

Acceptable Use Agreement – Staff

1. Purpose

This Acceptable Use Agreement sets out the expectations for all staff, agency workers, and volunteers at Turning Point Leeds (TPL) when using ICT systems, internet access, email, mobile devices, and social media in connection with their work.

2. Principles

- ICT facilities are provided for educational and professional use only.
- Staff must act responsibly, ethically, and lawfully when using ICT.
- Safeguarding pupils is paramount; e-Safety considerations must guide all practice.
- **TPL will always inform the host school DSL of any safeguarding concerns arising from ICT use.**

3. Staff Agreement

As a member of staff at TPL, I agree to:

- Use ICT, email, internet, and devices only for professional purposes.
- Respect the privacy, dignity, and rights of pupils and colleagues.
- Never access, create, or distribute material that is offensive, illegal, or harmful.
- Protect confidential and personal information in line with GDPR and Data Protection Policy.
- Report any safeguarding or e-Safety incident immediately to the TPL DSL, who will also inform the host school DSL.
- Not engage in online communication with pupils outside approved platforms or professional boundaries.
- Use social media responsibly and never bring TPL or host schools into disrepute.
- Keep passwords secure and not attempt to bypass security systems.

4. Breaches

- Any breach of this agreement may result in disciplinary action in line with TPL's policies.
 - Illegal activity may be referred to the police and relevant safeguarding agencies.
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Acceptable Use Agreement – Pupils

1. Purpose

Turning Point Leeds (TPL) provides ICT access to support learning and wellbeing. This Acceptable Use Agreement explains how pupils are expected to behave when using ICT, internet, email, mobile devices, and social media while at TPL.

2. Principles

- ICT must be used safely, responsibly, and respectfully.
- Pupils must protect themselves and others online.
- **Any safeguarding or e-Safety concerns will always be shared with the host school DSL.**

3. Pupil Agreement

As a pupil at TPL, I agree to:

- Use ICT, internet, and devices only for learning and positive activities.
- Be polite, kind, and respectful when communicating online.
- Never look for, access, or share anything that is rude, harmful, or unsafe.
- Keep my personal details (address, phone number, passwords) private.
- Tell a member of staff straight away if I see anything that worries or upsets me.
- Understand that staff may check my use of ICT to keep everyone safe.

- Never use ICT to bully, harass, or hurt others.

4. Consequences

- If I break this agreement, I may lose access to ICT at TPL and staff may contact my parents/carers and host school.
- Serious issues (like cyberbullying, grooming, or illegal activity) will always be reported to the TPL DSL and the host school DSL, and may be referred to the police.

Written: August 2025

Next Review: August 2026