and / or the academy				<input type="checkbox"/>	
Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions				<input type="checkbox"/>	
Revealing or publicising confidential or proprietary information (eg financial / personal information, databases, computer / network access codes and passwords)				<input type="checkbox"/>	
Creating or propagating computer viruses or other harmful files				<input type="checkbox"/>	
Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet				<input type="checkbox"/>	
On-line gaming (educational)		<input type="checkbox"/>			

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On-line gaming (non- educational)				<input type="checkbox"/>	
On-line gambling				<input type="checkbox"/>	
On-line shopping / commerce			<input type="checkbox"/>		
File sharing			<input type="checkbox"/>		
Use of social networking sites			<input type="checkbox"/>		
Downloading video broadcasting e.g. Youtube			<input type="checkbox"/>		
Uploading to video broadcast e.g. Youtube			<input type="checkbox"/>		

Appendix 3

The guidance in this policy should be implemented with cross reference to the SUAT's Safeguarding Officer, Anti-Bullying and Behaviour Policies. Note, attempts have been made to synchronise guidance and sanctions.

Appendix 4

Incidents involving members of staff	Refer to the Principal *See below	Refer to technical support staff for action re filtering, security etc	Referral to BMBC LADO Potential Disciplinary Action
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable /inappropriate activities).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act	<input type="checkbox"/>		<input type="checkbox"/>
Excessive or inappropriate personal use of the internet/social networking sites/ instant messaging/ personal email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthorised downloading or uploading of files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allowing others to access the SUAT academies network by sharing username and passwords or attempting to access or accessing the network, using another person's account.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Careless use of personal data e.g. holding or transferring data in an insecure manner	<input type="checkbox"/>		<input type="checkbox"/>
Deliberate actions to breach data protection or network security rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using personal email/ social networking/ instant messaging/ text messaging to carrying out digital communications with students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actions which could compromise the staff	<input type="checkbox"/>		<input type="checkbox"/>

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Incident involving students	Teacher to use academy behaviour policy to deal with	Refer to Student Progress Leader – Liaise with Safeguarding Officer as appropriate	Refer to police	Refer to technical support staff for action re security/filtering etc
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable/inappropriate activities)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthorised use of non-educational sites during lessons	<input type="checkbox"/>			<input type="checkbox"/>
Unauthorised use of mobile phone/ digital camera/ other handheld device	<input type="checkbox"/>			
Unauthorised use of social networking/ instant messaging/ personal email	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Unauthorised downloading or uploading of files		<input type="checkbox"/>		<input type="checkbox"/>
Allowing others to access SUAT academies network by sharing username and passwords		<input type="checkbox"/>		<input type="checkbox"/>
Attempting to access or accessing the SUAT academies network, using another student's account		<input type="checkbox"/>		<input type="checkbox"/>
Attempting to access or accessing the SUAT academies network, using the account of a member of staff		<input type="checkbox"/>		<input type="checkbox"/>
Corrupting or destroying the data of other users		<input type="checkbox"/>		<input type="checkbox"/>
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature		<input type="checkbox"/>		<input type="checkbox"/>
Continued infringements of the above, following previous warnings or sanctions		<input type="checkbox"/>	Community Police Officer referral	<input type="checkbox"/>
Actions which could bring the Academy into disrepute or breach the integrity of the ethos of the SUAT		<input type="checkbox"/>		<input type="checkbox"/>
Using proxy sites or other means to subvert the SUAT Academies filtering system		<input type="checkbox"/>		<input type="checkbox"/>
Accidentally accessing offensive or pornographic material and failing to report the incident		<input type="checkbox"/>		<input type="checkbox"/>
member's professional standing				

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Actions which could bring the SUAT academies into disrepute or breach the integrity of the ethos of the SUAT	<input type="checkbox"/>		<input type="checkbox"/>
Using proxy sites or other means to subvert the SUAT academies filtering system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deliberately accessing or trying to access offensive or pornographic material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Breaching copyright or licensing regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continued infringements of the above, following previous warnings or sanctions	<input type="checkbox"/>		<input type="checkbox"/>

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Appendix 5

Student Acceptable Use Agreement

Academy Policy

Digital technologies have become integral to the lives of children and young people, both within the School and outside. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use
- that SUAT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk

The SUAT will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use SUAT 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.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person’s username and password. I understand that I should not write down or store a password where it is possible that someone may steal it
- I will be aware of “stranger danger” when I am communicating online
- I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)
- If I arrange to meet people offline that I have communicated with online, I will do so in a public place and take an adult with me
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the SUAT systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work
- I will not use the SUAT systems or devices for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so

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I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the Academy has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the SUAT:

- I will only use my own personal devices (mobile phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will ensure that all files are checked for viruses
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials
- I will immediately report any damage or faults involving equipment or software, however this may have happened
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any Academy device, nor will I try to alter computer settings
- I will only use social media sites with permission and at the times that are allowed

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me

I understand that I am responsible for my actions, both in and out of the school:

- I understand that the SUAT also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of the Academy and where they involve my membership of the SUAT community (examples would be cyber-bullying, use of images or personal information)
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the SUAT network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police

Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to SUAT systems and devices.

