

BOA Stage & Screen Production Academy Acceptable Use Agreement – ICT and Internet

For all guests accessing the Academy network.

This is the Acceptable Use Policy (AUP) for our Academy. It highlights the do's/don'ts of using all technology in the Academy and shows how we want guests to behave when using IT. The AUP covers the following legislation:

- Malicious Communications Act
- Data Protection Act 1998
- General Data Protection Regulation (GDPR) 2018
- Computer Misuse Act 1990
- Communications Act 2003
- Sexual Offences Act 2003

Please read carefully and sign at the bottom to show you agree to these terms.

Using Technology in BOA Stage & Screen Production Academy

- I will only use BOA Stage & Screen Production Academy IT systems, external logins and email for Academy related purposes. Other use will be with the permission of a SLT teacher.
- I will not search for, view, download, upload or transmit any material which could be considered illegal, offensive, extremist, defamatory or copyright infringing.

Security, Passwords & Copyright

- I will not divulge any Academy related passwords and I will comply with BOA Stage & Screen Production Academy IT security procedures.
- I will ensure that all personal data/information is stored and transported only on password-protected and encrypted storage devices/ media. I will ensure Personal data and information is always stored securely and only shared or copied in line with the General Data Protection Regulation, BOA Stage & Screen Production Academy's privacy statements and data protection policy. I will follow BOA Stage & Screen Production Academy policy with regard to external logins, encrypting data and not storing Academy material on personal IT equipment unless stated otherwise. I will avoid printing copies of personal data unless I have somewhere secure to store it.
- If I wish to share personal information/data with any third party I will first seek permission from the BOA Stage & Screen Production Academy data protection lead.
- I will not install software onto the network or mobile devices unless supervised by the Network Manager or IT support staff.

Social Media

- I will maintain my professionalism at all times when using personal social media and not bring the Academy or my profession into disrepute by posting unsuitable comments or media when using these sites.

- I will not have contact through any personal social medium with any student, whether from BOA Stage & Screen Production Academy or otherwise unless the students are family members.
- I will not represent my personal views as those of BOA Stage & Screen Production Academy on any social medium.
- I will not discuss personal information about students, BOA Stage & Screen Production Academy staff and other professionals I interact with on social media.
- I will ensure I set the privacy levels on my personal social media sites as strictly as possible to protect my privacy.
- I will at all times act in the best interests of children and young people when creating, participating in or contributing content to social media sites.

Mobile Technologies

- I will ensure that my mobile phone and any other personally-owned device is switched off or switched to 'silent' mode when I have directed time with pupils. I will only make or receive calls in specific places e.g. office, workroom.
- I will not contact any parents or pupils on my personally-owned device.
- I will not use any personally-owned mobile device to take images, video or sound recordings.

Online Professionalism

- I am aware that all network and Internet activity is logged and monitored and that the logs are available to SLT in the event of allegations of misconduct.
- I will not write or upload any defamatory, objectionable, copyright infringing or private material, including images and videos, of pupils, parents or staff on social media or websites in any way which might bring the Academy into disrepute
- I will champion the Academy's e-safety policy and be a role model for positive and responsible behaviour on the Academy network and the Internet.
- I will not give my home address, phone number, mobile number, personal social networking details or email address to pupils.
- Photographs of staff, pupils and any other members of the BOA Stage & Screen Production Academy community will not be used outside of the internal Academy IT network.

Signed:

Name:
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Date:.....