



TotalTuition

ROSEWOOD  
INDEPENDENT SCHOOL

*Rosewood Independent School is a trading name of Total Tuition Limited.*

*This policy covers all students at Total Tuition Alternative Provision and Rosewood Independent School.*

## **FAIR AND SAFE INTERNET USAGE FOR STAFF AND CHILDREN**

**To be read alongside the E-Safety Policy.**

### **I AGREE THAT:**

- Laptops provided by Total Tuition Alternative Provision / Rosewood Independent School 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 at the YMCA site. The Hotspot device has limited data so please do not personal devices on the Hotspot.
- 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.
- Total Tuition Alternative Provision / Rosewood Independent School 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.
- 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.

### **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.
- All work email addresses and their content will be permanently deleted 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.

**UNDERSTOOD and SIGNED by: (PRINT NAME)**

**SIGNATURE:**

**DATE:**