

## **Sun Hill Junior School**

### **Staff & Volunteer ICT Acceptable Use Policy Agreement**

#### **1. Purpose**

New digital technologies are integral to daily life, in and beyond school. The internet and other digital communication tools offer enormous potential for stimulating discussion, encouraging creativity, supporting professional productivity, and enhancing pupils' learning. However, they also pose risks for safeguarding, data protection, cyber-security, reputation and legal liability.

At Sun Hill Junior School, we provide access to digital technologies and expect all staff and volunteers to use them responsibly, aligning with our policies on Child Protection, Online Safety, Staff Conduct and GDPR.

#### **2. Scope**

This Agreement applies to all school-provided ICT systems and equipment (such as laptops, Chromebooks, tablets, interactive boards, email, network, cloud services) and to personal devices when used for school business or connected to the school network or systems.

It also covers professional use of digital technologies outside the school site (for remote working, home-use, meetings, visits) where this use is connected to your role in the school.

#### **3. Aims**

This policy is intended to ensure that you, as a staff member or volunteer:

- act as a responsible user and stay safe while using the internet and other digital communications technologies for educational, professional and (where permitted) recreational use.
- support the safety, security and integrity of the school's ICT systems and users by avoiding misuse that could put systems or users at risk.
- protect yourself from potential risk in your professional and personal use of technology.

#### **4. Professional Use & Safe Practice**

In your role you must use the school's ICT systems in a way that enables you to fulfil your professional responsibilities and in line with our policies on Staff Conduct, Child Protection, Online Safety and Data Protection (GDPR). Specifically you must:

##### **4.1 Use the systems (including school-issued devices) appropriately and responsibly:**

- I understand that the school may monitor my use of the school's digital technology and communications systems.

- I understand that the rules set out in this Agreement apply both in school and when I am working remotely (including using personal devices for school work) and to the transfer of personal data (digital or paper) outside of the school's secure site.
- I understand that the school's digital technology systems are primarily for educational and professional use and that personal or recreational use must be within the boundaries set by the school's policies and this Agreement.

#### 4.2 Login credentials and passwords:

- I will not share my username or password with anyone else, nor attempt to use any other person's credentials.
- I will not write down or store passwords in insecure places (where they may be accessed by others).

#### 4.3 Reporting concerns:

- I will immediately report any suspicion or knowledge of illegal, inappropriate or harmful material or incident to the Designated Safeguarding Lead (DSL) and in accordance with the school's Positive ICT and eSafety and Child Protection policies.
- I will also report any damage, loss or faults involving equipment or software promptly.

#### 4.4 Professional communication and conduct:

- I will be professional in my communications and actions when using school ICT systems. I will not use aggressive, discriminatory, harassing or inappropriate language.
- I will not access, copy, remove or alter any other user's files, without their express permission or within my professional remit.
- If I take images or recordings of pupils, staff or other members of the school community, I will do so only with appropriate consent, in line with the school's digital images / photography policy and the GDPR policy. I will not use personal equipment for this purpose unless authorised. Where images/recordings are published (e.g. on the school website, Google Classroom, social media) I will follow the school's rules on naming and identifying individuals.
- I will only use school-approved social networking sites in accordance with the school's policies, and I will not use personal social media accounts for professional interaction with pupils or parents unless authorised.
- I will only communicate with pupils and parents/carers using official school systems and will maintain a professional tone at all times.
- I will not engage in any online activity (inside or outside school) that may compromise my professional responsibilities or the reputation of the school.

#### 4.5 Use of mobile devices, personal devices and removable media:

- When using mobile devices, USB storage, personal laptops/tablets/phones in school or for school business (including remote working), I will abide by the same rules as for school-provided equipment and follow any additional school-specific rules.
- I will ensure that any personal device used for school work is secured with up-to-date antivirus (where relevant), strong password protection and complies with the school's cyber-security standards.
- I will not use personal email addresses for school matters.

#### 4.6 Email, internet and software use:

- I will not open attachments or follow web links in emails unless I know and trust the source, or if I have any concerns about validity (due to the risk of viruses / malware).
- I will not download or install applications or software on a school device without permission from the Headteacher or the MAT's ICT lead.
- I will not attempt to circumvent any filtering, security or monitoring systems in place at the school (including firewalls, filtering of inappropriate content).
- I will not access, download, store or distribute any material which is illegal or which might cause harm or distress to others.
- I will ensure that any use of copyright-protected work (music, videos, images, text) is properly authorised (e.g. under licence) and I will not distribute downloads or copies of these unless permitted.

#### 4.7 Data protection, confidentiality & GDPR:

- I will only access, store, transport or share personal or sensitive school-related data (staff, pupils or other) in accordance with the MAT's Data Protection (GDPR) policy and procedures.
- Where digital personal data is transferred outside the secure school network (for example when working remotely) I will ensure it is encrypted/password-protected as required by the school's policy. Paper based protected and restricted data must be held securely in lockable storage.
- I understand that I have a responsibility to keep any staff or pupil data to which I have access confidential, except when disclosure is required by law or by school policy.
- I understand that data breaches (whether accidental or deliberate) must be reported immediately under the MAT's Data Protection procedures.

