



CREA Norfolk Online Acceptable Use Agreement for Staff and Volunteers

Latest version November 2024

This Acceptable Use Agreement is intended to ensure that:

- Staff and volunteers will act responsibly to stay safer while online, being a good role model
- Effective systems are in place for the online safety of all users and the security of data
- Staff and volunteers are aware of and can protect themselves from potential risk in their use of online technologies

For my professional and personal safety, I understand that:

- I will ensure that my online behaviours will be professional, both to protect myself and the setting.
- When communicating professionally I will only use hardware provided by, or approved by, Crea Directors, and software provided by Crea.
- I will not use my own personal devices, email addresses, social networking sites etc to conduct any work for the organisation unless approval is given to do so by Crea Directors during a minuted meeting.
- I will not use the setting's technology for personal use.

For the safety of others:

- I will only access, copy, remove or otherwise alter other user's files, with permission.

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- I will only share other's personal data with their permission.
- I understand that any images I publish will be with the owner's permission and follow Crea Norfolk's Photography and Filming Policy.
- I will only use the setting's equipment to record images of children, or my own equipment with prior approval from Crea Directors in a minuted meeting.

For the safety of the organisation, I understand that:

- I will only access materials and content that are legal and appropriate.
- I understand reporting procedures and will immediately report any illegal, harmful or inappropriate incident.
- I will protect my online personal information (e.g. social networking profiles) to prevent access to children and families (you should amend this to take account of your policy on access to social networking and similar sites).
- I will inform the appropriate person if I find any damage or faults with technology.
- I will only install programmes on the systems devices belonging to the group, with permission.

I confirm that I have read and understood the Online Acceptable Use Agreement, which I will adhere to. I understand that if I breach the Agreement, this will be addressed in accordance with the Organisation's Disciplinary Policy.

Name:

Signed:

Date:

Signed by Directors, November 2024

Date for review November 2025