



Aim high, be courageous, show love

St NICHOLAS

C of E Primary School, Kenilworth

Staff, Governors and Volunteers Acceptable Use Policy 2025

1. School Policy

New technologies are integral to the lives of children and adults, both in school and beyond. The internet and other digital information and communications technologies are powerful tools that open new opportunities for teaching, learning and administration. All users are entitled to safe access to digital technologies at all times.

This AUP is intended to ensure:

- **Responsible use** of the internet and digital technologies by staff, governors and volunteers, so they remain safe when using them for educational, personal or recreational purposes.
- **Protection** of school systems and users from accidental or deliberate misuse that could put the security of systems, data or users at risk.
- **Clarity** on professional responsibilities so that technology is used to enhance learning and work.

The school will strive to provide safe, secure and accessible digital technology that enhances learning and work. In return, staff, governors and volunteers agree to be responsible users and to comply with this AUP and associated policies.

2. Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way to ensure there is no risk to my safety or to the safety and security of systems, data or other users. I recognise the value of digital technology in learning and will ensure pupils are given opportunities to benefit from its use. I will educate pupils in my care in the safe use of digital technology and embed online safety within my work.

2.1 For my professional and personal safety

- I understand the school **monitors** the use of school digital technology and communications systems (e.g. laptops, desktops, iPads, email, Microsoft 365/Teams, learning platforms) in line with the Monitoring Policy.
- The rules set out in this agreement also apply when using these technologies **off-site** and when transferring **personal data** in any format (digital or paper).
- School systems are primarily intended for **educational use**. Limited personal use is permitted within school rules.

- I will keep my accounts secure:
 - I will **not disclose** my username or password or attempt to use another person's credentials.
 - I will use **strong, unique passwords** and, where available, **Multi-Factor Authentication (MFA)**.
 - I will use a **school-approved password manager** where provided and will not write passwords down.
- I will **lock or log out** of devices when unattended and never leave a logged-in device unsupervised.
- I will **immediately report** unsafe, illegal or inappropriate material, phishing attempts (including QR-code/"quishing"), suspected malware, deepfakes or any incident that may compromise safety or security.

2.2 Professional conduct in communications and content

- I will **not access, copy, remove or alter** another user's files without their explicit permission.
- I will communicate with pupils, parents/carers and colleagues in a **professional** manner and will not use aggressive, discriminatory or inappropriate language. I respect that others may hold different opinions.
- I will only communicate with pupils and parents/carers using **official school systems** (e.g. school email via the office, MIS messaging, or MS Teams). All communications will be professional in tone and manner.
- I will follow the school policy on **digital/video images**:
 - I will obtain **consent** and use **school equipment** only (not personal devices) to capture images/video.
 - When published (e.g. on the school website or social media), images will not enable identification by full name or other personal information unless consented and approved.
 - I will not post to **personal social media** any content that could compromise pupils, staff or the school's reputation.
- **Generative AI and automation**:
 - I may use AI tools (e.g. Copilot/ChatGPT) for planning, drafting and resource creation **only** where no **personal data** (pupil, parent or staff) is entered.
 - I am responsible for checking AI outputs for **accuracy, bias and copyright**. AI must **not** be presented as authoritative fact without verification.
 - Any AI-generated content used for teaching or publications will be **reviewed, adapted and credited** as appropriate.

2.3 School, Trust and Local Authority responsibilities and my obligations

- **Mobile phones and wearables**: I will not use my personal mobile device in classrooms or in spaces where children are present, except in special circumstances authorised by the Head/Deputy (see Mobile Phone and Wearable Devices Policy). Smartwatches or

similar devices must have **smart functions disabled** (e.g. airplane mode) in learning spaces.

- **Personal email:** I will not use personal email accounts on school systems or for school business.
- **Email and links:** I will only open hyperlinks/attachments from **known and trusted** sources and will treat unexpected messages with caution; I will report suspected phishing immediately.
- **Filtering and security:** I will not access or attempt to access material that is illegal or inappropriate, nor will I attempt to **bypass** filtering/security controls.
- **Bandwidth:** I will not make large downloads/uploads that impact others' work unless authorised.
- **Software and configuration:** I will not install software or alter device settings without permission and will not disable or damage equipment or services.
- **Incident reporting:** I will promptly report any damage, faults, loss or theft of equipment or data.
- **Data protection and records:**
 - I will process personal data only as set out in the school's **Data Protection Policy** and in accordance with **UK GDPR** and the **Data Protection Act 2018**.
 - Where personal data is transferred outside the secure school network it must be **encrypted**; paper-based protected data must be stored and transported **securely**.
 - I will **not share** any school, pupil or staff data in any way that contravenes data-protection legislation or school policy and will report any data-security breach **without delay** to the Data Protection Lead/Officer.
- **Cloud and collaboration:** I will use only **approved platforms** (e.g. Microsoft 365/OneDrive/SharePoint; Google Workspace if approved) for storing or sharing school information. Links will be access-restricted and time-limited where appropriate.
- **Bring Your Own Device (BYOD):** If permitted to access school systems with a personal device I will ensure it has **up-to-date OS/patching, device encryption and passcode/biometric** protection, and I accept that such access may be **remotely revoked** if security is at risk.

2.4 Using the internet and content lawfully

- I will ensure I have permission to use the **original work of others** in my own work and will observe licences for software, media and fonts.
- Where work is **protected by copyright**, I will not download, stream or distribute unauthorised copies (including music, video or paid teaching resources).
- I will respect the **Age-Appropriate Design Code (Children's Code)** and related guidance when selecting or using online services with pupils.

2.5 Responsibility in and out of school

- This AUP applies to my use of school digital technology **on and off the premises**, and to my use of **personal equipment** on the premises or in circumstances related to my role.
 - I will keep all school devices **secure**. When off-site I will not leave laptops/iPads unattended in vehicles or visible at home.
 - I understand that failure to comply with this AUP may result in **disciplinary action** (up to and including referral to Governors/Local Authority) and, where illegal activity is suspected, the **police** may be involved.
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3. Wellbeing and Digital Balance (2025)

- I will use technology in ways that support healthy **work-life boundaries** and will follow any local guidance on reasonable response times outside working hours.
 - I will model and encourage **healthy, safe and balanced** technology use for pupils.
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4. Monitoring and Review

- The school reserves the right to **monitor and log** use of its systems in line with policy and the law. Evidence may be used in investigations or disciplinary procedures.
 - This AUP will be **reviewed annually** or sooner if significant changes in technology, risk or legislation occur.
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5. Declaration

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

Staff / Governor / Volunteer Name: _____

Signed: _____

Date: _____