

AMBERLEY PRIMARY SCHOOL



Staff (and volunteer) Acceptable Use Policy Agreement

Agreed: September 2025

Review date: September 2026

ICT and related technologies such as email, the Internet and mobile devices are an expected part of our daily working life in school. The school will try to ensure that staff and volunteers have good access to ICT, to enhance their work and to enhance learning opportunities for pupils. In return, school expects staff and volunteers to be responsible users. This policy is designed to ensure that all staff and volunteers are aware of their professional responsibilities when using any form of ICT. All staff and volunteers are expected to sign this policy and adhere at all times to its contents. Any concerns or clarifications should be discussed with Tony Rigg, the Headteacher.

Content:

- I will not install any hardware or software without permission.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/or staff will only be taken, stored and used for professional purposes, in line with the school's policy on the use of digital/video images and with the written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/carers, member of staff or Headteacher.
- I will ensure that my data is regularly backed up, using the school Google Drive system.

Contact:

- I will only use the school's email, internet system or any related technologies for professional purposes or for uses deemed 'reasonable' by the Headteacher or Governing Body.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role and made using official school systems.
- I will only use chat and social networking sites in accordance with the school's policies e.g. X (formerly known as Twitter).

Conduct:

- I understand that ICT includes a wide range of systems including devices, email, social networking and that ICT use may also include personal ICT devices when used for school business. I will use them responsibly and in line with the relevant policies.
- I will comply with the ICT system security and not disclose any usernames or passwords provided to me by the school or other related authorities.
- I will not give out my own personal details, such as mobile phone numbers and personal email address, to pupils/parents/carers.
- I will keep my personal mobile phone or any other personal electronic device in a secure place during lesson times.
- I will ensure that personal data (such as data held on MIS database) is kept secure and is used appropriately, whether in school or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Headteacher.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Headteacher.

- I understand that the rules set out in this agreement also apply to the use of school ICT systems (e.g. laptops, iPads, email) out of school.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sound or text that could upset or offend any member of the school community
- I will not be involved with any online activities, either within or outside school that may bring the school, staff, pupils or wider members into disrepute. This includes derogatory/inflammatory, offensive, illegal or discriminatory comments made on social network sites, forums and chat rooms.
- I will be an active participant in online safety education, taking personal responsibility for my awareness of the opportunities and risks posed by the use of technology.
- I will not use the school system for personal use during working hours.
- I have a duty to respect the filtering security systems which are in place. I understand that attempting to breach them or gain unauthorised access to systems and services is unacceptable.
- I have a duty to report any illegal, inappropriate or harmful material or incident; I become aware of, to the appropriate person.
- I have a duty to protect passwords and personal network logins, and should log off the network when leaving workstations unattended.
- I understand that any attempts to access, corrupt or destroy other users' data, or compromise the privacy of others in any way, using any technology, is unacceptable and potentially illegal.
- I acknowledge that when I am logged on to a school computer, I am responsible for its overall use, including use of the Internet.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

Commerce:

- I will respect copyright and intellectual property rights.
- I will always consult the Headteacher before ordering any goods intended for school use via the Internet.

I understand that these rules are designed for the safety of all users and that if they are not followed, school sanctions will be applied and disciplinary action taken.

User Signature

I agree to follow this acceptable use policy and to support the safe use of ICT throughout the school

Signature

Date

Full Name

Job title.....