

## ONVU Learning User Code of Conduct Template

**Name of teacher using ONVU Learning:**

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This code of conduct applies at all times while using ONVU Learning and is an extension to School's / Organisation's Network, IT and Safeguarding policies.

*Please read it carefully.*

- You agree NOT to share your passwords or login credentials with any third party.
- You ensure that your computer is secure and no-one else has access or can gain access to your local/network login.
- You respect the confidential nature of any ONVU Learning content that has been shared with you and use that content for the purposes agreed between you and the owner.
- You must NOT attempt or perform any task that would either put ONVU Learning at risk or the data you are accessing/using/reviewing at risk.
- You agree to submit any security concerns to your local network administrator.
- You agree to follow the ONVU Learning user organisation's safeguarding policy should you observe anything concerning while using ONVU Learning. ONVU Learning has its own Safeguarding Policy that users must read before first using ONVU Learning.
- You agree to only access video footage that has been shared with you or where you are the subject (e.g the teacher) for professional development purposes.
- You agree to stop accessing data that you believe you should not have access to and report it to your line manager.
- You agree not to copy, send or transfer data outside the school's/organisation's ONVU Learning storage area.
- You agree not to share with anyone besides other ONVU Learning authorised users any clip or recording. Authorised users are:
  - Teaching staff in the school / Trust as defined by the customer;
  - Professional development coaches/mentors authorised by the school / Trust;
  - Not intended to be parents, pupils or other third parties not connected with teaching staff's professional development.
- All data remains the property of the school/organisation and must not be shared with any third-party or individual that has not been agreed with.

Please note: ONVU Learning is primarily a tool to enable teaching staff's development and in doing so enhance pupils' outcomes. It is not a surveillance system.

Template document only: for use if school/institution chooses to. ONVU LTD accepts no liability for this document's use nor its contents.

Failure to follow the code will result in loss of access and further, disciplinary action may be taken if appropriate. If applicable, external agencies may be involved, as certain activities may, constitute a criminal offence.

If you are willing to accept these terms and conditions and have read and signed the School's / Organisation's Network, IT and Safeguarding policies then please sign below.

**Name:**

**Signature:**

**Date:**