Acceptable Use Policy (AUP) for
STAFF, GgovernORS, VOLUNTEERS

INTRODUCTION & BACKGROUNDINTRODUCTION & BACKGROUND

We ask everyone involved in the life of St Luke's Primary school to sign an Acceptable Use* Policy (AUP), which outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).

This AUP is reviewed annually, and staff, governors and volunteers are asked to read, understand, follow, and sign it when starting at the school and whenever changes are made. All staff (including support staff), governors and volunteers have particular legal / professional obligations and it is imperative that all parties understand that online safety is part of safeguarding as well as part of the curriculum, and it is everybody's responsibility to uphold the school's approaches, strategy and policy as detailed in the full Online Safety Policy.

If you have any questions about this AUP or our approach to online safety, it is your responsibility to please speak to Jessica Dewan.

By signing this document, I agree to the following:

1. Safeguarding & Reporting

- I have read and will follow the school's Online Safety policy [insert link]. And KCSIE Part 1.
- I understand that online safety is a core part of safeguarding. I will report any concerns, inappropriate behaviour, or child-on-child abuse to the Designated Safeguarding Lead (DSL) or Headteacher (in the case of concerns about colleagues) immediately.
- I will use supportive, practical methods to teach online safety and will avoid victim-blaming language.
- I will follow best-practice pedagogy for online safety education, avoiding scaring and other unhelpful prevention methods.

2. Device, System, & Data Security

- I will keep my passwords secret, use Multi-Factor Authentication (MFA) where required, and lock my screen when leaving my device unattended.
- I will check with Jessica Dewan/ SLT if I want to use any new platform or app that has not already been approved by the school, to ensure this is quality assured.
- I will report any accidental data leaks or suspected phishing emails to SLT – Pamela Austin Smith immediately as per the school's Cybersecurity and Data Protection Policies [insert link], without fear of penalty.
- I will not attempt to bypass the school's security, filtering, or monitoring systems.
- I will not use a mobile hotspot to provide internet access to any school device.
- I understand that all my activity on school systems and devices is monitored and can be reviewed by authorised staff.

3. Professional Conduct & Communication

- I will use only official approved platforms for school business and communication. I will not use personal email, WhatsApp, or personal social media for school purposes.
- I will never contact pupils through personal channels and will report any pupils who attempt to do so.
- I will maintain a professional online presence, review my privacy settings, and refrain from posting negative or threatening comments.
- I will disclose any pre-existing personal relationships with pupils or their families to the DSL/Headteacher as soon as possible.

4. Photos, Video, & AI

- I will keep my personal mobile phone turned off and out of sight when in the presence of children.
- I understand it is forbidden to take secret photos, videos or recordings of teachers or pupils, including remotely, with any device. Other personal recording devices and wearable technology such as smart glasses are not permitted in school without written permission from Calum Howard.
- I will only use pre-approved Artificial Intelligence (AI) platforms via my school email account, ensuring my use is ethical, legal, and transparent.
- I will always check the accuracy, quality, and safety of any Gen AI outputs, including from search engine results, before sharing with others, especially children.

5. Supervising Pupils

- I will physically monitor and guide pupils when they are using devices or the internet in the classroom.
- I will prepare and check all online resources and videos for appropriateness (including checking for adverts) before showing them to pupils.
- I will educate pupils about online risks, critical thinking, and the "4 Cs" of online risk: Content, Contact, Conduct, and Commerce.
- I will make the most of teachable moments as they arise in the classroom to promote online safety and digital literacy.

6. Acceptable Use

- I will never use school devices or networks to access illegal, extreme, or inappropriate material.
- I will not support or promote extremist organisations or materials.
- I understand that failure to comply with this agreement could lead to disciplinary action.

Declaration

I have read, understood, and agreed to this policy.

Name: _____

Role: _____

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Signature: _____

Date: _____

To be completed by [insert here the name/s and role/s of the member of staff with delegated authority from the Headteacher/Principal to issue access/usage permissions]

I approve this user to be allocated credentials for school systems as relevant to their role.

Systems: _____

Additional permissions (e.g. admin) _____

Signature: _____

Name: _____

Role: _____

Date: _____