

# **Goldsmiths Artsmark Teachers' Environment**

## **Acceptable Use Agreement**

### **1. The Agreement**

- 1.1. This agreement applies to all users of the Goldsmiths Artsmark Teachers' Environment.
- 1.2. This agreement is intended to ensure that all users of the Goldsmiths Artsmark Teachers' Environment understand:
  - 1.1.1. The purpose of the Goldsmiths Artsmark Teachers' Environment.
  - 1.1.2. What is acceptable, and what is unacceptable, when using the Goldsmiths Artsmark Teachers' Environment.
  - 1.1.3. The sanctions for non-compliance with the Agreement.
- 1.3. Every user of Goldsmiths Artsmark Teachers' Environment is accountable for their actions as a guest on the platform and must ensure that their use is acceptable and complies with this Agreement.
- 1.4. By entering and using the Goldsmiths Artsmark Teachers' Environment all users are considered to have read and accepted the terms of use as set out in this Agreement as amended from time to time.

### **2. Introduction**

- 2.1. The Goldsmiths Artsmark Teachers' Environment has been developed to support staff from schools and educational settings registered for Artsmark Award. It will facilitate networking, sharing practice and peer-to-peer support, and provide access to resources and online training sessions delivered by Goldsmiths.
- 2.2. Goldsmiths will upload and share resources relevant to Artsmark schools for users to access and/or download, but guest users from Artsmark schools will not be able to upload

documents. Documents that users wish to share with other schools may be sent to [goldsmithsartsmark@gold.ac.uk](mailto:goldsmithsartsmark@gold.ac.uk) for consideration.

- 2.3. Goldsmiths may use the Goldsmiths Artsmark Teachers' Environment to host webinars and deliver training. Users will be able to attend these sessions but will not be able to schedule or host their own meetings, classes, lectures or webinars.
- 2.4. Goldsmiths' Artsmark Team will review usage of the platform from time-to-time and may update this Acceptable Use Agreement in response to any changes as the platform develops.
- 2.5. Although Goldsmiths staff will monitor the platform from time to time, it will not be the best way to contact the team with questions or queries. These should be directed to [goldsmithsartsmark@gold.ac.uk](mailto:goldsmithsartsmark@gold.ac.uk).
- 2.6. Users are only given access to the Goldsmiths Artsmark Teachers' Environment and are not permitted access to any other offers from Goldsmiths or their systems.

### **3. Acceptable use of Goldsmiths Artsmark Teachers' Environment**

- 3.1. Goldsmiths Artsmark Teachers' Environment has been provided to staff at Artsmark schools to support them on their Artsmark journey, from registration through to award expiry.
- 3.2. Users are invited to engage in channel discussions to share their experiences and provide peer-to-peer support to staff from other Artsmark schools.
- 3.3. Users may make connections they want to extend beyond the network of the Goldsmiths Artsmark Teachers' Environment. In these instances, users should gain consent from other guest users before communicating with them outside of the platform and should only share the work email address used to access the platform. No further contact details or other personal information should be shared on the platform.

**4. Unacceptable use of Goldsmiths Artsmark Teachers' Environment**

- 4.1. Using Goldsmiths Artsmark Teachers' Environment to store, transmit, share or display any unlawful material; material that infringes the intellectual property or other rights of any third party; or material that is indecent, offensive, defamatory, discriminatory, harassing, threatening or extremist.
- 4.2. Using Goldsmiths Artsmark Teachers' Environment to unlawfully discriminate, or to encourage unlawful discrimination, on the grounds of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, ethnic or national origins), sexual orientation, religion and belief or because someone is married or in a civil partnership. All unlawful activity carried out, on, or through the use of Goldsmiths Artsmark Teachers' Environment is unacceptable: the police may be informed where there is any evidence of such activity.
- 4.3. Using Goldsmiths Artsmark Teachers' Environment to harass, bully, abuse, libel or cause needless anxiety.
- 4.4. Using Goldsmiths Artsmark Teachers' Environment to corrupt or destroy any users' data or to violate their privacy.
- 4.5. Whilst signposting to examples of best practice or offers that may be of interest to other Artsmark schools is welcomed, the platform should not be used for commercial advertising or promotion.
- 4.6. Disguising, or attempting to disguise, the identity of the sender/origin of an electronic communication.
- 4.7. Using Goldsmiths Artsmark Teachers' Environment to misrepresent any views and/or opinions held personally by the user as the views and/or opinions of Goldsmiths unless the user is explicitly authorised to do so.
- 4.8. Users should be aware that a large number of Artsmark school contacts have access to the platform and, as such, should be mindful of what they are sharing in public. Users should not disclose any further personal details or information.
- 4.9. Goldsmiths shall determine in its sole discretion whether any user is in breach of this Acceptable Use Agreement and reserves the right to temporarily or permanently suspend

or terminate a user's access to the Goldsmiths Artsmark Teachers' Environment at any time.

4.10. If you believe that another user is in breach of this Acceptable Use Agreement, please send an email providing full details (including where applicable screenshots) to: [goldsmithsartsmark@gold.ac.uk](mailto:goldsmithsartsmark@gold.ac.uk).

## **5. Statutory Duties**

5.1. Goldsmiths has a range of statutory duties including Prevent, Safe-guarding and others. Any behaviour that appears to contravene the College's statutory duties may be reported to an appropriate authority.

## **6. Monitoring**

6.1. This Agreement and its implementation will be subject to internal monitoring and auditing, and the outcomes from these processes will inform and improve practices as part of a commitment to continual improvement.

6.2. The Artsmark project team at Goldsmiths are responsible for ensuring that all users are made aware of and act in accordance with this Agreement.

## **7. Sanctions**

7.1. Compliance with this Agreement is mandatory and non-compliance must be reported to [goldsmithsartsmark@gold.ac.uk](mailto:goldsmithsartsmark@gold.ac.uk) who will record and escalate to the appropriate authority.

7.2. Failure to comply with this Agreement may result in withdrawal of access to Goldsmiths Artsmark Teachers' Environment.

7.3. For extreme cases, in contravention any applicable laws, non-compliance may also be reported to the appropriate external authorities.