



Staff ICT Acceptable Use Policy 2026

Bournmoor Primary School

Guidance for Use

Schools must ensure that all staff understand a common set of expectations for the safe, professional and lawful use of digital technology, mobile devices, online services and generative artificial intelligence (AI). This protects children, staff, information and the reputation of the school. This policy links to the school's wider safeguarding arrangements and should be read alongside the child protection policy, Keeping Children Safe in Education 2026 (KCSIE 2026), online safety policy, mobile phone policy, staff behaviour/code of conduct, data protection policy and confidential reporting (whistleblowing) procedure.

This template Acceptable Use Policy (AUP) provides a structure that schools should adapt to their context, technology and safeguarding risks. It should be developed by a member of the senior leadership team, with input from the designated safeguarding lead (DSL), the senior leader responsible for filtering and monitoring, the data protection lead and IT support, and approved through the school's agreed governance arrangements. Staff involvement will help ensure that the expectations are understood, workable and consistently applied.

Schools must have regard to KCSIE 2026 when carrying out their duties to safeguard and promote the welfare of children. Relevant legal requirements include section 175 of the Education Act 2002 (as amended), the Education (Independent School Standards) Regulations 2014 where applicable, the Data Protection Act 2018, UK GDPR, the Data (Use and Access) Act 2025, the Computer Misuse Act 1990, the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

From 1 September 2026, all staff - including staff who do not work directly with children - should read and understand Part One of KCSIE 2026 in full. The former condensed Annex A has been withdrawn. Governing bodies/proprietors and senior leadership teams should read the guidance in full, and DSLs and deputies should understand the responsibilities set out in Annex B.

The school must also maintain appropriate data protection, information security and records-management policies. This AUP should be consistent with those policies and with the school's privacy notices and approved systems.

A Staff AUP is not intended to unduly limit the ways in which members of staff teach or use technology, but aims to ensure that the school and all members of staff comply with the appropriate legal responsibilities, the reputation of the school is maintained and the safety of all users is ensured. Members of staff are entitled to seek their own legal advice on this matter before signing the AUP.

In order to protect staff members, it is essential to have an AUP in place which has been viewed and understood. All employees (including teaching and non-teaching staff) must be aware of the school rules for use of information systems and professional conduct online whether on or off site.

The AUP should be embedded in induction for employees, supply staff, trainee teachers, volunteers, contractors and work-experience placements, as appropriate to their role. Before access to school systems is granted, users should read, understand and accept this AUP and the related policies. Regular updates and training should cover online safety, filtering and monitoring, cyber security, data protection, generative AI, professional boundaries and how to report safeguarding concerns, allegations and low-level concerns about adults.

Schools should set clear professional boundaries for social media, email, messaging, video calls and other online communication. Contact with pupils and parents/carers should take place only through school-approved accounts, devices and channels unless a specific exception has been authorised and risk assessed. Any pre-existing relationship that may create a boundary issue should be declared to senior leaders. Privacy settings do not make online content private: material may be copied, altered or shared more widely, including through AI tools.

Settings may also wish to consider adding a statement regarding their policy on staff using school equipment for personal use. Occasional personal use of the school's computers can be beneficial to the development of staff IT skills and to enable staff to maintain a positive work-life balance. However, this is at the school's discretion and can be revoked at any time. Any online behaviour and activity by a member of staff whilst using the school systems must be in accordance of the school AUP and any policies relating to staff conduct and personal use must not interfere with the member of staff's duties or be for commercial purpose or gain (unless authorised by the SLT).

Elements in the AUP template highlighted in yellow require adaptation to reflect the school's agreed arrangements and the policies approved by senior leaders and the governing body/proprietor.

Schools should not remove or weaken statements shown in red, as these address core safeguarding, data-protection or information-security expectations.

The Staff AUP should be reviewed at least annually and after a safeguarding or cyber incident, a material change to systems or infrastructure, the introduction of new technology (including AI), or a relevant change in law or statutory guidance. Changes should be approved through the school's agreed arrangements and communicated to all users.

