



*Total Education Services - Total Tuition Alternative Provision - Rosewood Independent School
Subsidiaries of JWA Holdings Limited*

FAIR AND SAFE INTERNET USAGE FOR STAFF AND CHILDREN

To be read alongside the E-Safety Policy.

I AGREE THAT:

- Laptops provided the Company are primarily for educational purposes to assist staff in the performance of their jobs.
- Limited or incidental use of the laptops for personal use is acceptable, and all use should be done in a manner that does not negatively affect the system's use for their educational purpose.
- Social media may only be used during break or lunch times.
- Personal devices are able to access the WiFi connection.
- Staff are expected to ensure that any complaints or grievances are not mentioned on social media but are reported in a professional manner.
- Staff must ensure that any engagement in online activities does not compromise their professional responsibilities.
- The Company would recommend ensuring privacy settings on social media are secure.
- I will not use the laptop to access inappropriate or illegal content.

I AGREE TO ENSURE THAT CHILDREN:

- Are supervised when using school laptops to prevent damage or access to inappropriate content.
- Do not use the laptops to access inappropriate or illegal content.
- Do not download or open any malicious files or folders.
- Are supported with regular reminders of how to stay safe online.
- Are not provided with or gain access to laptop passwords.

I agree to adhere to the E-Safety Policy in full.

- All staff have access to relevant folders on the Google Drive. You must NOT delete folders or files on the Google Drive as they will be deleted permanently for all staff.
- You will lose access to your work email addresses on the day after your end date.
- No staff are to download or save any confidential data to personal laptops.
- If the Google Drive is accessed from a personal laptop, the personal laptop must have enhanced security features including a password protected screen.
- Please only access folders which are appropriate to your role.

We reserve the right to access your staff laptop and/or Google Drive account at any time. You will be requested to provide your password/s in this instance. Failure to do so will result in disciplinary action.

UNDERSTOOD and SIGNED by:

(PRINT NAME)SIGNATURE:

DATE: