**Exam Star®**

**staff and volunteer acceptable use policies agreement**

**STAFF AND VOLUNTEER ACCEPTABLE USE POLICY AGREEMENT**

**FOR MY PROFESSIONAL AND PERSONAL SAFETY:**

* I must not take photographs of young people.
* I will not record children.
* I will not share images of children.
* I will treat all young people with respect.
* I must be aware that social networking sites are in the public domain if not protected by privacy settings. Therefore, I will strengthen any privacy settings so that young people would not be able to access my online profiles and be privy to any information I would not want in the public domain.
* I will block any young people that approach me online and inform the Designated Safeguarding Officer of Exam Star® immediately.
* I will recognise that special caution is required when discussing sensitive issues with young people.
* I will challenge unacceptable behaviour and report all allegations/suspicions of abuse to the Designated Safeguarding Officer of Exam Star®.
* I will operate within procedures of Exam Star® in the event of any disclosure/concern.
* I must not promise confidentiality to young people in any situation.
* I must not seek out or add young people on any social networking site.
* I must not respond to any online communication from a young person, for example on a social networking site.
* I must not share any personal contact details with children or seek out their personal contact details.
* I must not arrange to meet a young person outside of the allocated tutoring time.
* I must not act in a manner that excludes the young people I am working with.
* I must not make suggestive or derogatory remarks in front of children.
* I must not have inappropriate verbal contact with young people.
* I must not show favouritism to any individual.
* I must not be under the influence of alcohol or other substances when working on activities involving young people.
* I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.
* I understand that Exam Star® will monitor my use of the Exam Star® website, email and other digital communications.
* I will not disclose my username or password to anyone else, nor will I try to use any other person’s username and password.
* I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
* I understand that I am not expected to post pictures of students other than my own children on social networking sites.
* I know that I should make complaints through official Exam Star® channels rather than posting them on social networking sites.
* I will not post malicious or fictitious comments on social networking sites about any member of the Exam Star® community.
* I understand that I should not post comments that would be considered to be unprofessional or reflect Exam Star® or its members in a negative manner.

**I WILL BE PROFESSIONAL IN MY COMMUNICATIONS AND ACTIONS WHEN USING THE EXAM STAR®**

* I will not access, copy, remove or otherwise alter any other user’s files, without their express permission.
* I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
* I will ensure that if I take and / or publish images of others I will do so with their permission.
* I will not use my personal equipment to record the above images, unless I have permission to do so.
* Where the above images are published it will not be possible to identify by name, or other personal information, those who are featured.
* I will not engage in any on-line activity that may compromise my professional responsibilities.
* I will only transport, hold, disclose or share personal information about myself or others.
* I understand that data protection policy requires that any staff or pupil 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 school policy to disclose such information to an appropriate authority.

**WHEN USING THE INTERNET IN MY PROFESSIONAL AND VOLUNTEER CAPACITY:**

* I will ensure that I have permission to use the original work of others in my own work
* Where work is protected by copyright, I will not download or distribute copies (including music and videos).