

# HINGHAM PRIMARY SCHOOL



## ACCEPTABLE USE POLICY - STAFF

Formally adopted by the Governing Body/ Trust Of:	Hingham Primary School
On:-	26 <sup>th</sup> November 2025
Chair of Governors/Trustees:-	Susan Gothard
Review date:-	November 2026

# Acceptable Use Policy: Staff

## [Version 2023 v2.0]

If you are reading a printed version of this document you should check the Information Management/policy pages on the school network to ensure that you have the most up-to-date version.

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Officer: **Data Protection Education Ltd.**

Telephone: 0800 0862018

Email: [dpo@dataprotection.education](mailto:dpo@dataprotection.education)

If you would like a copy of any documentation please contact the organisation office:  
**office@hingham.norfolk.sch.uk**

## Document Version

Version	Author	Date	Approved by	Effective from
1.0 template	DPE - MS	01/01/2019		
1.1	DPE - JE	16/04/21		
1.2	DPE - TB	09/06/23		

## Acceptable Use Policy: Staff

### Acceptable Use Policy Agreement (Staff)

Technology is now entwined in our modern lives with everyday use of social media and web-based communication as standard practice. It is a critical resource for pupils, staff, governors, volunteers and visitors. It is therefore important to ensure good awareness both of the possibilities to learn, create and share ideas and also the risks that these freedoms bring both to the welfare of staff and students and to the integrity of the IT systems that the school relies on to provide teaching and learning.

All users who access our school systems should be entitled to safe access to the internet and IT systems at all times. This policy is intended to provide a working framework for staff to uphold the positive ideals of the technology we use while providing a safe learning environment and protecting the data we manage in the course of our services to students and their families.

However, ICT resources, systems, technologies and misuse could also pose risks to data protection, online safety and safeguarding. The Acceptable Use Policy Agreement is in place to prevent harm to the school's online systems and computer hardware, and day to day running of the school.

**ICT Facilities Definition:** all facilities, technologies, systems and services including, but not limited to, network infrastructure, desktop computers, laptops, tablets, phones, music players, software, websites, web applications or services, and any device system or service that may become available in the future which is provided as part of the school's ICT services.

The policy will outline how:

- Staff must ensure they are responsible users of the IT systems provided and that they make sound judgements while using the internet and other communications technologies for educational and personal use.
- The school IT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk, including business continuity for the school.
- Establish expectations for the way staff members engage online.
- Support the school's policies on data protection, online safety and safeguarding.
- Prevent disruption to the running of the school that could occur to the school through misuse, or attempted misuse, of ICT systems.
- Staff can ensure they are protected from potential risk in their use of technology for educational and personal use.

## Acceptable Use Policy: Staff

### Unacceptable Use

The following is considered unacceptable use of the school's ICT facilities and systems. Any breach of policy may result in disciplinary or behaviour proceedings:

- Using the school's facilities to breach intellectual property or copyright.
- Using the school's ICT facilities to bully (including cyber bullying) or harass someone else, or to promote unlawful discrimination.
- Breaching the school's policies or procedures.
- Illegal activity or statements which advocate illegal activity.
- Online gambling, inappropriate advertising or scams, including phishing.
- Using inappropriate language.
- Accessing material that is pornographic, obscene or inappropriate or harmful. Including creating, accessing, storing, linking or sending the material.
- Sharing of any kind of nude image/videos whether consensual or non-consensual.
- Any activity which might bring the school into disrepute.
- Sharing confidential data about the school, pupils or other members of staff.
- Causing a data breach.
- Connecting an unauthorised device to the school's network or devices without approval from the headteacher.
- Helping others gain unauthorised access to the school's computer systems.
- Causing damage to any computer hardware, systems or devices.

The school and the local authority will provide safe and secure access to school IT systems and services and maintain the availability and integrity of the school systems in support of learning and teaching. However, any use of personal mobile devices (such as but not limited to, laptops/tablets/ mobile phones) in school, must be in accordance with rules set out in this agreement, as per any school managed equipment.

Staff members must:

- Staff must use the school's network and technology resources in a responsible, ethical and lawful manner
- Staff will be given a complex password initially but are then responsible for the ongoing security and complexity when it is next changed. Passwords must not be shared.
- Staff will not use the school's ICT facilities to bully or harass someone else, or to promote unlawful discrimination.
- Staff should utilise the school's network resources for educational purposes and activities relating to the school. Excessive use of network bandwidth, such as streaming media or downloading large files, that interferes with the network's performance is prohibited.
- Staff should ensure that all devices are protected by up to date security patches and anti-virus software and are free from viruses. Any virus or ransomware messages should be immediately reported to the headteacher immediately, and the device removed from the network.

