

Appendix 2a – from Safe Technology Use Policy 2016

Staff Acceptable Use Agreement

For my own personal safety:

- I understand that any personal technology I bring to Active8 events is my responsibility.
- I will not allow anyone access to my technology e.g. mobile phone, tablet devices, laptop etc.
- I will keep my own personal information safe as well as that of others.
- I will tell the Active8 manager or a trustee if something upsets or concerns me.
- I will only use my Active8/work social media account for the purpose of Active8.
- I will use the social media pages managed by Active8 to communicate with groups.

For the safety of others:

- I will ensure that the Safe Technology Use Policy is upheld and I fulfil my responsibilities to keep others safe.
- I will be polite and responsible when I communicate with others,
- I will not take or share images of anyone without their permission.
- Where possible I will only contact staff through their Active8 accounts e.g. work mobile/e-mail/social media account.

For the safety of the group:

- I will not try to access anything illegal.
- I will not download anything that I do not have the right to use.
- I will only use my personal device if I have permission and use it within the agreed rules.
- I will not deliberately bypass any systems designed to keep the group safer.
- I will tell a responsible person if I find any damage or faults with technology, however this may have happened.
- I will not attempt to install programmes of any type on the devices belonging to the group, without permission.
- I will only use social networking, gaming and chat sites with permission (using the groups created and managed by Active8)

I understand that I am responsible for my actions and the consequences.

I have read and understood the above and agree to follow these guidelines:

Name:

Signature:

Date: