



Acceptable User Policy

Technologies and the internet are powerful tools which provide excellent opportunities for learning and teaching. They can motivate learners, promote creativity, and support effective learning, assessment and engagement with parents. They also bring opportunities to enhance teaching, increase staff efficiency and provide opportunities for staff to benefit from professional development through networking and collaboration. All users have an entitlement to good, safe access to ICT and the internet.

This policy reflects the statutory guidance 'Keeping Children Safe in Education' from the DfE September 2025 and the Filtering and Monitoring Standards for Schools and Colleges from the DfE January 2024, as well as the use of all technologies including mobile phones, tablets and online services such as social networking sites.

KCSIE 2025 update

- changes to the list of content risks under online safety, adding in disinformation, misinformation and conspiracy theories

KCSIE 2023 update

- clarification around the roles and responsibilities of education staff in relation to filtering and monitoring

KCSIE 2022 update

All staff should

- *Know that technology is a significant component in many safeguarding and wellbeing issues and that children are at risk of abuse and other risks on line, as well as face to face.*
- *Be given appropriate safeguarding and child protections training (including online safety) at induction, which is regularly updated.*
- *Receive safeguarding updates at least annually.*

This Acceptable User Policy (AUP) is intended to ensure:

- staff and volunteers will be responsible users and stay safe while using the internet and other technologies for educational and authorised personal 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
- to ensure that young people in their care are safe users.
- the school is protected from any issues that could negatively affect its reputation

The school will try to ensure good access to ICT to enhance learning opportunities for pupils and will, in return, expect staff and volunteers to agree to be responsible users of ICT use in school

All users of the schools ICT systems:

- understand that the schools ICT equipment is intended for educational use and not for personal use;
- are aware of the value of the use of ICT in learning and will monitor children's behaviour when using the internet to limit risk and deal with any issues that arise;
- will educate children in the safe use of ICT and embed e-safety in computing practice;
- will model safe use of technologies and the internet in school;
- understand that schools ICT systems must be used in a responsible way, to limit risk to all users including themselves and the security of the ICT system;
- will immediately report any issue, in or out of school, that might compromise a child or the school;
- will only use school equipment for the purpose of teaching and learning

For my professional and personal safety:

- I understand that the school monitor my use of the ICT systems, email and other digital communications.
- I understand that the school ICT systems are intended for educational use and that I will only use the systems for authorised personal use that is professionally appropriate.
- 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 (Headteacher / Deputy Headteacher.)
- If I believe another member of staff is infringing this policy, or putting themselves / others at risk I will report this to the Headteacher (please refer the whistleblowing policy)

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

- I will not access, copy, remove or otherwise alter any other user's files, without the owners express permission;
- I will communicate with others in a professional manner. I will not use aggressive or inappropriate language and am aware that any communication could be forwarded to the Headteacher or Governing Body
- 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 (e-safety policy). **No photographs are to be taken of children using personal mobile phones/cameras**, only school cameras are to be used and images only downloaded onto secure password protected school laptops/computers. Where these images are published (eg on the school website) we will not use children's names in photograph captions.
- I understand my photograph may be used on the school website which means that it could be copied by others. I know that where my photograph is used it will not be accompanied by any personal details other than my name. I have the right to ask the school not to use my photograph;

- 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 or compromise the reputation of the school or its members. This includes use of the school e-mail account, logo or my school's role.

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

- If I use any personal devices (laptops / mobile phones / USB devices etc) 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 ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- Pupil information that is stored on the secure server is for use only on school equipment. This information is only shared via the secure Outlook 365 system and the staff shared drive.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I will ensure that my data is regularly backed up (automatically set up via school technician).
- I will not upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others.

Filtering and monitoring is provided by Securus. I know that as a staff user I have access to resources that learners cannot access for teaching purposes.

- I will not bypass this filtering or access sites that are illegal.
- 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 install or attempt to install programmes of any type on a computer nor will I try to alter computer settings, unless this has agreed by the e-safety coordinator.
- I will 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 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)
- I will not use personal email addresses on the school's ICT systems

Social Media

- When using social networking sites and other services for personal use I will not say anything that could bring the school, staff members or any member of the school community into disrepute.
- I will ensure that I do not refer to children, parents/carers or school staff
- I will not engage in any online discussion about the school or any members of the school community;
- I will not attribute my personal opinions to the school

- I will immediately report any online discussion that could impact on the school / staff reputation and any negative postings about any member of the school community
- I will not 'friend' parents and / or students on social networking sites.

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

- I understand that this Acceptable Use Policy applies to my work and use of school ICT equipment in school and out of school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action

Data Protection (GDPR)

- I understand that data protection requires that any staff or pupil 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 understand that our school only uses services which mean that data is stored in line with EU guidelines.
- When I use my teacher laptop at home I will ensure resources cannot be accessed or copied by anyone else and that no one else uses the laptop.
- I will ensure personal equipment used is password protected.
- I will ensure that my data is regularly backed up.
- I will take all steps within my power to keep personal data safe and minimise the risk of losing it.
- I will only use personal data on secure devices that are password protected.
- When transferring data I will use encryption and secure password protected devices.
- I will ensure that devices I use have approved virus and malware checking software and I will delete data securely once it has been transferred or finished I will not send personal information by e-mail as it is not secure.

All staff and volunteers have read this policy and have access to it for referral through a classroom safeguarding file.

The safe use of ICT is essential to safeguarding all school personal and our children. It must therefore be read in conjunction with the **safeguarding policy and the whistleblowing policy.**

We have a collective responsibility to keep our children safe and vigilance over ICT use is paramount in this duty of care.

Policy Review

Policy Title	Acceptable User Policy
Date Policy Ratified by Governors	14/10/2025
Date for next review	14/10/2027