## Acceptable Use Policy: Staff

- Staff should be vigilant when accessing emails. Never click on any hyperlinks in emails or any attachments to emails, unless the sender is known and trusted. Any phishing emails that are clicked on should be reported to the headteacher, when user credentials or financial information have been input.
- Staff should be aware of who is present when viewing their emails and private documents and should take extra precaution if the device is connected to an interactive whiteboard in the classroom so as not to share private information in the classroom environment.
- Staff members should ensure that they have had appropriate training on all equipment to support the requirements of acceptable use.
- Any concerns about emails or communication received on any other school or personal IT system must be flagged to the headteacher.
- Staff should ensure that they are emailing the correct person, chosen from the school address list, so as not to cause a data breach by sending data to the wrong person. BCC should be used when emailing external groups of people not known to each other.
- All professional work must be stored in the appropriate, provided locations on the school network or systems to guarantee appropriate levels of backup and malware scanning. It is the staff member's responsibility to ensure their work is backed up if it is not stored in the cloud.
- Remote access to the school's systems must be authorised by the headteacher, and must use the school authorised method.
- Staff 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 material which may cause harm or distress to others. Staff should not sign up to any subscriptions without the appropriate authority.
- Staff will not try to use any applications, such as VPN, that might allow them to bypass the filtering/security systems in place to provide a safe learning and teaching environment.
- Staff should not install any applications on school devices without consultation and support from the headteacher. Neither should they change settings put in place by the school to ensure appropriately managed devices.
- Staff must report any damage to or faults in school equipment to the school office. The staff member should not attempt to fix the school equipment themselves.
- Staff must ensure that their ICT equipment is stored securely when not in use. If it is lost or stolen, the headteacher must be provided with a police crime number.
- The staff member will only share personal information collected and managed by the school with others as their role permits or when required by law or by school policy to disclose such information to an appropriate authority. Any data sharing must be by approved and encrypted communication services (where appropriate) provided by the school or their business partners.

## Acceptable Use Policy: Staff

- Staff should exercise responsible behaviour while using social media platforms or engaging in online discussions related to the school. Posts, comments or activities that may harm the reputation of the school are strictly prohibited.
- Staff must ensure that copyright resources are only used or shared with appropriate permissions. Copyrighted work will not be downloaded or shared including music and videos unless an exemption applies for teaching purposes.

These purposes include:

- the copying of works in any medium as long as the use is solely to illustrate a point, it is not done for commercial purposes, it is accompanied by a sufficient acknowledgement, and the use is fair dealing. This means minor uses, such as displaying a few lines of poetry on an interactive whiteboard, are permitted, but uses which would undermine sales of teaching materials are not;
- performing, playing or showing copyright works in a school, university or another educational establishment for educational purposes. However, it only applies if the audience is limited to teachers, pupils and others directly connected with the activities of the establishment. It will not generally apply if parents are in the audience. Examples of this are showing a video for English or drama lessons and the teaching of music. It is unlikely to include the playing of a video during a wet playtime purely to amuse the children;
- Terms of conditions of any live streaming channels should be adhered to, such as Netflix, Disney Plus who each have different regulations for audiences. Personal accounts should not be used;
- by recording a TV programme or radio broadcast for non-commercial educational purposes in an educational establishment, provided there is no licensing scheme in place. Generally, a licence will be required from the Educational Recording Agency;
- making copies by using a photocopier, or similar device on behalf of an educational establishment for the purpose of non-commercial instruction provided that there is no licensing scheme in place. Generally, a licence will be required from the Copyright Licensing Agency.

These and other, exemptions to copyright are listed here:

<https://www.gov.uk/guidance/exceptions-to-copyright>

## Acceptable Use Policy: Staff

### Schools AUP Agreement:

I agree that I must use school IT systems in a responsible way. I must do so to ensure there is no risk either to my own safety or to the safety and security of the students and school IT systems. I will, where possible, guide students in the safe use of technology with a strong focus on safe and responsible use of the internet and online services.

For the purposes of safeguarding and security:

- I understand that the school will monitor my use of the school IT and communications systems, including monitoring of online systems and the internet.
- I understand the rules in this document apply equally to the use of school and personal devices and systems (e.g. laptops, email, VLE etc.) outside of school.
- I understand the importance of appropriate controls on the transfer and sharing of personal data (digital or paper-based) out of school.
- I understand that the school IT systems are primarily intended for educational use.
- I will only use the systems for personal or recreational use when appropriate.
- I will never disclose my usernames or passwords to anyone else, nor use any other person's username and password to access systems not provided to me.
- I understand that I should not record any password where it is possible that someone may view it or steal it. I will keep my password secure.
- I will immediately report any incident or activity I am aware of which may be illegal, inappropriate or present risk to the school or individuals to the headteacher.

I will use all the school IT and communication systems professionally. In doing so:

- I will not access, copy, alter, share or delete any other user's files, without their express permission.
- I will communicate with others in a professional manner and refrain from any use of aggressive or inappropriate language.
- I will ensure that, if I wish to take or publish images of others I will check that appropriate consent is recorded by the school in line with the school's digital media policy.
- I will only use school provided and managed equipment to record these images unless I have explicit permission to do otherwise.
- I will ensure that any published photos do not identify individuals by name or show other personal information and that photos and images are only used on a school approved and controlled platform.
- I will only use social networking services in school in accordance with the school's policies.

## Acceptable Use Policy: Staff

- I will only communicate with students and parents/carers using provided school IT systems. All communication will be professional in tone and manner.
- I will ensure that I do not share my personal contact information and only ever use contact details provided by the school.
- I will not engage in any online activity that may compromise my professional integrity or provide a risk to the students, my colleagues, the school IT systems or myself.
- I will always use the school's ICT systems and internet responsibly, and will ensure that pupils in my care do so too.

I have read and understood the above and agree that:

- I am responsibly upholding the requirements laid out above at all times and that even while in personal time I am representing the values and integrity of the school.
- This Acceptable Use Policy applies not only to my work and use of school-provided IT equipment but also applies to my use of school IT systems on personal equipment both at school and on other private or public networks.
- If I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action as per the terms laid out in the school's Disciplinary Policy.

<b>Name:</b>	
<b>Signed:</b>	
<b>Date:</b>	

### Other policies that relate to the Acceptable Use Policy:

- Data Protection Policy
- Disciplinary Policy
- ICT Policy
- Online Safety Policy
- Photo & Video Policy
- Social Media Policy