



1 Introduction

Digital 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.

The school has the right to protect itself and its systems and all users should have an entitlement to safe access to the internet and digital technologies at all times.

2 Scope of Policy

This Acceptable Use Policy and Agreement is designed to outline staff responsibilities when using technology, whether this is via personal devices or school devices, or on/off the school premises, and applies to all staff, volunteers, contractors and visitors.

3 Policy statement

Whilst our school promotes the use of technology and understands the positive effects it can have on enhancing pupils' learning and community engagement, we must also ensure that staff use technology appropriately.

Any misuse of technology will not be taken lightly and will be reported to the headteacher in order for any necessary further action to be taken.

4 Legislative-statutory compliance

This policy agreement has due regard to all relevant legislation and statutory guidance including, but not limited to the following:

Legislation

- The UK General Data Protection Regulation (UK GDPR)
- Protection of Freedoms Act
- The Freedom and Data Protection (Appropriate Limit and Fees) Regulations 2024
- Freedom of Information Act 2000

- The Education (pupil Information) (England) Regulations 2005 (as amended in 2018)
- The Data Protection Act 2018 (DPA)
- School Standards and Framework Act 1998

Guidance

- Keeping Children Safe in Education -DfE (2024)
- Technical Guidance for Schools In England - Equality and Human Rights Commission (2024)
- ICO (2021) 'Guide to the UK General Data Protection Regulation (UK GDPR)
- DfE (2018) 'Data Protection: A toolkit for schools'

5 Aims of Policy

It is intended to ensure that:

- staff and volunteers will be responsible users and stay safe while online and using digital technologies for educational, personal and recreational use
- school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- staff are protected from potential risk in their use of ICT 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 students learning and will, in return, expect staff and volunteers to agree to be responsible users.

6 Acceptable Use Policy Agreement

I understand that I must use school systems and equipment in a responsible way, to minimise the risk to the safety, privacy or security of the school community and its systems.

I acknowledge the potential of digital technologies for enhancing learning and will endeavour to integrate them in a way that aligns with the school's policies, ethos and values.

I will, where possible, educate the young people in my care in the safe use of digital technologies and will embed e-safety in my work with young people.

For my professional and personal safety

- I understand that the school will monitor my use of school devices and digital technology systems
- I understand that the rules set out in this agreement also apply to use of these devices and technologies out of school, and to the transfer of personal/sensitive data (digital or paper based) out of the school
- I understand that the school devices and digital technology systems are intended for educational use and that I will not use the systems for personal or recreational use
- 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 will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person

To ensure that I am professional in my communications and actions when using digital technologies and systems

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission
- 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
- 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 and taking into account parental permissions.
 - I will not use my personal equipment to record these images, unless I have permission to do so.
 - Where these images are published (eg on the school website) it will not be possible to identify by name, or other personal information, those who are featured
- I will only use chat and social networking sites in school in accordance with the school's policies
- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities

To support the school in its responsibility to provide safe and secure access to technologies and ensure the smooth running of the school

- I will abide by all relevant guidance and legislation (eg the latest version of Keeping Children Safe in Education/ UKGDPR)
- I will ensure that I am aware of cyber-security risks and that I will not respond to any communications that might put my school data or data systems at risk
- When using AI systems in my professional role I will use these responsibly and:
 - will only use AI technologies approved by the school

- will be aware of the risks of bias and discrimination, critically evaluating the outputs of AI systems for such risks
- to protect personal and sensitive data, I will ensure that I have explicit authorisation when uploading sensitive school information into AI systems
- will take care not to infringe copyright or intellectual property conventions- care will be taken to avoid intellectual property, including that of learners, being used to train generative ASI models without appropriate consent
- will ensure that documents, emails, presentation, and other outputs influenced by AI include clear labels or notes indicating AI assistance
- will critically evaluate AI generated outputs to ensure that all AI generated content is fact-checked and reviewed for accuracy before sharing or publishing
- will use generative AI tools responsibly to create authentic and beneficial content, ensuring respect for individuals' identity and well-being
- When I use my personal mobile devices in school, I will follow the rules set out by the school, in the same way as if I was using school equipment
 - I will ensure that any such devices are protected by up to date anti-virus/anti-malware software and are free from viruses
- When communicating in a professional capacity, I will only use technology systems sanctioned by the school
- I will not use personal accounts on school systems
- I will exercise informed safe and secure practise when accessing links to content from outside my organisation to reduce the risk of cybersecurity threats
- I will not access illegal, inappropriate or harmful content on school systems
- I will not bypass any filtering or security systems that are used to prevent access to such content
- I will not install or attempt to install unauthorised programmes of any type on a school device, nor will I try to alter device 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 Data Security 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 the 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 internet in my professional capacity or for school sanctioned personal use