KCSIE 2026 expects governing bodies and proprietors to ensure that the effectiveness of filtering and monitoring systems is reviewed at least once every academic year. The review should be led by the responsible senior leader, supported by the DSL and IT support, include checks on all internet-connected devices in all relevant locations, and be recorded. Staff must know how to report filtering or monitoring concerns promptly.

The AUP should align with the school's mobile phone policy. KCSIE 2026 states that schools should be mobile phone-free environments for pupils by default, with exceptions only where justified by the school's context and policy. Staff rules should model this expectation and protect professional boundaries.

This template builds on earlier multi-agency acceptable-use materials. Each school remains responsible for ensuring that its final AUP is accurate, lawful, fit for purpose and tailored to its pupils, staff, systems and local safeguarding arrangements. The terms 'school' and 'pupils' may be adapted for other education settings.

Schools should specify the measures staff must take to protect personal data and confidential information in line with the Data Protection Act 2018, UK GDPR and the Data (Use and Access) Act 2025.

Further Information

- Keeping Children Safe in Education 2026 (effective from 1 September 2026): [GOV.UK statutory guidance](#)
- DfE guidance on safe use of generative AI in education: [Generative artificial intelligence in education](#)
- DfE filtering and monitoring standards: [Meeting digital and technology standards in schools and colleges](#)

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As a professional organisation with responsibility for safeguarding children, the school requires all staff to take appropriate measures to protect children, personal data and information systems from unauthorised access, damage, loss, abuse, manipulation and theft. All staff must use school and personal technology - including mobile and smart devices, social media, cloud services and generative AI - in a professional, lawful, secure and ethical manner. Staff are asked to read and sign this Acceptable Use Policy.

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 storage, online and offline communications, cloud services, filtering and monitoring systems, generative AI and access devices. Devices include computers, mobile phones, tablets, cameras, smartwatches and other connected or smart technology.
- 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 and tablets). Staff use must comply with the school's mobile phone policy and model a mobile phone-free environment for pupils by default.
 - 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) Smartwatches and other wearable/connected devices - the school's policy is: they are not permitted to be used or worn by children but staff can use them in line with our policy.
 - c) Cameras, audio recorders or video functions on personal devices will not be used to record pupils in any circumstances. Only school-approved devices, accounts and storage may be used where recording is authorised.
 - d) Where direct contact with a parent/carers is necessary, staff will use a school-issued device, number or approved communication system; personal contact details will not be disclosed.
- 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 protect accounts using unique passwords or passphrases that meet the school's current security standard, use multi-factor authentication where provided, keep authentication codes and recovery information confidential, and never approve an unexpected sign-in request. I will not share accounts or allow another person to use my credentials.
- 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 and information security {see also the school Data Protection Policy}

- a) I will handle personal data in accordance with the Data Protection Act 2018, UK GDPR, the Data (Use and Access) Act 2025 and school policy. I will use personal data only for an authorised purpose and lawful basis; use the minimum necessary; keep it accurate, secure and no longer than required; and report any actual or suspected loss, disclosure or breach immediately. Portable storage or transfer will use only school-approved encrypted devices, accounts and services: OneDrive, Office 365.
 - b) If the school permits me to access work email or systems on a personal device, I will follow the school's bring-your-own-device arrangements, protect the device with a secure PIN/password and current security updates, prevent access by others, and ensure school data is securely removed when access ends or the device is disposed of.
 - c) I will not send safeguarding information, medical information, education, health and care plans (EHCPs), or other special-category or sensitive data to a personal account or through an unapproved service. Any authorised transfer will use the school's approved secure method and only the minimum necessary information.
 - 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) Images, video or audio of pupils will be created only for an authorised school purpose, using approved equipment, accounts, consent/lawful-basis arrangements and storage. They will not be transferred to personal devices or unapproved services: [insert the school's approved arrangements].
 - f) I will not upload, copy or store personal data, confidential school information, pupil work, images, video or audio in unapproved cloud storage, apps, websites or generative AI services.
- 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's online safety policy, including the four areas of online risk (content, contact, conduct and commerce), the safe use of devices and social media, and the arrangements for filtering and monitoring.
 - 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, request, transmit, display, publish or forward material that is abusive, discriminatory, sexualised, misleading, defamatory, harassing or likely to cause harm or needless distress, or that could bring my professional role, the school or the local authority/trust into disrepute. This applies even where material is believed to be private, temporary, deleted, AI-generated or digitally altered.
 - f) Generative artificial intelligence (AI) and automated tools.

