



STAFF E-SAFETY ACCEPTABLE USE AGREEMENT

This Acceptable Use Policy is intended to ensure:

That staff at ReFocus Ltd will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.

That ReFocus systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk. ReFocus will try to ensure that staff members have good access to digital technologies.

Acceptable Use Policy Agreement

I understand that I must use ReFocus ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. For my own personal safety:

- I understand that ReFocus may monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will not access social media on any devices provided to me by ReFocus Ltd.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the systems and devices provided to me by ReFocus Ltd are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not use the systems or devices at ReFocus for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting.

I recognise that ReFocus Ltd has a responsibility to maintain the security and integrity of the technology it offers me and to ensure its smooth running:

- I agree to keep the use of my personal devices to a minimum whilst at work and especially around students.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will not install or attempt to install or store programmes of any type on any devices at ReFocus, nor will I try to alter computer settings.
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and outside of ReFocus:

- I understand that the ReFocus also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am off site and where they involve my membership of the ReFocus community (examples would be cyber-bullying, use of images or personal information).



• I understand that if I fail to comply with this Acceptable Use Policy Agreement, I may be subject to disciplinary action.

- **I signed this declaration acknowledging to adhere to the above criteria and that the laptop (TOSHIBA PORTEGE) is the property of ReFocus Ltd. I agree to take good care of it and return it in a good state if I ever cease to be employed by ReFocus Ltd.**

Issue date – 01/5/2024

<p>Signed</p> <p>Print Name</p> <p>Date.....</p>
