

Acceptable Use Agreement

Staff, Volunteers, Governors, Students on Placement and Visitors

Purpose

Digital technology is an integral part of teaching, learning, safeguarding, communication and administration within our school. All users have a responsibility to use digital technology safely, professionally and responsibly.

This agreement applies to all staff, governors, volunteers, students on placement, contractors and visitors who access or use school technology systems, devices, networks or online platforms.

By signing this agreement, I agree to comply with the school's Online Safety Policy, Safeguarding and Child Protection Policy, Data Protection Policy, Staff Code of Conduct and all other relevant school policies.

Professional Responsibilities

I understand that I must use school digital technology systems responsibly to protect the safety, privacy and security of pupils, staff and the wider school community.

I recognise the educational value of digital technologies and will promote their safe and appropriate use with children wherever possible.

I understand that the school may monitor the use of its devices, internet access, email systems and online platforms in line with safeguarding, security and legal requirements.

I understand that this agreement applies whether I am using school equipment on-site or off-site and when accessing school systems remotely.

Passwords and Account Security

For my professional and personal safety:

- I will keep usernames and passwords secure at all times.
 - I will not disclose my passwords to anyone, especially pupils.
 - I will not attempt to access another person's account.
 - I will use strong, unique passwords in line with school guidance. (The National Cyber Security Centre recommends the use of 3 random words which provides the added security of a longer password that users can remember but are not easy to guess.)
 - I will immediately report any suspected compromise of an account or password.
 - I will ensure that devices are password protected when unattended.
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Professional Communication and Conduct

When using technology:

- I will communicate with pupils, parents, carers, colleagues and other stakeholders professionally at all times.
- I will not use aggressive, discriminatory, offensive or inappropriate language.
- I will only communicate with pupils and parents/carers using school-approved systems.
- Where possible, communication with parents will be via the school office.
- Where direct communication is required, I will use my school email account or other approved school platform.
- I will not communicate with pupils through personal email accounts, social media accounts, messaging applications or personal communication channels.
- I will not engage in any online activity that could damage my professional reputation or compromise my role within the school.
- I will not access, alter, copy, delete or share another user's files or information without appropriate authorisation.

Microsoft 365, Google Workspace and Approved Platforms

I understand that school business must only be conducted using approved systems and platforms.

These include:

- Microsoft 365
- Outlook
- Teams
- OneDrive
- SharePoint
- Google Classroom
- Google Workspace applications
- Any additional platforms approved by the school

I will:

- Use only school-approved systems for teaching, communication and record keeping.
 - Store school information only within approved school storage locations.
 - Not use personal cloud storage or personal accounts for school information.
 - Ensure that online learning activities take place through approved platforms.
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Data Protection and Confidentiality

I understand my responsibilities under UK GDPR and data protection legislation.

I will:

- Handle personal information securely.
 - Only access information necessary for my role.
 - Store paper-based confidential documents securely.
 - Ensure any transfer of personal data is undertaken securely and in accordance with school procedures. (see data protection policy)
 - Report any loss of data, confidentiality breach or security concern immediately.
 - Maintain the confidentiality of pupil, staff and family information at all times unless disclosure is required by law or safeguarding procedures.
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Cyber Security

To support the school's cyber security arrangements:

- I will remain alert to phishing emails, scams and suspicious communications.
 - I will not open attachments or links where I have concerns about authenticity.
 - I will immediately report any potential cyber security incident.
 - I will not attempt to bypass security, filtering or monitoring systems.
 - I will not install unauthorised software, applications or browser extensions.
 - I will not alter device settings unless authorised to do so.
 - I will take reasonable steps to ensure personal devices used for school purposes are secure and protected.
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Artificial Intelligence (AI)

When using AI tools in my professional role:

- I will only use AI systems approved by the school.
- I understand that confidential, safeguarding, personnel or identifiable pupil information must not be entered into AI systems unless specifically authorised and compliant with data protection requirements.
- I will critically review all AI-generated content before use.
- I will check AI-generated information for accuracy, bias and appropriateness.
- I understand that I remain responsible for all content I create, use or share, regardless of whether AI has assisted in its production.
- I will use professional judgement and will not rely solely on AI-generated outputs.
- I will use AI ethically and responsibly in ways that support pupils' learning, wellbeing and safety.

Images and Digital Media

I will:

- Follow the school's permissions procedures for photographs, video and digital media.
 - Only use school-approved equipment to capture images unless specific permission has been granted.
 - Ensure that published images comply with parental consent arrangements.
 - Not identify pupils by name alongside images unless authorised to do so.
 - Respect the privacy and dignity of all members of the school community.
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Internet Use

I will:

- Use the internet safely, legally and responsibly.
 - Not intentionally access, download, create or distribute illegal, harmful or inappropriate material.
 - Not access content that could place myself, pupils or the school at risk.
 - Report any inappropriate content encountered immediately.
 - Not attempt to circumvent filtering or monitoring arrangements.
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Personal Devices

Where personal devices are permitted:

- I will follow school rules regarding mobile phones, tablets, laptops, wearable devices and removable media.
 - I will ensure devices are appropriately secured.
 - I will not use personal devices to communicate with pupils.
 - I will not store confidential school information on personal devices unless authorised and secured appropriately.
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Copyright and Intellectual Property

I will:

- Respect copyright and intellectual property rights.
 - Obtain permission where required before using the work of others.
 - Acknowledge sources appropriately.
 - Ensure that any content developed with the assistance of AI complies with copyright requirements and professional standards.
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Filtering and Monitoring

I understand that safeguarding is everyone's responsibility.

I understand:

- The school operates filtering and monitoring systems to help keep children safe.
 - All staff share responsibility for recognising, reporting and responding to online safety concerns.
 - I have read and understood the schools' Online Safety Policy and understand my role within the schools' filtering and monitoring arrangements.
 - Any safeguarding concern identified online must be reported immediately in accordance with the Child Protection and Safeguarding Policy.
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Volunteer Responsibilities

Additional expectations for volunteers, students on placement and visitors

As a volunteer, student on placement or visitor, I understand that:

- I am expected to follow the same safeguarding, confidentiality, online safety and data protection standards as employed staff.
- Any information I learn about pupils, families, staff or school business during my role is confidential and must not be discussed outside school.

- I must immediately report any safeguarding, welfare, online safety or child protection concern to the Designated Safeguarding Lead (DSL) or a Deputy DSL.
- I must not use personal devices to photograph, video record or communicate with pupils unless specifically authorised by the Headteacher.
- I must not access school systems, records or information beyond that required for my role.
- I must not share school information, documents or images through personal email accounts, social media or messaging platforms.
- I will only use school-approved systems and devices provided or authorised for my role.
- If I am granted access to Microsoft 365, Google Classroom or any other school platform, I will follow all requirements of this agreement in the same way as a member of staff.
- I will seek guidance from a member of staff if I am unsure whether a particular use of technology, information or communication is appropriate.
- I understand that any safeguarding, confidentiality, online safety or data protection breach may result in my volunteering placement being ended and, where appropriate, referral to external agencies.

Volunteers with Access to Digital Systems

Where volunteers are provided with login credentials or access to school systems, they must additionally:

- Keep usernames and passwords secure.
- Log out of systems when not in use.
- Only access information necessary for their volunteering role.
- Report any accidental access to confidential information immediately.
- Follow the school's cyber security, filtering and monitoring procedures.
- Comply with all expectations relating to AI, data protection and acceptable use of technology.

Declaration

I understand that the expectations within this agreement apply equally to staff, governors, volunteers, students on placement, contractors and visitors who access school systems or information. I agree to comply with these requirements at all times and understand that failure to do so may result in disciplinary action, termination of volunteering arrangements, referral to professional bodies and/or involvement of external agencies, including the LADO or the police where appropriate.

Name	
Signature	
Role (Staff / Volunteer / Governor / Visitor)	
Date	