

Staff ICT Acceptable Use Policy 2025

Summary of why we have an AU Policy for staff

Schools increasingly need to ensure that all staff are aware of a common set of rules for the safe use of computing and mobile technology. This is to protect pupils, staff and the reputation of the school. This is a document which will continue to undergo modification as both technology and the law relating to technology develop further. This policy links to the schools wider safeguarding systems and should be read in conjunction with the Safeguarding/child protection, KCSIE 2025, online safety, staff code of conduct and confidential reporting code (whistle-blowing) policies.

It is important that all members of staff are made aware that their online conduct, both in and out of school, could have an impact on their role and reputation. Civil, legal or disciplinary action could be taken should they be found to have brought the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities. Therefore, all members of staff should read, understand and sign the AUP and other related policies before being granted access to any of the school systems.

As a professional organisation with responsibility for children's safeguarding it is important that all staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the school's computer system in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using Information Communication Technology - both the school systems and personal mobile technology and social media use, staff are asked to read and sign this Acceptable Use Policy.

Further Information

- "Social networking guide for teachers" is available on the Childnet website, it is aimed at ECTs but provides useful information to all staff [Teachers & professionals | Childnet](#)
- The UK Safer Internet Centre's Professional Online Safety Helpline offers advice and guidance around e-Safety for professionals who work with children and young people in the UK. The helpline provides support with all aspects of digital and online issues such as social networking sites, cyber-bullying, sexting, online gaming and child protection online. Staff can contact the helpline via 0844 381 4772, helpline@saferinternet.org.uk or can visit www.saferinternet.org.uk/helpline for more information.
- 360 Degree Safe tool is an online audit tool for schools to review current practice: <http://360safe.org.uk/>

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This is not an exhaustive list and all members of staff are reminded that ICT use should be consistent with the school ethos, other appropriate policies and the Law.

- 1) I understand that Information Systems and ICT include networks, data and data storage, online and offline communication technologies and access devices. Examples include mobile phones, tablets, digital cameras, smartwatches and other mobile and smart technology email and social media sites.
- 2) School owned information systems must be used appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
- 3) Mobile and Smart technology (including mobile phones, smartwatches, tablets etc)
 - a) {Staff mobile phones are allowed in school, but are not allowed to be used in sensitive areas (EYFS, cloak rooms, toilets, when children are changing, swimming). Mobile phones should only be used for communication when not working with children. Mobile phones should not be visible to pupils unless their use is linked to learning, for instance as a stopwatch or to play music.
 - b) Smart watches – our policy is that children are not allowed Smart watches in school. Staff can have a Smart watch but it must be used in accordance with this policy.
 - c) Cameras on personal devices will not be used to take pictures of children in any circumstances.
 - d) In the unlikely event of needing to contact a parent directly a school mobile phone will be issued to the member of staff concerned.
- 4) I understand that any hardware and software provided by my school for staff use can only be used by members of staff and can only be used for school related work
- 5) Personal use of school ICT systems and connectivity is only permitted with the consent of the headteacher
- 6) To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.
- 7) I will respect system security and I will not disclose any password or security information. I will use a 'strong' password (A strong password has numbers, letters and symbols, with 10 or more characters, does not contain a dictionary word and is only used on one system).
- 8) I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the system manager.
- 9) Data Protection {*see also the school Data Protection Policy*}
 - a) I will ensure that any personal data is kept in accordance with the General Data Protection Regulations. This means that all personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely. Any personal data on portable devices (USB, laptops, tablets etc). Secure means of transporting data are encrypted laptop / encrypted USB memory / encrypted HDD / approved cloud-based system.
 - b) If I choose to use a portable device (Phone, Tablet etc...) to collect my work e-mail I will ensure that the device is locked by a pin code or password and will be wiped when I dispose of the device.

- c) I will not transfer sensitive personal information from my school e-mail account (e.g. EHCP's Safeguarding Reports, Medical Information) UNLESS the information is encrypted.
 - d) I will not keep professional documents which contain school-related personal information (including images, files, videos etc.) on any personally owned devices (such as laptops, digital cameras, mobile phones)
 - e) Digital Images or videos of pupils will {Not be taken away from the school premises OR Only taken from the school premises using encrypted memory OR alternative secure transport method}
 - f) I will not use unapproved cloud storage systems (Dropbox, icloud etc) for storing personal data of staff or pupils.
- 10) I will not store any personal information on the school computer system that is unrelated to school activities, such as personal photographs, files or financial information.
- 11) I will respect copyright and intellectual property rights.
- 12) Social Media.
- a) I have read and understood the school Online Safety policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media.
 - b) I will not communicate with pupils or ex-pupils using social media without the express permission of the Headteacher.
 - c) My electronic communications with pupils, parents/carers and other professionals will only take place via work approved communication channels e.g. via a school provided email address or telephone number. Any pre-existing relationships which may compromise this will be discussed with the Senior Leadership team. *This would include any relatives of current pupils that are my "friends" on a social media site.*
 - d) My use of ICT and information systems will always be compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. My use of ICT will not interfere with my work duties and will be in accordance with the school AUP and the Law.
 - e) I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the County Council, into disrepute. This would include any comment made, even in the belief that it is private on social media.
- 13) I will report all incidents of concern regarding children's online safety to the Designated Safeguarding leads (DSLs) Laura Snowdon and Oliver Seaton as soon as possible. I will report any accidental access, receipt of inappropriate materials, filtering breaches or unsuitable websites to Laura Snowdon the DSL or Oliver Seaton the designated lead for filtering as soon as possible. See KCSIE 2025 Paragraph 134 – 148
- 14) I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware or if I have lost any school related documents or files, then I will report this to the ICT Support Provider/Team through Durham IT Michael Hartis as soon as possible. This can be done through the Durham Portal by logging or through direct contact with ITSS via phone or email.
- 15) I will promote Online Safety with the pupils in my care and in line with the school policy and curriculum.
- 16) If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with the DSL Laura Snowdon or their deputy Oliver Seaton.

17) I understand that my use of the information systems, Internet and email may be monitored and recorded to ensure policy compliance.

Our school may exercise its right to monitor the use of information systems, including Internet access and the interception of e-mails in order to monitor compliance with this Acceptable Use Policy and the School's Data Security Policy. Where it believes unauthorised and/or inappropriate use of the service's information system or unacceptable or inappropriate behaviour may be taking place, the School will invoke its disciplinary procedure. If the School suspects that the system may be being used for criminal purposes or for storing unlawful text, imagery or sound, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read and understood and agree to comply with the Staff ICT Acceptable Use Policy.

Signed: Print Name: Date:

Accepted by: Print Name: