



# Staff (and Volunteer) Acceptable Use Policy

<b>Audience:</b>	All staff and volunteers
<b>Reviewed:</b>	Reviewed April 2025 (DoE) Reviewed June 2025 (Board)
<b>Other related policies / procedures:</b>	<ul style="list-style-type: none"><li>• Disciplinary Procedure policy</li><li>• Safeguarding and Child Protection policy</li><li>• Whistleblowing</li><li>• Data Protection (GDPR)</li><li>• Online Safety Policy</li><li>• Mobile Phone Policy</li><li>• Keeping Children Safe in Education 2024</li><li>• Staff Code of Conduct</li></ul>
<b>Owner:</b>	Director of Education
<b>Policy / procedure model:</b>	Crofty Education Trust Policy: all Crofty schools use this policy
<b>Next Review</b>	April 2026

## **1. School Policy**

1.1 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. All users have an entitlement to safe access to the internet and digital technologies at all times.

## **2. This acceptable use policy is intended to ensure:**

2.1 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.

2.2 That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

2.3 That staff are protected from potential risk in their use of technology in their everyday work.

2.4 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.

## **3. Acceptable Use Policy Agreement**

3.1 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.

## **4. For my professional and personal safety:**

4.1 I understand that the school will monitor my use of the school digital technology and communications systems.

4.2 I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, VLE etc.) out of school, and to the transfer of personal data (digital or paper based) out of school.

4.3 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.

4.4 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.

4.5 I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

## **5. I will be professional in my communications and actions when using school systems:**

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

5.2 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.

5.3 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.

- 5.4 I will only use social networking sites in school in accordance with the trust's Online Safety Policy.
- 5.5 I will only communicate with learners and parents/carers using official school systems. Any such communication will be professional in tone and manner.
- 5.6 I will not engage in any on-line activity that may compromise my professional responsibilities.

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

- 6.1 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 ensure that any such devices are protected by up-to-date anti-virus software and are free from viruses.
- 6.2 I will abide by all relevant guidance and legislation (e.g., Keeping Children Safe in Education / UK GDPR)
- 6.3 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 systems at risk from attack
- 6.4 When using AI systems in my professional role I will use these responsibly and:
  - 6.4.1 will follow the guidance provided by the Trust when choosing which AI system I will use
  - 6.4.2 will be aware of the risks of bias and discrimination, critically evaluating the outputs of AI systems for such risks
  - 6.4.3 to protect personal and sensitive data, I will ensure that I have explicit authorisation when uploading confidential or sensitive school-related information into AI systems
  - 6.4.4 will take care not to infringe copyright or intellectual property conventions – care will be taken to avoid intellectual property, including that of the learners, being used to train generative AI models without appropriate consent.
  - 6.4.5 ensure that documents, emails, presentations, and other outputs influenced by AI include clear labels or notes indicating AI assistance
  - 6.4.6 critically evaluate AI-generated outputs to ensure that all AI-generated content is fact-checked and reviewed for accuracy before sharing or publishing
  - 6.4.7 will use generative AI tools responsibly to create authentic and beneficial content, ensuring respect for individuals' identity and well-being
- 6.5 I will exercise informed safe and secure practice when accessing links to content from outside of my organisation to reduce the risk of cyber security threats.
- 6.6 I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- 6.7 I will not access illegal, inappropriate or harmful content on school systems.
- 6.8 I will not bypass any filtering or security systems that are used to prevent access to such content.
- 6.9 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.
- 6.10 I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- 6.11 I will immediately report any damage or faults involving equipment or software, however this may have happened.
- 6.12 I will only transport, hold, disclose or share personal information about myself or others, as outlined in the school Data Security 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.
- 6.13 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.

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

- 7.1 I will ensure that I have permission to use the original work of others in my own work
- 7.2 Where work is protected by copyright, I will not download or distribute copies (including music and videos).
- 7.3 If I use my personal device to access school systems, I will ensure the following:
  - 7.3.1 I do not access highly sensitive data e.g. SEND records
  - 7.3.2 Apps are used that include 2 Factor Authentication (where available)
  - 7.3.3 My device is encrypted.
  - 7.3.4 My device is secured with 1 (or more of the following)
    - Biometric login (fingerprint, face ID)
    - A secure password (at least 8 characters with 3 of the 4-character types)

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

- 8.1 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.
- 8.2 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.

**9. Declaration:**

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.

Staff/Volunteer Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_