### **5. Monitoring, Filtering and Cyber-Security**

- I acknowledge that the school operates filtering and monitoring systems to help fulfil its legal duty under the Keeping Children Safe in Education (KCSIE) guidance and associated standards.
- I understand that my use of school systems and devices (including remote access) may be monitored, reviewed and audited.
- I will support the school's cyber-security standards, including safe password practice, secure device configuration, updates, backups and avoiding introducing malware or vulnerabilities.
- I will follow the school's procedures for safely disposing of or transferring devices or media that contain personal or sensitive data.

## **6. Personal Use & Boundaries**

- I recognise that the school's ICT systems are primarily for educational/professional purposes. Limited personal use may be permitted under the school's policy, provided it does not interfere with my professional duties, the work of others, or breach any of the rules in this Agreement.
- I understand that even personal use (including outside school hours) may have implications for my professional role and the school's reputation, especially on public platforms (social media, blogs, forums).
- I will not use school devices or network to support personal businesses, commercial enterprises or personal financial gain.

## **7. Breach of Policy – Consequences**

- I understand that failure to comply with this Acceptable Use Policy may result in disciplinary action in line with Sun Hill school's Staff Conduct policy, up to and including formal warnings, suspension, referral to governors or local authority and, in cases of unlawful activity, involvement of the police.
- Misuse of school ICT systems may also result in removal of access rights, confiscation of devices/media, deletion of accounts, and/or costs for repair or replacement.
- If misuse amounts to a safeguarding concern (e.g. involving pupils, inappropriate content, extremist or illegal behaviour), Child Protection / Safeguarding policies will apply, and the matter may be referred to external agencies.

## **8. Review and Acceptance**

- I have read, understood and will abide by this Acceptable Use Policy Agreement.
- I understand that this Agreement remains in effect during my employment or volunteer role at Sun Hill Junior School and applies to usage of school-provided and personal devices where used for school business.

- I understand that this Agreement will be reviewed at least annually, or sooner if there is significant change in technology, legal/regulatory framework, or school practice.

**Name:** \_\_\_\_\_

**Role:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

## Sun Hill KS2 **Pupil** Acceptable Use Agreement *updated Autumn 2025*

In Sun Hill Junior School we believe that digital technologies including chromebooks, laptops, gaming consoles and mobile phones, are powerful and creative tools. They are important to the lives of children, both in and outside school. This **Acceptable Use Agreement** is to ensure;

- € children in Sun Hill Junior School become increasingly confident, safe and responsible users of the internet and digital technology.
- € children, school systems, equipment and other users are protected from accidental or deliberate misuse.

These rules are suggested and discussed by you in your classes and with Cyber Ambassadors. They need to be signed and will help you to keep safe and be fair to others.

### Children's Acceptable Use Agreement

#### Be Safe

#### Be Kind

#### Show Respect

#### Using chromebooks and other devices:

- € I will only use the logins given to me by my teacher.
- € I will look after and not share my passwords.
- € I will respect others' work and will only access other's files, with their permission.
- € I will always log out properly before leaving the computer.
- € I will not bring in any USB drives from outside school.
- € I will not try to download, upload or share without permission.
- € I will not alter any computer/device settings.
- € I will not try to access anything which is inappropriate or may cause distress to others.
- € I will immediately report any damage, however this may have happened.

#### Using the Internet:

- € I will ask permission from a teacher before using a device.
- € I will use safe sites, only searching the Internet in ways that my teacher has shown me.
- € I will not try to use the school systems or devices for on-line gaming, gambling, internet shopping, file sharing, or video broadcasting (eg YouTube, TikTok).
- € I will respect copyright (who owns an image/music/content and will check permission for re-use).
- € I will try to check that the information that I come across online is accurate and truthful.
- € I will minimise the web page if I find any unpleasant material and will report this to my teacher or a trusted adult.
- € I know that not everyone online is true and that facts often need to be checked
- € I understand that the school has access to all my computer files, emails and messages and may monitor the Internet sites I visit.
- € I will only use specific AI resources when supported by an adult in class.

**Using e-mail / messaging / Google Apps for Education / forums:**

- ✗ I understand that I must not use any social media ( eg. Instagram, Tiktok, Facebook etc.) because I am under legal age (13 years old).
- ✗ I will not give personal information (e.g. full name, date of birth, home address or telephone number) on any site. If in doubt I will ask an adult.
- ✗ I will not share anyone else's personal information (including name, photo, address, email, phone number, age, gender, etc ) - If in doubt I will ask a trusted adult.
- ✗ I will not take, share or make any photos of anyone without their permission.
- ✗ I will be aware of "stranger danger", when I am communicating on-line.
- ✗ I will not arrange to meet up with someone I know online without letting an adult know.
- ✗ I will only send messages to people / sites that a trusted adult has approved.
- ✗ I will report any unpleasant messages sent to me, to help protect other pupils and myself.
- ✗ All the messages I send will be polite and respectful
- ✗ I understand that I am always responsible for my behaviour and language online, both in school and at home.

I have read and understand the above and agree to follow these guidelines;

Name of Student / Pupil.....

Group / Class.....

Signed.....

Date.....

Parent / Carer Countersignature .....