



Thameside Primary School: ICT Acceptable Use Agreement for Staff and Volunteers

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Policy reviewed by:	Natasha Ridout & Sophie Greenaway
Key Changes:	<ul style="list-style-type: none"> • Clarified expectations for staff use of personal mobile phones during the school day, in line with DfE guidance • Explicitly stated that staff must not use personal mobile phones for personal reasons in front of pupils • Added provision for agreed exceptions to mobile phone restrictions for medical or safeguarding needs (e.g. monitoring blood glucose levels), authorised by the headteacher • Strengthened safeguarding guidance on the use of personal devices for photography, with explicit prohibition for EYFS staff and volunteers • Clarified expectations around professional communication, distinguishing between staff acting in a professional capacity and staff who are also parents • Confirmed that official school systems must be used for professional communication with pupils and parents/carers

Thameside Primary School is a Rights Respecting School and its policies will respect the UN Convention on the rights of the child. The library policy links to:

Article 13: Every child must be free to say what they think and to seek and receive information of any kind as long as it is within the law.

Article 28: All children have the right to a primary education.

Article 29: Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for human rights, as well as respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.



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. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times.

This Acceptable Use Policy is intended to ensure:

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

Thameside School will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for pupils' learning and will, in return, expect staff and volunteers to agree to be responsible users.

ICT Acceptable Use Agreement for Staff and Volunteers

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

For my professional and personal safety:

- I understand that the school will monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to the use of these technologies (e.g. laptops, email, iPad etc.) out of school.
- I understand that the school digital technology systems are primarily intended for educational use and that I will not use the systems for personal or recreational use in school or at home.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident that I become aware of to the appropriate person.



I will be professional in my communications and actions when using school ICT systems:

- 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 ensure 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. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the school website/Twitter feed) it will not be possible to identify by name, or other personal information, those who are featured and additional consent will be provided from parents and carers.
- Staff and volunteers working in EYFS must not use personal devices to take photographs or videos of children under any circumstances. Only school-owned devices may be used, in line with the school's Image Use Policy.
- I will only use social networking sites in school in accordance with the school's policies.
- When communicating with pupils or parents/carers in my professional capacity, I will use only official school systems and approved communication channels. Personal communication between parents/carers (including where a staff member is also a parent) is not covered by this agreement, provided it is not used for school business or professional communication. I understand that professional boundaries must be maintained at all times and that any concerns arising from online or digital communication must be reported to the Designated Safeguarding Lead.
- I will not engage in any online activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my mobile devices (laptops/tablets/mobile phones/USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. Staff must not use their personal mobile phones for personal reasons in front of pupils during the school day. Personal use of mobile phones is permitted in staff-only areas (e.g. staffroom) and outside of pupil contact time. Agreed exceptions may apply for medical or safeguarding reasons (for example, monitoring blood glucose levels for diabetes), and must be authorised in advance by the headteacher.
- I will ensure that any devices I use are protected by up to date anti-virus software and are free from viruses.
- I understand that staff are permitted to wear smart watches in school; however, the same rules apply as for mobile phones. I know that Smart watches must not be used to take photographs, videos, or voice recordings of pupils, staff, or visitors. I will ensure that any device with these capabilities must not be used in areas where privacy is expected, and smart watches should not be used during lessons or when supervising children, except for timekeeping or emergency alerts.



- I will ensure that school chargers are used for school devices only.
- I will not use personal email addresses on the school ICT systems.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- 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 programmes 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 install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others and I will alert those in charge of the technology if I notice any damages.
- I will only transport, hold, disclose or share personal information about myself or others, as outline in the school Data Protocol. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based protected and restricted data must be held in lockable storage.
- I understand that the school Data Protocol requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of the school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off



the premises and my use of personal equipment on the premises or in situations related to my employment by the school.

- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action.

Remote learning expectations:

- I understand that when working remotely I am expected to contribute to remote learning.
- I will ensure I am in an appropriate environment when conducting a video call for any 'live' sessions.
- I will ensure any 'live' lessons I am in are recorded by one member of staff for safeguarding and behaviour.
- I will dress appropriately for all 'live' sessions.
- I will ensure all feedback given to children on their work is done so in a professional manner.
- I will ensure I monitor and offer alternative resources for children who are unable to complete remote learning.

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to school) within these guidelines.

Staff/Volunteer Name:

Signed:

Date: