






## Sense College

### Staff Acceptable Use Agreement






This Acceptable Use Agreement is intended to ensure that:













-  You will be a responsible user and stay safe when using the internet;
-  You will support learners/supported individuals appropriately;
-  You will use computers and digital technologies properly for educational, personal and recreational use;
-  You will take care and help to protect college systems and users from accidental or deliberate misuse or harm;
-  You will follow Sense's policies, procedures and Sense College's e-Safety Policy.

### ACCEPTABLE USE AGREEMENT- DECLARATION

Name:	
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#### **I have read the Sense College e-Safety Procedure and I understand that:**

-  I will comply with the e-safety procedure and Sense's Acceptable Use Policy and understand that any failure to do this may result in disciplinary action that could lead to dismissal.
-  The college (and Sense) owns the IT systems and I understand it is a criminal offence to use a computer system for a purpose not permitted by its owner.
-  I will ensure that my information systems use will always be compatible with my professional role.
-  I will not give my user account password to anyone else and I will only access the college computer systems with my own username and password. I will inform IT Helpdesk if I believe my Sense password has been compromised and College SMT if my Databridge password has been compromised.
-  I will not access, or attempt to access other people's files.




-  I will not modify or circumvent system settings or software, attempt to install software or install and/or modify hardware without seeking help from IT staff.
-  I will virus scan all media brought in from outside college.
-  I will not send offensive, unnecessary or inappropriate email.
-  I will not access pornographic or otherwise offensive or inappropriate web sites.
-  I will not access extremism or radicalisation or other associated inappropriate web sites.
-  I will inform College SMT and/or IT Helpdesk if I accidentally access inappropriate material.
-  I will observe copyright and intellectual property rights and law.
-  I will report any incidents of concern regarding child or adult protection and safeguarding to the Designated Lead or VP responsible for Safeguarding. This will be reported using the 'concern' procedure.
-  I will ensure that all communications with learners/supported individuals are compatible with my role and meet the requirements of the college policies/procedures.
-  I will follow the data protection policy and will ensure that personal data is kept secure and is used appropriately, whether in college, taken off college premises or accessed remotely. In understand this includes the use of photographs and videos.
-  I will promote the concept of 'e-safety' when working with learners/supported individuals.
-  I understand that random checks of files and the log of visited internet sites will be undertaken.

Signed:		Date:	
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## Sense College

### Student/Supported Individual Acceptable Use Agreement

This Acceptable Use Agreement is intended to ensure that:








-  You will be a responsible user and stay safe when using the internet;
-  You will use computers and digital technologies properly for educational, personal and recreational use;
-  You will take care and help to protect college systems and users from accidental or deliberate misuse or harm.

### ACCEPTABLE USE AGREEMENT - DECLARATION





Name:		MCA Capacity / Support Need:	
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**I will use the college systems in a responsible way, to ensure that there is no risk to my safety or the safety and security of other users or college system.**




#### **For my own personal safety:**

-  I know that Sense College will monitor/look at my use of the computers, equipment, internet and digital communications.
-  I WILL be aware of 'stranger danger' and know how to stay safe when I am communicating online.
-  I WILL tell staff if I see anything that is unfriendly or that makes me feel uncomfortable or upset.
-  I will tell staff if some online harasses me or wants to talk about rude things.
-  I will NOT give personal information about myself to anyone online.
-  I will NOT give my username or password to anyone else.
-  I will NOT fill out forms or enter my information to win free things





## **For the safety of college and other people:**

-  I WILL tell staff straight away about any damage or problems with the computers and equipment.
-  I WILL check with staff first before I:
  - Use social media sites
  - Download or upload any files
  - Open emails or messages from people I don't know
  - Use the computer for personal tasks
-  I will NOT access or look at anything that is illegal or inappropriate or that may upset other people.
-  I will NOT use anyone else/s username or password.



## **I understand that everyone has equal rights to use technologies and resources:**

-  I WILL only use the internet and technology equipment for college work.
-  I will NOT use the college internet or equipment for shopping, online gaming, gambling or video sharing (e.g. YouTube) unless I have permission from a member of staff to do so.
-  I will NOT copy of files (including music and videos)

## **I will act appropriately and respect others:**

-  I WILL respect other people's work and things.
-  I WILL be polite and responsible when I communicate with others.
-  I will NOT use strong, aggressive or inappropriate language.
-  I will NOT take or send images of anyone without their permission.

