



Reality Strikes Academy – Acceptable Use Agreement for ICT and Internet

1. Purpose

This agreement outlines the expectations for the safe, responsible, and professional use of ICT systems, devices, email, and internet access at Reality Strikes Academy. It applies to all staff, governors, volunteers, and visitors who access or use school ICT facilities.

The aim is to:

- Protect children, staff, and the school community.
- Safeguard the school's data and systems.
- Ensure compliance with safeguarding guidance, data protection legislation (UK GDPR & Data Protection Act 2018), and Keeping Children Safe in Education (KCSIE).

2. Acceptable Use Standards

a) General Responsibilities

- I will only use school ICT equipment, internet, email, and software for educational, professional, or authorised purposes.
- I will keep usernames, passwords, and accounts secure and will not share them.
- I will ensure all data is handled in accordance with the school's Data Protection and Safeguarding policies.
- I understand that all ICT use may be monitored and recorded for safeguarding and security purposes.

b) Safeguarding and Online Safety

- I will maintain professional standards when using ICT and will not engage in inappropriate communication with pupils, parents, or others.
- I will never access, download, or share illegal, harmful, or inappropriate material.
- I will report immediately to the DSL (or Headteacher) any material, activity, or communication that may put pupils or staff at risk.
- I will use only approved school platforms (e.g. school email, agreed apps) when communicating about school business.

c) Use of Devices

- I will not install unauthorised software or applications on school devices.
- I will keep all portable devices (laptops, tablets, phones) secure and report loss/theft immediately.
- I will not use personal devices to photograph, film, or store images of pupils. Any authorised use of devices for school purposes will comply with the school's safeguarding and data protection policies.



d) Social Media and Online Conduct

- I will not use social media or online platforms to bring the school, pupils, or colleagues into disrepute.
- I will maintain clear professional boundaries between my personal and professional online presence.
- I will not discuss or share confidential school matters on social media.

e) Visitors and Short-Term Users

- Visitors requiring internet access will be provided with a guest login where appropriate.
- All visitors must comply with this Acceptable Use Agreement and the school's safeguarding expectations.

3. Breaches of this Agreement

Any breach of this agreement may result in disciplinary action (for staff/governors), termination of placement (for volunteers), or removal of access/ban from site (for visitors). Serious breaches, including illegal activity, will be reported to the police and/or Local Authority Designated Officer (LADO) as required.

4. Acknowledgement

By signing below, I confirm that I have read, understood, and agree to comply with the Reality Strikes Academy Acceptable Use Agreement for ICT and the Internet.

Name: _____

Role (Staff / Governor / Volunteer / Visitor): _____

Signature: _____

Date: _____