



# Acceptable Use of Technology

## All Staff, Governors, Visitors and Volunteers Agreement Form

Date of Agreement: 22nd September 2025

Policy Reviewed by: Miss O'Connor

Date of Next Review: September 2026

This guidance and agreement has been written to ensure all members and visitors of Castle Camps are kept safe and use appropriately all digital technologies in school. The term digital technologies covers: access to the internet, use of e-mail and other communication tools, use of the school intranet, network resources, any form of software and electronic hardware inclusive of mobile phones.

### Use of the Internet and E-mail

- All use of the internet at school should be primarily to enhance teaching and learning or for administrative use, although it is understood that staff may occasionally need to use the internet for personal reasons. Any personal use however must never take place when supervising or responsible for children in the school.
- Internet access in school is regularly monitored. Both County and school based filtering systems are in operation for both staff and pupils.
- All staff that have a computer allocated to them have an Outlook school e-mail address, which is accessible through a web browser. Use of this school e-mail address is for all correspondence related to the school.
- The accessing of inappropriate and indecent materials from the internet or via e-mail is prohibited and may result in disciplinary action being taken.

### Personal email accounts

Staff use of personal email for school business is prohibited and subject to the school's disciplinary procedures. Unregulated communication can put individual members of staff and the school at risk of prosecution. School business includes (but is not limited to) communication with pupils, parents, governors, other members of staff and third parties such as suppliers of school equipment or government agencies. For this reason, auto-forwarding of email to external accounts is disabled and staff must make themselves aware of the risks posed by forwarding any email externally. We also ask that governing bodies adopt the same principle for their own communications.

### **Use of ICT hardware and software**

- Each member of staff has a unique login for the network. You will be asked to change your password for the network access every ninety days. Passwords should not be divulged to other anyone else unless deemed necessary by the Head Teacher.
- When using any IT equipment with pupils, you understand that you are expected to be in the room at all times and are responsible for ensuring that use of hardware and software by pupils is appropriate.
- It is the responsibility of all staff to ensure that pupils do not have access to confidential data or SIMS and must therefore be vigilant in their security measures. In particular staff must ensure their laptop is locked when left unattended.

### **Child Protection**

- Whilst access to unsuitable internet content is minimised by filtering software, this can never be completely eliminated. It is therefore important that staff recognise their duty of care to ensure that pupils do not access or search for inappropriate website content. In addition, pupils should not give out personal information online and, through our curriculum, will be taught what is appropriate to share when using online technologies.
- If you suspect that illegal content has been accessed on a computer, the workstation should be immediately powered down and secured. Do not attempt to check whether content is illegal by accessing it and contact the Head Teacher, Miss Alix O'Connor immediately.
- Additional guidance on child protection when using mobile technologies is available in the E-Safety Policy.

## Acceptable Use of Technology Declaration

I have read through the 'Acceptable Use of Technology Agreement' and agree to the expectations and to those specifically stated below:

- I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will not reveal my password(s) to anyone.
- I will follow 'good practice' advice in the creation and use of my password. If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access e-mail / internet / intranet / network or other school systems I have access to through school devices.
- I will ensure all documents, data etc, are printed, saved, accessed and deleted / shredded in accordance with the school's data security policy.
- I will not engage in any online activity that may compromise my professional responsibilities which includes the use of social media.
- I will only use the school approved e-mail system(s) for any school business, including communication with parents. I will only enter into communication regarding appropriate school business.
- I will only use the school's approved systems and school network to communicate with pupils, and will only do so for teaching and learning purposes.
- I will not browse, download or send material that could be considered offensive to colleagues or others.
- I will report any accidental access to, or receipt of inappropriate materials, or any filtering breach or equipment failure to our named Online Safety Officer.
- I will not download any software or resources from the Internet that can compromise the network or is not adequately licensed, or which might allow me to bypass filtering and security systems.
- I will check copyright and not publish or distribute any work, including images, music and videos, that is protected by copyright, without seeking the author's permission.
- I will not connect any device (including USB flash drives) to the network that has not been approved by our named Online Safety Officer.
- I will not use personal digital cameras or camera phones or digital devices for taking, editing and transferring images or videos of pupils or staff and will not store any such images or videos at home on personal equipment. If this required, such as a residential trip, then this must be first approved by the Head Teacher.
- I will only use school approved equipment for any storage, editing or transfer of digital images / videos and ensure I only save photographs and videos of children and staff on the school approved system and/or equipment.
- I will follow the school's policy on use of mobile phones / devices at school.

- I will ensure that any private social networking sites / blogs, etc. that I create or actively contribute to are not confused with or compromise my professional role.
- I agree and accept that any computer or laptop loaned to me by the school is provided solely to support my professional responsibilities, and that I will notify the school of any "significant personal use", as defined by HM Revenue & Customs.
- I will ensure any confidential data that I wish to transport from one location to another is password protected, and that I follow school data security protocols when using any such data at any location.
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information that is held within the school's information management system will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I will alert the school's child protection officer / appropriate senior member of staff if I feel the behaviour of any child may be a cause for concern.
- I understand that it is my duty to support a whole-school safeguarding approach and will report any behaviour (of other staff or pupils), which I believe may be inappropriate or concerning in any way, to a senior member of staff / named child protection officer at the school.
- I understand that all internet usage and network usage can be logged, and that this information can be made available to the Head / Safeguarding Lead on their request.
- *All teaching and support staff:* will embed the school's e-safety / digital literacy curriculum into their teaching and learning role.

## Acceptable Use Agreement Form: Staff, Volunteers, Visitors, Governors

### User Signature

I agree to abide by all the points in the Acceptable Use of Technology Agreement.

I understand that I have a responsibility for my own and others' e-safeguarding and I undertake to be a 'safe and responsible digital technologies user'.

I understand that it is my responsibility to ensure that I remain up-to-date and that I read and understand the school's most recent e-safety policies.

I understand that failure to comply with this agreement could lead to disciplinary action.

Signature.....Date.....

Full Name..... (printed)

Job Title / Role.....(printed)

I approve this user to be set-up on the school systems relevant to their role.

Authorised Signature (Head Teacher).....