



**YORKSHIRE  
CAUSEWAY  
SCHOOLS  
TRUST**

**Computer Network and Information and  
Communications Technology (ICT)**

# **Acceptable Use Policy and Agreement**

**for visitors, contractors  
and external  
agencies**

Version 4.0

04 July 2025

The Trust recognises and believes that ICT and the internet are excellent tools for learning and communication that can be used to enhance the curriculum, challenge students, promote collaborative working and support creativity and independence. Using ICT to interact socially and share ideas can benefit everyone in the school community, but it is important that the use of the internet and ICT is seen as a responsibility and that all users use it appropriately and practise good e-safety.

Contractors and outside agencies who work in Trust schools and use the internet are made aware in this document that use of the Trust internet is monitored closely at all times. A record is kept of all sites visited by each individual user, enabling the Network Administrator to show who accessed which site, from which machine and when.

To use a Trust computer, you will need to enter a unique **username** and **password**. This will be provided, at each school, by the Trust IT Team.

The aim of using the internet in the Trust is to further educational goals and objectives. However, it is possible that a determined individual may try to access material deemed to be unsuitable by the Trust (including that which is obscene, racist, extremist or violent).

**The Trust employs a sophisticated filter that should prevent users accidentally viewing any such materials. It will identify those users who attempt to access unsuitable sites. Real-time monitoring software is used to view on-screen activity. Please read the agreement overleaf.**

**Users should be aware the Trust decrypts SSL traffic for content inspection.**

**Sanctions** - all employees of external contractors and other agencies who are working in Trust schools and are given access to the internet, and Trust ICT equipment, must be aware that improper conduct with ICT equipment may have actionable consequences and/or, if applicable, involvement of the Police and other relevant authorities.

I confirm that I will:

- respect the school network security and only use the username and password provided
- ensure software security is kept up to date for anti-virus/operating system patches etc if using my own device for school purposes
- ensure my use of Trust ICT facilities is professional, lawful, consistent with my duties and respectful of students, Trust employees and work colleagues
- respect copyright and the intellectual property rights of others
- only create and share content that is legal
- always follow the terms and conditions when using websites
- only visit websites which are appropriate for the purpose of my presence on Trust premises
- report unsuitable content or activities or any breaches of this agreement, even if unintentional
- never transmit or share any obscene or inappropriate material or use vulgarities/swearing or any other inappropriate language
- never attempt to access systems setting or install software/music on any computer unless with the express permission of the Trust IT Team and in connection with any service/work being provided
- avoid downloading large files, which would slow down internet access
- never leave a workstation logged on and unattended.

I understand that data protection regulations require me to keep all information I see and can access whilst working in school concerning staff, pupils or school life generally private, secure and confidential and that any such information is only to be used appropriate to my work at that time. The only exceptions are where there is a safeguarding issue, or I am required by law to disclose such information to an appropriate authority.

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### Declaration

I have read carefully the contents of the Trust’s Computer Network and ICT Acceptable Use Policy and Agreement for visitors, contractors and external agencies, and I understand the guidelines I must follow.

<b>School Name:</b>			
<b>Organisation:</b>			
<b>Name:</b>			
<b>Position:</b>			
<b>Signature:</b>		<b>Date:</b>	

***This section should be returned to school as soon as possible, and prior to the commencement of any work in school.***