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Student Acceptable Use Agreement Form

This form relates to the Student Acceptable Use Agreement, to which it is attached. Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to SUAT ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the SUAT systems and devices (both in and out of the school)
- I use my own devices in school (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc
- I use my own equipment out of the school in a way that is related to me being a member of the SUAT community e.g. communicating with other members of the communicating, accessing SUAT email, VLE, website etc

Name of Student

Tutor Group

Signature

Date

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[Appendix 6](#)

**Student Acceptable Use Policy Agreement –
for younger students (Foundation / KS1)**

This is how we stay safe when we use computers:

- I will ask a teacher or suitable adult if I want to use the computers
- I will only use activities that a teacher or suitable adult has told or allowed me to use
- I will take care of the computer and other equipment
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong
- I will tell a teacher or suitable adult if I see something that upsets me on the screen
- I know that if I break the rules I might not be allowed to use a computer

Name of child:

Date read and explained to child:

Signed (parent):

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Appendix 7

Staff (and Volunteer) ICT Acceptable Use Policy Agreement

This Acceptable Use Policy is intended to ensure:

- That staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That SUAT ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That staff are protected from potential risk in their use of ICT in their everyday work.

The SUAT will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for students learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Agreement

I understand that I must use SUAT 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 students receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

For my professional and personal safety:

- I understand that the SUAT may monitor my use of the ICT systems, email and other digital communications
- I understand that the rules set out in this agreement also apply to use of SUAT ICT systems (e.g. laptops, email etc.) outside of the school, and to the transfer of personal data (digital or paper based) out of the SUAT
- I understand that the SUAT ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the SUAT
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may gain access to it
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person (Network Manager or Senior leadership team member with ICT responsibility)

Use of social media

SUAT staff should ensure that:

- No reference should be made in social media to students, parents / carers or SUAT staff that is perceived to be slanderous
- They do not engage in online discussion on personal matters relating to members of the SUAT Community or local community, other schools, the Trust sponsor, or connected organisations
- Personal opinions should not be attributed to the SUAT or individual academy

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- They check their security settings on personal social media profiles regularly to minimise risk of loss of personal information
- They are aware of their role within the community and the position of trust they are in, therefore careful consideration should be given to any material that is posted on the internet and social media environments
- They do not invite ex-students to be online friends / have access to social media environments they contribute to
- They have checked privacy settings on all of their social media presence
- They are aware that when they respond to SUAT social media sites their personal information may be available if the appropriate security / privacy settings have not been set up correctly

I will be professional in my communications and actions when using SUAT ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the SUAT's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so in writing. Where these images are published on the SUAT academies website or social media it will not be possible to identify by name, or other personal information, those who are featured
- I will not use personal chat and social media networking sites in the academy unless this is in line with work within the SUAT. Please speak to Network Manager or member of Senior leadership team if in doubt
- I will only communicate with students and parents / carers using official SUAT systems; all communication will be professional in tone and manner
- I will not engage in any on-line activity that may compromise my professional responsibilities or compromise the reputation of the sponsor, SUAT or individual academy

SUAT has a responsibility to provide safe and secure access to technologies:

- When I use my personal mobile devices (laptops / mobile phones / USB devices etc.) in the SUAT, I will follow the rules set out in this agreement, in the same way as if I was using SUAT equipment. I will also follow any additional rules set by the SUAT about such use. I will ensure that any such devices are protected by up to date anti-virus software and regularly scanned so they are free from viruses.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will ensure that any data not stored on the SUAT network is regularly backed up onto my OneDrive area.
- I will not upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others. I will not willingly use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not (unless I have permission) make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless agreed with the Network Manager.

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- I will not disable or cause any damage to SUAT equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the SUAT Data Protection Policy. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based protected and restricted data must be held in lockable storage.
- When using USB sticks / external hard drives I will ensure that all data that may contain personal information is encrypted and not accessible by others
- I understand that SUAT Data Protection Policy requires that any staff or student data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by SUAT policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for SUAT sanctioned personal use:

- I will ensure that I have permission to use the original work of others' in my own work.
- Where work is protected by copyright, I will not download or distribute copies.
- If using audio / visual material during lessons, I will ensure that the age restriction is appropriate for the audience (i.e. do not show 15 certificate films to Year 7 students). If I wish to show material that is of a different age restriction then parental consent will be sought.

Please read the 'Additional Department for Education Guidance' document for the latest guidance.

I understand that I am responsible for my conduct whilst using ICT in and out of the SUAT

- I understand that this Acceptable Use Policy applies not only to my work and use of SUAT ICT equipment in the SUAT academies, but also applies to my use of SUAT ICT systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the SUAT
- I understand that if I breach fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action in line with SUAT policies

I have read and understand the above and agree to use the SUAT ICT systems (both in and out of the academies) and my own devices (in the academies and when carrying out communications related to the academies) within these guidelines.

Staff / Volunteer Name

Signed

Date

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Appendix 8

Parent / Carer Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, both within the Academy and outside. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use
- that SUAT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- that parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their online behaviour

The SUAT will try to ensure that *students* will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users. A copy of the Student Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the SUAT expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the SUAT in this important aspect of the it's work.

Use of Digital / Video Images

The use of digital / video images plays an important part in learning activities. Students and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the Trust or individual academy website and occasionally in the public media.

The SUAT academies will comply with the Data Protection Act and request parents / carers permission before taking images of members of the SUAT. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other students in the digital / video images.

Parents / carers are requested to sign the permission form below to allow the SUAT to take and use images of their children and for the parents / carers to agree.

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Use of Biometric Systems

The academy uses biometric systems for the recognition of individual children in the following ways:

- Academy Library
- Cashless Catering

Biometric technologies have certain advantages over other automatic identification systems as students do not need to remember to bring anything with them (to the canteen or library) so nothing can be lost, such as a swipe card.

The SUAT has carried out a privacy impact assessment and is confident that the use of such technologies is effective and justified in a school context.

No complete images of fingerprints / palms are stored and the original image cannot be reconstructed from the data. That is, it is not possible for example, to recreate a student's fingerprint or even the image of a fingerprint from what is in effect a string of numbers.

Permission Form

Parent / Carers Name

Student

Academy

I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the SUAT will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the SUAT cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's E-Safety.

As the parent / carer of the above students, I give permission for my son / daughter to have access to the internet and to ICT systems at school.

Yes / No

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As the parent / carer of the above student, I agree to the SUAT taking and using digital / video images of my child / children. I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the SUAT.

Yes / No

I agree that if I take digital or video images at, or of school events which include images of children, other than my own, I will abide by these guidelines in my use of these images.

Yes / No

As the parent / carer of the above student, I agree to the SUAT using biometric recognition systems, as described above. I understand that the images cannot be used to create a whole fingerprint / palm print of my child and that these images will not be shared with anyone outside the SUAT.

Yes / No

Signed

Date

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Appendix 9

Acceptable Use Agreement for Community

This Acceptable Use Agreement is intended to ensure:

- that community users of SUAT digital technologies will be responsible users and stay safe while using these systems and devices
- that SUAT systems, devices and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- that users are protected from potential risk in their use of these systems and devices

Acceptable Use Agreement

I understand that I must use SUAT systems and devices in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems, devices and other users. This agreement will also apply to any personal devices that I bring into the SUAT schools.

- I understand that my use of SUAT systems and devices and digital communications will be monitored
- I will not use a personal device that I have brought into SUAT schools for any activity that would be inappropriate in a school setting
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person
- I will not access, copy, remove or otherwise alter any other user's files, without permission
- I will ensure that if I take and / or publish images of others I will only do so with their permission. I will not use my personal equipment to record these images, without permission. If images are published it will not be possible to identify by name, or other personal information, those who are featured
- I will not publish or share any information I have obtained whilst in the SUAT on any personal website, social networking site or through any other means, unless I have permission from the individual Academy
- I will not, without permission, make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work
- I will not install or attempt to install programmes of any type on a SUAT device, nor will I try to alter computer settings, unless I have permission to do so
- I will not disable or cause any damage to SUAT equipment, or the equipment belonging to others
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos)
- I understand that if I fail to comply with this Acceptable Use Agreement, the SUAT has the right to remove my access to SUAT systems / devices

I have read and understand the above and agree to use the SUAT ICT systems (both in and out of the SUAT academies) and my own devices (in the SUAT academies and when carrying out communications related to the SUAT) within these guidelines.

**Name
Signed**

Date