- I will ensure that I have appropriate permissions to use the original work of others in my own work and will reflect this with appropriate acknowledgements, particularly where AI has been used to generate content
- Where content is protected by copyright, I will not download or distribute copies (including music and videos)
- 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, suspension and/or in the event of illegal activities, involvement of the Police

4 Mobile phones

- I will ensure that my mobile device is stored out of sight when entering and leaving the school building and site
- I will ensure my mobile device is either switched off or set to silent mode during school hours
- I will only make or receive calls outside of school teaching hours and in specific areas ie the school admin office, the staffroom, medical room or SEND office
- I will not use mobile devices to take images or videos of pupils or staff
- I will be allowed to record myself leading a learning activity.
- I will be able to take photos and videos when I have been granted permission by parents.
- I will not use mobile devices to send inappropriate messages, images or recordings.
- I will ensure that personal and school-owned mobile devices do not contain any inappropriate or illegal content.
- I will not access the WiFi system using personal mobile devices, unless permission has been given by the headteacher.
- Any professional communication will be made using a school device / account. Any deviation from this policy will be at the discretion of the headteacher.
- I will not store any images or videos of pupils, staff or parents on any mobile device unless consent has been sought from the individual(s) in the images or videos.
- In line with the above, I will only process images or videos of pupils, staff or parents for the activities for which consent has been sought.
- I will ensure that any school data stored on personal mobile devices is encrypted and pseudonymised and give permission for the headteacher to erase and wipe data off my device if it is lost or as part of exit procedures.

4 Social media and online professionalism

- If I am representing the school online, e.g. through blogging or on school social media account, I will express neutral opinions and will not disclose any confidential information regarding the School, or any information that may affect its reputability. I will gain permission from the headteacher.
- I will not use any school-owned mobile devices to access personal social networking sites, unless it is beneficial to the material being taught; I will gain permission from the headteacher before accessing the site.
- I will not communicate with pupils over personal social networking sites.
- I will not accept 'friend requests' from any pupils or parents over personal social networking sites.
- I will ensure that I apply the necessary privacy settings to any social networking sites. •
- I will not publish any comments or posts about the School on any social networking sites which may affect the School's reputability.
- I will not post or upload any defamatory, objectionable, copyright infringing or private material, including images and videos of pupils, staff or parents, on any online website.
- I will not post or upload any images and videos of pupils, staff or parents on any online website without consent from the individual(s) in the images or videos.
- In line with the above, I will only post images or videos of pupils, staff or parents for the activities for which consent has been sought.
- I will not give my home address, phone number, mobile number, social networking details or email addresses to pupils or parents – any contact with parents will be done through authorised school contact channels.

5 Working from home

- I will adhere to the principles of the Data Protection Act 2018 when taking work home.
- I will ensure any data transferred from a school-owned device to a personal device is encrypted or pseudonymised.
- I will ensure any sensitive personal data is not transferred to a personal device unless completely necessary – and, when doing so, that it is encrypted.
- I will ensure no unauthorised persons, such as family members or friends, access any personal devices used for lone-working.

6 Training

- I will ensure I participate in any online safety or online training offered to me and will remain up-to-date with current developments in social media and the internet as a whole
- I will ensure I employ methods of good practice and act as a role model for pupils when using the internet and other digital devices.
- I will ensure that I deliver any training to pupils as required.

7 Reporting misuse

- I will ensure that I adhere to any responsibility I have for monitoring, as outlined in the Online Safety Policy, e.g. to monitor pupils' internet usage.
- I will ensure that I report any misuse by pupils, or by staff members breaching the procedures outlined in this agreement, to the headteacher.

By signing this agreement, you are stating that you understand and undertake to follow all of the terms and conditions above.

The school may exercise its right to monitor the use of the school's information systems and internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound. Breach of this policy will be considered a serious disciplinary matter and will be dealt with in line with the Disciplinary Policy and procedure. I have read and understand the above and agree to use the school ICT 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.

Name	
Signature	
Date	

Review of policy agreement

Links to other policies-documentation

Version control

Version	Comments	Reviewer
1.0	Draft version October 2016 for ratification by Proprietor and SLT	Anita Laws
2.0	Updated May 2018 - new GDPR	Anita Laws
3.0	Updated 2022 to include new CP policies	Anita Laws
4.0	Updated September 2023 - reformatted to conform to new school policy structure	Anita Laws

5.0	Updated January 2025 to reflect changes in digital technologies and behaviours, the use of AI in school and updated guidance	Anita Laws
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<p>Responsible person The person responsible for updating this policy is: The Head teacher</p> <p>Review and monitoring: This policy will be reviewed annually by the Proprietor</p> <p>Reviewed: Signed: Dr H Sturdy (Proprietor) January 2025 Signed: Anita Laws (Headteacher) January 2025</p>
