Holly Hill Primary School Acceptable Use Policy Agreement
(Staff, Volunteers and Governors)

Whilst our school promotes the use of digital technologies and understands the positive effects it can have on enhancing pupils' learning and community engagement, we must also ensure that staff, volunteers and Governors use technology and devices appropriately.

This Acceptable Use Policy is intended to ensure:

- That staff, volunteers and governors will be responsible and informed users and stay safe while online and using other communications or digital technologies for educational, personal and recreational use.
- That computer systems (owned by the school) and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That staff are protected from potential risk in their use of technology in their everyday work.

The school will try to ensure that staff and volunteers have good access to digital technology to enhance their work, to be more creative and productive in their work and to enhance opportunities for pupils learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to minimise the risk to my safety or to the safety, privacy and security of the school community and its systems and other users. I recognise the potential and value of the use of digital technology for enhancing learning in a way that aligns with the school's policy, ethos and values. I will ensure that pupils receive opportunities to gain from the use of digital technology. I will educate the young people in my care in the safe use of digital technology and embed online safety in my work. I will model safe, responsible and balanced use of these. I will act as a role model for pupils when using the internet and other digital devices or technologies.

For my professional and personal safety:

- I understand that the use of school-owned devices, digital technology and communications systems including the use of the internet will be monitored. This is in line with our Online Safety Policy and DfE document 'Filtering and Monitoring standards for schools and colleges. Information which is gathered from monitoring activities must have a lawful basis.
- I will respect filtering, monitoring and other security measures and report any concerns about their effectiveness.
- I will immediately report any safeguarding, cyber security, filtering, monitoring or data protection concern using the school's agreed reporting procedures.
- I understand that the school digital technology systems and school owned devices are used for the purpose of carrying out my school responsibilities.
- I will ensure that I adhere to the collective responsibility for monitoring, as outlined in our school online safety policy, e.g. to monitor pupils' internet usage, review content shown / used within the school environment.
- I will ensure that I report any misuse by pupils, staff members, volunteers or governors of breaching the procedures outlined in this agreement to the Head Teacher (Mrs Leanne Steed).

- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the Head Teacher (Mrs Leanne Steed).
- I will participate in any relevant training offered to me, including cyber-security Prevent / online safety / safeguarding training and keep this updated in relation to any revised guidance.
- I understand that the rules set out in this agreement also apply to use of these devices and technologies outside of school (including laptops, school email, iPads and other school devices) and to ensure that the personal data (digital or paper based) is kept in a secure, safe location.
- I will not disclose my username or password to anyone else. I understand that I will store any passwords securely.
- I will not share school-related passwords with pupils, staff or third parties unless permission has been given for me to do so.
- I will use technology and devices, including the use and storage of personal data, in line with data protection legislation, including the Data Protection Act 2018 and UK GDPR.
- I will adhere to the principles of the UK GDPR when working from home.
- I will act in accordance with the school's GDPR policy (Data Handling and Security Policy C6) when transporting school equipment and data.
- I will ensure that any personal data is stored in line with the UK GDPR.
- I will use the schools' cloud-based systems on personal devices to help prevent the transfer of personal data of pupils, parents or staff etc onto personal devices.
- I will ensure to obtain permission from the headteacher and DPO before a personal device is used with regard to personal data.
- I will ensure that when I take, or publish images / videos of others (pupil, staff, parents etc) I will do so with their permission and consent has been sought and in accordance with the school's Online Safety policy and GDPR Privacy Notices.
- I understand that data protection policy requires that any staff or pupil 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.
- I will only use the school approved email accounts or cloud services that have been provided to me.
- I will not use personal emails to send and receive school related personal data or information including sensitive information.
- I understand that when personal information is being sent via email it is only sent to the relevant people and is appropriately protected.
- I will only communicate with pupils, parents and carers using official school systems (such as school contact number and school emails). Any such communication will be professional in tone and manner.
- 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.

<u>Holly Hill Primary School and the local authority have the responsibility to provide safe and secure access:</u>

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work

- Where work is protected by copyright, I will not download or distribute copies (including music and videos).
- I will not engage in any on-line activity that may compromise my professional responsibilities.
- When I use personal mobile devices such as laptops, tablets, mobile phones etc. 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 not use my personal equipment including mobile devices to take or store photographs / videos or recordings of pupils or staff, unless I have permission to use it.
- I will not install or attempt to install or alter settings of unauthorised programmes of any type on a school device or school ICT systems unless instructed to do so by the Head Teacher or Atom IT.
- I will not access, copy, remove or otherwise alter any other user's files, without their permission.
- I will ensure that I am aware of Cyber security risks and I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes). Without opening links etc I will mark and report them as phishing or junk via the options within our email systems and then delete them. I will also inform Mrs Steed / Mrs Seery / Atom IT, so the incidents can be monitored. I will report to Mrs Steed / Mrs Seery if any concerns over incidents / errors.
- I recognise that AI supports, but does not replace, my professional judgement. I remain responsible for the accuracy, appropriateness and safeguarding implications of any AI-assisted work.

When using AI systems in my professional role I will use these responsibly and:

- will only use AI technologies approved by the school
- will be aware of the risks of bias and discrimination, critically evaluating the outputs of AI systems for such risks
- to protect personal and sensitive data, I will ensure that I have explicit authorisation when uploading sensitive school-related information into AI systems
- 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
- ensure that documents, emails, presentations, and other outputs influenced by AI include clear labels or notes indicating AI assistance
- will use generative AI tools responsibly to create authentic and beneficial content, ensuring respect for individuals' identity and well-being

- I will not search for, view or try to download, upload, or access / transmit any materials which are explicit, inappropriate or illegal (child sexual abuse images, criminally racist material, terrorist or extremist material, adult pornography covered by the Obscene Publications Act) or inappropriate files which may cause harm or distress to others.
- I will ensure no unauthorised persons, such as family members or friends, access any school owned devices used for home working.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will immediately report any damage / faults or loss of my school-owned devices to the Head Teacher / Mrs Steed / Mrs Seery; however, this may have happened.

- I understand that I am expected to pay an excess for any repair or replacements costs where the device was damaged or lost as a result of my own negligence.
- I ensure to make arrangements to return school-owned devices to the computing leads upon the end of my employment at the school.

Social Media

- If I am representing the school online, e.g. through social networking sites, I will express neutral opinions and will not disclose any confidential information regarding the school, or any information that may affect its reputability.
- I will not accept 'friend requests' or 'follow requests' from any pupils or parents over personal social networking sites.
- I will ensure that I apply the necessary privacy settings to any social networking sites.
- I will only communicate with parents/carers using official school-systems or approved systems.
- Personal use must not impact professional standards nor school reputation.
- Where staff identify themselves as associated with the school, they must maintain appropriate professional boundaries and comply with relevant staff conduct and acceptable use expectations.

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

- I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment 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 Holly Hill Primary School.
- I will abide by all relevant guidance and legislation (e.g., Keeping Children Safe in Education / UK GDPR).
- I understand that the Head Teacher may decide to take disciplinary action against me, in accordance with the disciplinary policy and procedure, if I breach this agreement.

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.

- See Staff AUP Policy agreement signed sheet / National College online policy records.

This policy links to Keeping Children Safe in Education 2026, Revised Prevent duty guidance: for England and Wales 2023, Filtering and Monitoring standards 2026, GDPR Acceptable Personal Use of Resources and Assets Policy (C5), Privacy Notices (D2) and Data Handling Security Policy (C6 and Online Safety Policy.

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