Staff and Volunteer Acceptable Use Agreement

For my professional and personal safety I understand that:

- I will ensure that my on-line activity does not compromise my professional responsibilities, nor bring Cornerstone Academy Trust into disrepute.
- My use of technology could be monitored. The Trust operates a system known as Lightspeed which monitors activity carried out on school owned and school managed systems. This tracks what you view, access and type both in school and at home. Teams activity is monitored on all platforms and on any device.
- When communicating professionally I will use the technology provided by Cornerstone Academy Trust (e.g. email).
- These rules also apply when using the Trust's technology either at home or away from school.
- Personal use of the Trust's technology is only acceptable with permission.

For the safety of others:

- I will not access, copy, remove or otherwise alter any other user's files, without authorisation.
- I will communicate with others in a professional manner.
- I will share other's personal data only with their permission.
- I understand that any images I publish will be with the owner's permission and follow the Trust's code of practice.

For the safety of the Trust, I understand that:

- I will not try to access anything illegal, harmful or inappropriate.
- It is my responsibility to immediately report any illegal, harmful or inappropriate incident.
- I will not share my online personal information (e.g. social networking profiles) with the children and young people in my care.
- I will not deliberately bypass any systems designed to keep the Trust safe.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the Personal Data Policy (or other relevant policy). Where personal data is transferred, externally, it must be encrypted.
- I understand that data protection policy requires that any personal data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by the Trust's policy to disclose such information to an appropriate authority.
- Personal passwords and those of other users should always be confidential.
- I will not download anything that I do not have the right to use.

- I will only use my personal device if I have permission and use it within the agreed rules.
- I will inform the appropriate person if I find any damage or faults with technology.
- I will not attempt to install programmes of any type on the devices belonging to the Trust, without permission.

Artificial Intelligence (AI)

I will only use AI in line with the Trusts policy Artificial-Intelligence-Policy.pdf

I have read and understand the above and agree to use the Cornerstone Academy Trust technology and my own devices when carrying out communications related to the Trust within these guidelines. I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action.

Name of Staff / Volunteer:	
Parent/Carer Signature:	**Date:**