Nexus Trust Acceptable ICT Use Agreement (AUA) and E-Safeguarding Standards

1. Introduction

1.1. This Acceptable use policy and conduct agreement addresses the use of electronic communications and will apply to all appointee's deployed by the Trust and provided with authorised access to the Trust's equipment, systems or information. In addition, this document addresses E-Safeguarding standards and expectations.

*Appointee's by definition would include employees and governors of Nexus Multi Academy Trust, Trust board directors and members, consultants, contractors and agents.

1.2. It is the responsibility of every appointee, including those of external and voluntary roles to:

- Read and comply with the requirements of the policy and its appendices.

- Report any breaches of this code e.g. misuse of e-mail, Internet, Intranet, telephones etc. either to their Head teacher/line manager or via the Trust's Confidential Reporting Code.

1.3. This policy can be made available in other languages and formats on request.

1.4. Every appointee has a duty of care for equipment such as phones and computers that are provided for their use. It is expected that appointees will take reasonable steps to maintain the security and safety of equipment. This includes not leaving equipment in view in unattended vehicles and storing it securely when not in use. Mobile phones must be secured by a PIN number to prevent unauthorised use if they are lost or stolen, the PIN number must not be written down or kept with the phone. The loss, damage or malfunctioning of any computer equipment or data storage device must be reported to the school or Trust ICT personnel and Head Teacher.

1.5. Misuse or loss of communications equipment due to negligence will result in appointees being requested to reimburse costs to the Trust and may result in disciplinary action.

2. Associated Documents

2.1 Whilst using the Trust's communications technology systems appointees should also ensure they comply with the associated Trust policies on Information Governance and Information Security.

2.2. Reading confirmation checklist (available in hard copy, email or via the trusts website https://www.nexusmat.org/about/policies-and-procedures under "Information Governance")

A. Confidentiality & Sharing Information Policy.	E. Information Security Incident Reporting Policy.
B. Data Protection Policy Statement.	F. Information Security Policy.
C. Electronic Communications Policy.	G. Screen, Assess Plan Procedure Guidance – (Applicable for Trust ELT, LGB, School SLT).
D. Information Governance Data Protection & FOI Policy.	H. Employee code of conduct.

3. Key Highlights

- I have read and understood the implications and my personal responsibilities in relation to the use of ICT equipment and systems detailed within this policy and associated documents.

- I will ensure that I am aware of my individual responsibilities relating to the safeguarding of children within the context of E-Safeguarding and know what to do in the event of misuse of technology by any member of the school community.

- I understand that my files, communications and internet activity may be monitored and checked at all times to protect my own and others' safety, and action may be taken if deemed necessary to safeguard myself or others.

- I understand that if I do not follow all statements in this AUA and in other school policies relating to the use of ICT equipment I may be subject to disciplinary action in line with the Trust and or the schools established disciplinary procedures.

4. Agreement

Part A – To be filled in by the Induction Lead/Line Manager
I can confirm that the information in this document has been discussed in full and that any questions have been addressed.

Print name: …………………………………………………… Position: …………………………………………………

Signature: …………………………………………………… Date: …………………………………………………..

Part B – To be filled in by the Individual
I can confirm that I have read and understood the content of this document and the associated documents relating to my usage of ICT while carrying out duties on behalf of the trust, act in accordance of the Employee code of conduct policy and maintain the reputation of the Nexus Multi academy Trust.

Print name: …………………………………………………. Position: …………………………………………………

Signature: …………………………………………………. Date: …………………………………………………..