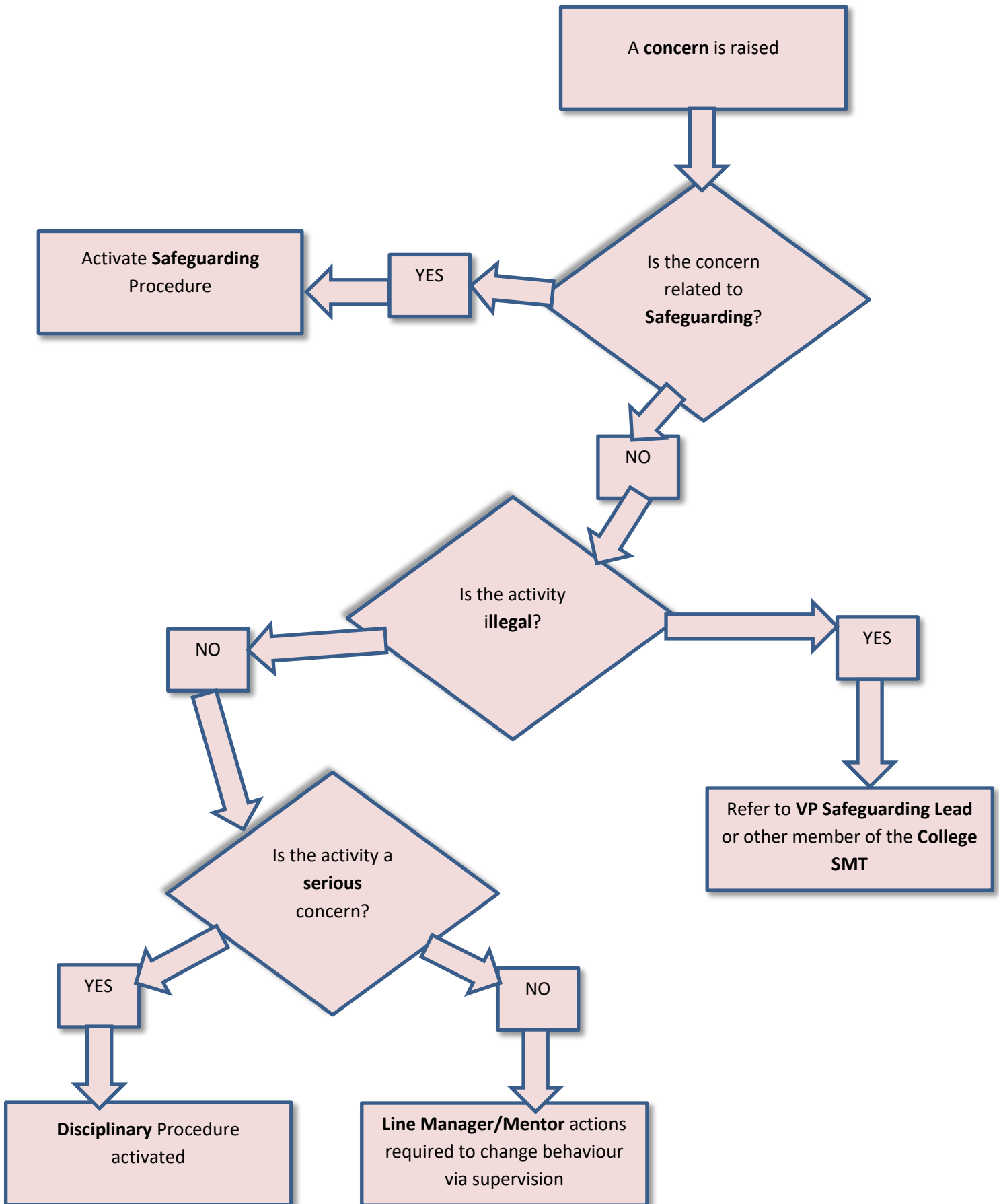
**I am responsible for my actions:**

-  I know that if I do not follow these rules, I will not be allowed to access the internet or technology equipment and may also put my college placement at risk
-  I know that if I am involved in any incident or inappropriate behaviour, safeguarding procedures might mean that further action could be taken.

Please note below any other discussions, explanations or agreements that have taken place

Signed:		Date:	
*If proxy – state name/relationship to learner:			

### SENSE COLLEGE - E-SAFETY FLOWCHART



## **SENSE COLLEGE**

### **STUDENT/SUPPORTED INDIVIDUAL'S CREDENTIALS – SUPPORT BY STAFF**

#### **Guidance**

This guidance provides a summary of the requirements and actions that staff should take when supporting students/supported individuals to login to college computer systems requiring usernames and passwords to access them.

The aim of this process is to protect staff when using IT and the internet, particularly at those times when there is a need to know the login credentials provided for students/supported individuals use and to protect the students/supported individuals themselves from misuse/abuse. This document should be read as a general principles summary, rather than an exhaustive guide.

This guidance should be read alongside the Sense College E-Safety Policy, which should be applied at all times. This document also relates to other Sense policies and acceptable use agreements.

#### **Working with Students/Supported Individuals**

All staff that support students/supported individuals to access IT or the internet have a responsibility to ensure that they are used responsibly, appropriately and safely.

Some students/supported individuals may not fully understand the concept of 'safety', so a number of 'rules' can be provided to help guide and support this.

Although a student/supported individual may be provided with their own Sense credentials and be able to access and use college computers and internet, they may require support to be able to remember and enter login usernames and passwords into the systems.

An allocated/dedicated member of staff, such as a mentor or personal tutor, who supports the student/supported individual with IT/computer access may need to have the knowledge of the student/supported individual's password, but they must never use these credentials for their own use or to mask other activity.

If a breach of this process is discovered and a staff member is found to be inappropriately utilising a student's/supported individual's login credentials, they will be subject to Sense's Safeguarding processes and disciplinary procedures.

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**Support Knowledge of Login Credentials – Staff Declaration**

Any staff member that has the knowledge of another person's Sense login credentials (including username, password and in some cases a safe word) – particularly that of a student/supported individual – must complete the declaration below.

**I understand that as part of my role and the support I provide to students/supported individuals, I may be required to have knowledge of individual's own Sense login credentials – such as username and password.**

**I will not disclose any information, usernames and passwords that I may have knowledge of, to anyone else.**

**I will not utilise anyone else's login credentials for any other purpose than to support the individual user that the credentials belong to.**

**I will not utilise anyone else's login credentials to undertake any work or personal use, or to mask other activities/uses.**

**I understand that if I breach this declaration and the associated E-Safety Policy I will be subject to Safeguarding processes and Sense's disciplinary processes.**

<b>Signed:</b>		<b>Date:</b>	
<b>Name:</b>			