ICT Acceptable Use Policy - Adults

Member(s) of staff responsible	Headteacher
Governor responsible	Full Governing Board
Date approved	October 2026
Frequency of policy review	Bi-annual
Date next review due	September 2028

Document Version Control

Issue Number	Issue Date	Summary of Changes
1.0	January 2008	Original issue
2.0	September 2011	Reviewed – updated in line with current best practice
2.1	September 2012	Reviewed – no changes
2.2	September 2013	Reviewed by PH, TC and GF – no changes
2.3	November 2014	Reviewed
2.4	December 2015	Reviewed – updated in line with current best practice
2.5	December 2017	Reviewed – updated in line with current best practice
2.6	January 2019	Reviewed – updated in line with current best practice, GDPR and new technologies
2.7	January 2021	Reviewed in line with the changes to KCSIE with the addition of Annex C – Online Safety
2.8	September 2021	Reviewed to update mobile phone guidance
2.9	September 2023	Reviewed – updated to include KCSIE information on monitoring of school systems.
3.0	September 2024	Name of monitoring system included.
3.1	September 2025	Changes to staff mobile phone use to include their use for online meetings with other professional staff or parents.

3.2	November 2025	Amended to include references to AI, in accordance with the Use of AI in school policy.
3.3	October 2026	Reviewed: Minor amendments to section 2 amendments, in light of KCSIE 2026, specifically forbidding the using AI to edit images of children.

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Introduction

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. Whilst our school fully supports and promotes the use of technology, it is imperative that it is used in an acceptable and safe manner at all times.

1. AIMS

The aims of our Acceptable Use Policy are to:

- Ensure that staff and volunteers are responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- Ensure that school IT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- Ensure that staff are protected from potential risk in their use of IT in their everyday work.

The school will ensure that staff, student teachers, supply teachers and volunteers have good access to IT to enhance learning opportunities for pupils and will, in return, expect all users to agree to be responsible.

2. USING TECHNOLOGY IN SCHOOL – AGREEMENT

I understand that I must use school IT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the IT systems and other users. I recognise the value of the use of IT for enhancing learning and will ensure that pupils receive opportunities to gain knowledge and skills from the use of IT. I will, where possible, educate the young people in my care in the safe use of IT and embed e-safety in my work with young people.

For my professional and personal safety, I agree to the following:

- I will only use IT systems, such as laptops and tablets, which have been permitted for my use by the Headteacher.
- I understand that the school will monitor my use of the IT systems, email and other digital communications. The school's Securus monitoring system covers usage by all devices on the school network both in and out of school.
- I will only use the internet for personal use during out-of-school hours, including break and lunch times.
- I will immediately report any illegal, inappropriate or harmful material or incident that I become aware of to the appropriate person (designated safeguarding leads, IT support).

- I understand that files stored on the shared network (public and classes) are accessible to all members of staff and may be accessed and copied. I will not remove or alter any other user's files, without their express permission or prior warning.
- I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital/video images.
- Where images of children are published (e.g. on the school website) it will not be possible to identify by full name, or other personal information, those who are featured.
- I will only communicate with pupils and parents/carers using official school systems. 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.
- I will use AI tools only within the agreed parameters set out in the AI in School Policy.

Prohibited actions:

- I will not share school-related passwords with pupils or third parties unless permission has been given for me to do so.
- I will not install any software onto school IT systems unless instructed to do so by the computing team or Headteacher.
- I will not use my school email to send and receive personal data or information.
- I will not open any links in or attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programs.
- I will not engage in any on-line activity that may compromise my professional responsibilities.
- I will consider carefully who has access to any online personal profiles.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others.
- I will not try to use any programs or software that might allow me to bypass the filtering/ security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.

- I will not visit internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:
    - pornography (including child abuse images)
    - promoting discrimination of any kind
    - promoting racial or religious hatred
    - promoting illegal acts
    - any other information which may be offensive to colleagues
- I will not use the internet or other electronic means to threaten, tease or embarrass someone.
- I will not use the school IT facilities to run a private business.
- I will not reveal or publicise confidential or proprietary information, which includes but is not limited to: financial information, personal information, databases and the information contained therein, computer/network access codes, and business relationships.
- I will not use AI tools in a way which contravenes the Use of AI in school policy by, including but not limited to, editing images of children, inputting personal information or by sharing non-anonymised work into an AI tool

3. PERSONAL MOBILE DEVICES - INCLUDING MOBILE PHONES

At Warden Hill we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff. The guidance in this section aims to:

- Promote and set an example for safe and responsible phone use.
- Set clear guidelines for the use of mobile phones for all adults in our school, including staff, parents and volunteers (guidance for pupils can be found in the Acceptable Usage Policy - Pupils).
- Support the school's other policies, especially those related to child protection and behaviour.
- Address some of the challenges posed by mobile phones in school such as, risks to child protection and data protection issues.

The school allows staff (including volunteers, supply staff and visitors) to have their mobile phones and devices with them at all times during the school day. However, the following rules need to be adhered to:

- Mobile devices should be stored out of pupils' sight and reach during lessons and put on silent mode.
- Mobile phones must not be used for any personal reasons (including making and receiving calls, sending texts) while children are present and during contact time. The use of personal mobile phones must be restricted to non-contact time and to pupil free areas (such as an empty classroom, staff room etc.).

  There may be circumstances in which it is appropriate for a member of staff to have use of their phone during contact time for instance:

- for emergency contact by their child, or their child's school
- In the case of urgent contact by medical services or family members

In such cases, permission should be sought from a member of the SLT and will be considered on a case-by-case basis. Staff can always use the school office number (01242 523827) as a point of emergency contact.

- Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it is necessary to take photos or recordings as part of a lesson or trip, this should be done using school equipment. The only exception is when there is not an appropriate school device available and it would be a missed opportunity to capture an important event. (E.g. making montage videos of school trips and events). Any school-related images must then be downloaded ***as soon as reasonably possible*** onto the school computers and deleted from personal equipment.

- Staff **are** allowed to access the school internet on their personal mobile devices, but must adhere to the rules for internet use contained in this policy.

- As a rule, personal mobile phones should not be used to contact parents. These should only be used in a real emergency and when there are no other means available. You can make your number private by dialing 141 before dialing the phone number.

- Staff must not give their personal contact details to parents or pupils, including connecting through social media and messaging apps.

- Staff must not use their personal mobile phones to process any confidential school information.

- If staff have their school email on their mobile device, they must make sure they have the correct security settings which comply with the school's GDPR policy.

- If any data is considered lost, the Headteacher will be informed **immediately.**

USING PERSONAL MOBILES FOR WORK PURPOSES

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but are not limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential trips

In these circumstances staff will:

- Use their mobile phones in an appropriate and professional matter in line with our Acceptable Use Policy and Staff Code of Conduct.
- Not use their phones to take photographs or recordings of pupils, their work or anything else which could identify a pupil (see rare exception above).
- Refrain from using their phones to contact parents. If necessary, contact should be made through the school office or member of the SLT if outside of school hours. Exceptions to this would be if communicating with parents on online

parents evenings, other education professionals in case conferences etc or in the case of a real emergency where no other means of contact is available. Always try and use the prefix 141 to keep your number hidden.

WORK PHONES

Some members of staff are provided with a mobile phone by the school for work purposes. Only authorised staff are permitted to use school phones and access to the phone must not be provided to anyone without authorisation. Staff must:

- Only use the phone functions for work purposes, including making/ receiving calls, sending/receiving emails or other communications, or using the internet.
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in with our Staff Code of Conduct.

4. SOCIAL MEDIA AND ONLINE PROFESSIONALISM

PERSONAL SOCIAL MEDIA SITES

When using personal social media sites, staff must adhere to the following rules:

- I will not publish any negative comments or posts about the school on my personal sites.
- I will not post any images of pupils on my personal social media sites, with whom I do not have a personal relationship outside of school.
- I will not post any images of staff or parents on any of my personal social media sites, without their explicit permission.
- I will not communicate with pupils over social media and will not accept any 'friend requests' from any current pupils, or past pupils under the age of 18.
- I will be careful what I post and not bring Warden Hill Primary School into disrepute if parents I may know socially have access to my sites.
- I will not use any school devices to access personal social media sites, unless it is relevant to a subject being taught. This will need to be approved by the Headteacher in advance.
- I will ensure that I have the appropriate privacy settings on my social media sites. This is especially important if you have contact details on your site as this could attract unwanted contact by parents or pupils.

SCHOOL SOCIAL MEDIA SITES

- If I am posting about the school online, using the school's account, such as YouTube, I will express neutral opinions and will not disclose any confidential information.

- I will not post any defamatory, copyright infringing or private material of pupils, staff or parents on any online site, including websites.

5. TRAINING

- I will make every effort to attend any online training offered, especially internet safety.
- I will demonstrate best practice when using the internet and other devices with pupils.
- I will remain up to date with current developments in social media and the internet, where they may have an effect on pupils.

6. REPORTING PROCEDURE

- I will ensure I report any misuse, by pupils or staff, and any breaches of this agreement to the Headteacher. Staff that fail to adhere to this policy may face disciplinary action.

This policy is to be read in conjunction with the school's:

Safeguarding Policy
Online safety policy
ICT acceptable use policy - pupils
Staff code of conduct
Use of AI in school

'Guidance for Safer Working Practice for Adults working with Children and Young People'