



Acceptable Use Agreement

Staff, Governors and Volunteers

Agreed by IEB: September 2025

Review Date: September 2026

Headteacher: Miss F Mawson

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times.

This acceptable use agreement is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of technology in their everyday work.

The school will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that learners receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

For my professional and personal safety

1. I understand that the school will monitor my use of the school digital technology and communications systems.
2. I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, .) out of school, and to the transfer of personal data (digital or paper based) out of school.
3. I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
4. I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
5. I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
6. I understand that the school filtering and monitoring system will scan emails and searches for inappropriate/harmful content

I will be professional in my communications and actions when using school systems:

7. I will not access, copy, remove or otherwise alter any other user's files, without their express permission.

8. I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
9. I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital/video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the school website/VLE) it will not be possible to identify by name, or other personal information, those who are featured.
10. I will only use social networking sites in school in accordance with the school's policies.
11. I will only communicate with learners **and** parents/carers using official school systems. Any such communication will be professional in tone and manner.
12. I will not engage in any on-line activity that may compromise my professional responsibilities.

The school has the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my mobile devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use.
- I will not use personal email addresses on the school's ICT systems
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, terrorist or extremist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School Personal Data Policy (or other relevant policy). Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based documents containing personal data must be held in lockable storage.
- I understand that data protection policy requires that any staff or learner data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the online systems in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work

- Where work is protected by copyright, I will not download or distribute copies (including music and videos).
- Staff may use AI tools within the school's online systems for educational, professional, and school-sanctioned personal purposes, provided such use supports learning, teaching, or administrative work. All use of AI must comply with school policies on academic integrity, privacy, and responsible digital citizenship. Users are expected to critically evaluate AI-generated content, ensure accuracy, and properly attribute work where required. AI tools must not be used to misrepresent one's own work, compromise confidentiality, or engage in harmful, discriminatory, or unethical practices. The school reserves the right to monitor and guide AI use to ensure it aligns with its mission and values.

MOBILE PHONES, DEVICE & SMART WATCHES POLICY

STAFF

All staff are responsible for enforcing this policy. Classroom based staff are not permitted to make or receive calls or texts **during contact time**. Phones should be switched off or put on silent during teaching/contact time with pupils. Smart watches and Fitbits are permitted to be worn by staff but to be used only as a watch when working with children. Therefore, **other functions must be disabled when staff are with the children**. Staff use of mobile phones and wearable devices during their working day should be:

- Appropriate only during break times.
- In keeping with professional responsibilities and expectations.

Staff should never contact pupils or parents via their own personal mobile and should not supply their mobile number to parents of children at the school. Staff should never use their phones or wearable devices to take photographs of pupils or allow themselves to be photographed by pupils. If during school trips/activity days etc. a member of staff wishes to take photographs on a mobile phone, express permission must be sought from a member of SLT.

MISUSE

Any member of staff found to misuse a mobile phone or wearable device will be **subject to disciplinary action in line with the disciplinary procedure**. It is everybody's responsibility to enforce this policy, therefore any misuse of devices in classroom areas should be reported to the DSL in line with the Safeguarding & Child Protection and Whistleblowing policies and procedures.

I understand that I am responsible for my actions in and out of the school:

- I understand that this acceptable use policy applies not only to my work and use of school's digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school
- I understand that if I fail to comply with this acceptable use agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors/Trustees and/or the Local Authority and in the event of illegal activities the involvement of the police.

To be completed by the user

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.