



**Acceptable Use Agreement
(Trustees, LGB, staff, volunteers, trustees, and visitors)**

**Acceptable use of the ICT systems and internet provided by The Mercian Trust
(TMT)**

When using ICT systems provided by The Mercian Trust (TMT) and accessing the internet on TMT premises or using TMT devices, I will not:

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature
- Use them in any way which could harm the reputation of the trust
- Access social networking sites or chat rooms
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software
- Share my password with others or log in to the TMT network using someone else's details

I will only use TMT ICT systems and access the internet on TMT premises or outside on a TMT device, for educational purposes or for the purpose of fulfilling the duties of my role.

I understand that TMT will monitor the websites I visit.

I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and TMT Data Protection Policies including the Information Security and Acceptable Use Policy.

I will let the Designated Safeguarding Lead (DSL) and ICT manager know if a pupil/student informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will always use TMT's ICT systems and internet responsibly, and ensure that pupils/students in my care do so too.

Your acceptance will be logged as your signature for this agreement.