

## Acceptable use agreement for Hwb

Remember, anything you do on Hwb should have an educational purpose. You should not regard any of your activity as private or confidential.

- Be a positive role model in how you use digital technologies including Hwb.
- Keep your username and password safe. You are responsible for anything that happens under your account. Report to your Hwb administrator if you suspect that your username and password have been compromised.
- If you share external links within Hwb then you deem that the content of the external website is age appropriate and has an educational purpose, e.g. YouTube.
- You may not access, distribute or place material on Hwb that is in breach of the statutory rights of copyright owners.
- Protect the school community by reporting anything you see that might cause upset or harm to yourself, other teachers or learners in the school. You are expected to demonstrate a professional approach and respect for learners and their families and for colleagues and the school while online.
- Creation or transmission of any offensive, obscene or indecent images, data or other material is prohibited. Content relating to or supporting illegal activities may be reported to the authorities.
- Personal use of your mailbox and cloud storage is to be avoided. E-mails may be monitored.
- Comply with the [terms and conditions](#) for use of Hwb.
- Always keep another local copy of your essential work that you store on the cloud.

**Unacceptable use within Hwb (as highlighted but not limited to that above) might result in actions taken in line with your organisation's Disciplinary Policy.**

Cross out as appropriate.

I do/do not agree to the terms of use as outlined above.

Name of user: \_\_\_\_\_ Date: DD / MM / YY

Signature