- g) I will use only school-approved AI tools, accounts and purposes. I will not enter personal data, safeguarding information, confidential material, pupil work, photographs, audio or video unless the school has explicitly approved the tool and use following data-protection and safeguarding assessment.
 - h) I remain professionally responsible for any AI-assisted work. I will check outputs for accuracy, bias, suitability, copyright and safeguarding risks, clearly identify AI use where required, and will not delegate safeguarding decisions or professional judgement to an AI system.
 - i) I will not use AI to create, alter or share sexualised, nude or semi-nude imagery, impersonations, deepfakes or other harmful content involving a child or colleague. I will preserve evidence and report any such content immediately through the school's safeguarding procedure without copying or forwarding it unnecessarily.
 - j) I will follow the school's AI, assessment, intellectual-property and information-security rules and seek advice before using an AI tool where its approval or risks are unclear.
- 13) I will report concerns about a child's online safety, including content, contact, conduct or commerce risks; making or sharing nudes or semi-nudes (including AI-generated or digitally altered images); cybercrime; sexual extortion; harmful sexual behaviour; filtering/monitoring concerns; or inappropriate use of technology, to the DSL Mrs Snowden or deputy Mr Seaton as soon as possible and record the concern in accordance with school procedure. If a child is in immediate danger, emergency procedures will be followed without delay.
- 14) I will not disable, test without authorisation, or attempt to bypass filtering, monitoring, access controls or other security systems. I will report accidental access to inappropriate material, filtering or monitoring gaps, malware, phishing, loss of a device or data, or any suspected cyber incident immediately to the DSL Mrs Snowden, the senior leader responsible for filtering and monitoring Mr Seaton, and/or IT support Mr Hartis, in line with the school's reporting route.
- 15) If I have a concern about the use of technology or online behaviour by a staff member, supply teacher, trainee teacher, volunteer or contractor, I will follow the staff behaviour/code of conduct and safeguarding procedures immediately. I will report allegations that may meet the harm threshold to the headteacher (or to the chair of governors where the concern is about the headteacher) and report low-level concerns through the school's specified route. I will not investigate the matter myself.
- 16) I will promote online safety with pupils through my teaching, supervision and professional example, in line with the curriculum, safeguarding policy and the school's mobile phone expectations.
- 17) If I have any questions about safe and professional online practice, in school or off site, I will seek advice from the DSL Mrs Snowden, deputy DSL or the appropriate senior leader before acting.
- 18) I understand that my use of the information systems, Internet and email may be monitored and recorded to ensure policy compliance.

The school may lawfully and proportionately monitor use of its information systems, devices, networks, internet access, AI services and communications to protect children, information and systems and to check compliance with this AUP and related policies. Suspected unauthorised, unsafe or unlawful use may be addressed under safeguarding, disciplinary, data-breach or cyber-incident procedures and, where appropriate, referred to the local authority designated officer (LADO), police or another relevant agency.

I have read and understood and agree to comply with the Staff ICT Acceptable Use Policy 2026 and the related school policies and reporting procedures.

Signed: Print Name: Date:

Accepted by: Print Name:

This policy was originally based on guidance from Kent, and Durham Local Authority and Bournmoor Primary would like to acknowledge their work.