



E-Safety Charter

Adopted and ratified by the Governing Body of on:	11 th July 2013
Policy to be reviewed on:	July 2015
As defined by the AET Governance and Accountability Framework (ARCI)	AET Board
Accountability:	
Responsibility	T Craig

TAMWORTH ENTERPRISE COLLEGE E-SAFETY CHARTER AND ICT EQUIPMENT AGREEMENT

Please note: This document contains excerpts from and references to the AET Academy e-safety Policy. Please familiarise yourself with this document prior to signing below.

1.1 INTRODUCTION

The Internet, Intranet, e-mail, messaging systems and related technologies can be extremely valuable tools in an educational context, encouraging the development of communication skills, and transforming the learning process by opening up possibilities that, conventionally, would be impossible to achieve. The TEC encourages the use of electronic mail as a medium for paper mail replacement and as a means of enhancing communications.

Creating a safe ICT learning environment includes three main elements at an AET Academy:

- An effective range of technological tools;
- Policies and procedures, with clear roles and responsibilities;
- Access to e-Safety information for students, staff, parents and carers and other users;

All staff should be familiar with the Academy e-Safety policy including:

- E-mail, messaging and digital communication (social networking) use;
- Safe use of Academy network, equipment and data;
- Safe use of digital images and digital technologies, such as mobile phones, digital cameras and video cameras;
- Publication of pupil information/photographs and use of the Intranet and the Academy website;
- e-Bullying and Cyber-bullying procedures as per the Academy Anti-bullying policy;
- Their role in providing/accessing e-Safety information;

2.1 MISUSE

The Internet, Intranet, email, messaging systems and related technologies must not be used for knowingly viewing, transmitting, retrieving, downloading or storing any communication that is:

- Discriminatory or harassing
- Derogatory to any individual or group
- Obscene or pornographic
- Defamatory, threatening or seen as cyber bullying
- Illegal or contrary to the Academy's policy or business interests.
- Subject to Copyright such as music, software or films.
- Likely to cause network congestion or significantly hamper access for other users.
- Any of the above, specifically using mobile devices or similar technologies to store or upload any such materials to the public domain (social networking sites) or to other devices.

3. CONFIDENTIALITY

Student records should remain confidential at all times. Staff should be wary of leaving sensitive material on ICT equipment where students may have access to it.

4.0 USE AT HOME

Staff accessing the Internet from home whilst using an Academy owned computer or mobile device, or through Academy owned connections such as the Remote Desktop Connection (Home Link) must adhere to the policies set out in this document.

Family members or other 'non-Academy' users must not be allowed to access the Academy's computer system or use the Academy's computer facilities, without the formal agreement of the Principal.

5.1 ICT EQUIPMENT AGREEMENT

The use of ICT facilities within TEC and at home should reflect the professional status of all staff. Any breach of the policies set out in this document and the e-Safety Policy may render the member of staff concerned liable to disciplinary action.

Staff Name:		Date:	
Laptop: (If applicable)		Serial Number: (If applicable)	

AET Academy will:

- Provide ICT equipment/laptop (if applicable) for professional use;
- Provide all relevant software;
- Provide any additional software required that is licensed for use by Academy staff;
- If you are entitled to a laptop the Academy will provide one laptop carry case and one power pack and lead.
- If you are entitled to a laptop the Academy will pay the cost of the annual lease for the laptop and pay the insurance excess charge of £250, should your laptop be stolen from a secure store by forced entry;

I agree that:

- I will abide by the TEC e-Safety Policy;
- I will notify the ICT Customer Services of any faults with ICT equipment/laptop (if applicable) as soon as possible;
- Any theft must be immediately reported to ICT Customer Services;

If I am entitled to a laptop I agree that:

- I understand that I must have a licence for any additional software I install onto the laptop;
- I understand that I will incur the cost of reinstating the above laptop to its original condition should I install any additional software, not approved by the administrator, which causes a corruption to the laptop;

- I will return the laptop to the Academy should I leave the employment of the Academy;
- When not in use I will keep the laptop in a locked cupboard/filing cabinet at Academy;
- I will keep the laptop in a locked boot, hidden from view, whenever it is left in an unattended vehicle;
- I understand that I may be liable to pay the insurance excess of £250 should the laptop be stolen through failure to follow the Academy's security procedures as set out in this agreement;
- In the case of any personal threat (mugging etc.) the laptop is of secondary importance to my personal safety;
- If stolen, I understand I will only be issued with a laptop when a replacement can be arranged;

Signed: _____ Date: _____