



Acceptable Use of Technology for Staff, Visitors and Volunteers for the academic year of 2025-2026

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use Holy Trinity CEP School's IT systems in a professional, lawful, and ethical manner. To ensure that members of staff understand their professional responsibilities when using technology and provide appropriate curriculum opportunities for pupils, they are asked to read and sign the staff Acceptable Use of Technology Policy (AUP).

Our AUP is not intended to unduly limit the ways in which members of staff teach or use technology professionally, or indeed how they use the internet personally, however the AUP will help ensure that all staff understand Holy Trinity CEP School's expectations regarding safe and responsible technology use and can manage the potential risks posed. The AUP will also help to ensure that school systems are protected from any accidental or deliberate misuse which could put the safety and security of our systems or members of the community at risk.

Policy scope

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services, either provided to me by the school or accessed by me as part of my role within Holy Trinity CEP School, professionally and personally, both on and offsite. This may include my use of devices such as laptops, mobile phones, tablets, digital cameras, as well as IT systems and networks, email, data and data storage, remote learning systems and communication technologies.
2. I understand that Holy Trinity CEP School Acceptable Use of Technology Policy (AUP) should be read and followed in line with the school's Child Protection, Staff Handbook and Code of Conduct.
3. I am aware that this AUP does not provide an exhaustive list; all staff should ensure that technology use is consistent with the school ethos, relevant policies, national and local education and child protection guidance, and the law.

Use of school devices and systems

4. I will only use the equipment and internet services provided to me by the school for professional use or for education purposes / school-related work.
5. I know I am not permitted to use my personal mobile devices when pupils are present inside of school hours and that these devices should not be left out or in view of pupils.
6. I understand that any equipment and internet services provided by my workplace should only be accessed by members of staff.
7. I will not purposely disable or cause any damage to school equipment, or the equipment belonging to others.

Use of AI

8. I understand that the school can monitor my use of AI tools and technologies.
9. I will only use those AI technologies approved by the school.
10. I will only use AI tools and technologies responsibly and with awareness of data sensitivity ensuring they comply with UK GDPR and meet data security standards before using them for work related to the school.
11. I will critically evaluate the outputs of AI systems to avoid spreading misinformation or biased content and will ensure that all AI-assisted decisions are made with appropriate human oversight.
12. I will support learners on the safe, ethical, appropriate and effective use of AI.
13. I will ensure generative AI tools are not used to impersonate others or create deceptive or harmful content.

14. I will ensure the protection of both personal and sensitive data by only inputting anonymised data to avoid the exposure of personally identifiable or sensitive information.
15. When using AI, I will not infringe copyright or intellectual property conventions.
16. I know I must report any incidents involving AI misuse, data breaches, or inappropriate outputs immediately to a DSL.
17. I understand that misuse of AI or emerging technologies could lead to disciplinary actions, including warnings, suspension, dismissal or referral to the appropriate authorities.
18. I acknowledge that this agreement applies to all AI-related activities within and outside of school premises that are connected to my professional responsibilities.

Data and system security

19. To prevent unauthorised access to systems or personal data:
 - I will not leave any information system unattended without first logging out or locking access.
 - I will use a 'strong' password to access school systems. A strong password has numbers, letters and symbols, with 8 or more characters.
 - I will protect the devices in my care from unapproved access or theft by not leaving devices visible or unsupervised in public places.
 - I will ensure my laptop is put away each day and not left out.
 - I will ensure I log out and switch off any computer I have used each day.
20. I will respect school system security and will not disclose my password or security information to others. Equally, I will not try to use any other person's username and password.
21. I will not open any hyperlinks or attachments in emails unless they are from a known and trusted source. If I have any concerns about email content sent to me, I will report this to a member of the Senior Leadership Team (SLT).
22. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from SLT.
23. I will not remove, delete or copy files from the school system without permission from a member of SLT.
24. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including UK GDPR.
25. Any data being removed from the school site, such as via email or on memory sticks/harddrives, will be suitably protected. This may include data being encrypted.
26. I will not keep documents which contain school related sensitive or personal information, including images, files, videos, on any personal devices and I will not use personal accounts to store or send school data.
27. I will not store any personal information on the school IT system, including school laptops or similar devices issued to members of staff, that is unrelated to school activities, such as personal photographs, files or financial information.
28. I will ensure that school owned information systems are used lawfully and appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
29. I will not attempt to bypass any filtering or security systems put in place by the school.
30. I will not allow my own children who attend this school to use any personal devices, including staff mobile phones before or after school. These devices are not linked to our WIFI and filtering systems that ensure pupil protection when online at school.
31. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to SLT as soon as possible.
32. If I have lost any school related documents or files, I will report this to a member of SLT as soon as possible.
33. I understand images of pupils must always be appropriate and should only be taken with school provided equipment and only be taken/published where pupils or parent/carers have signed the consent for images form.

34. Where these images are published (e.g. on the school website) staff will not make it possible for others to identify pupils by their full name, or other personal information.

Classroom practice

35. I understand that it is also my responsibility to ensure that appropriate filtering and monitoring is implemented by Holy Trinity CEP School as detailed in the Child Protection Policy. This should be discussed with me as part of my induction and ongoing safeguarding and child protection staff training.
36. If there is failure in the filtering software or abuse of the filtering or monitoring systems, for example, I witness or suspect accidental or deliberate access to illegal, inappropriate or harmful material, I will report this to a DSL, in line with the school's Child Protection Policy.
37. I am aware of the expectations relating to safe technology use in the classroom, safe remote learning, and other working spaces as listed in the Child Protection Policy.
38. I will promote online safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create by:
- exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used.
 - creating a safe environment where pupils feel comfortable to report concerns and say what they feel, without fear of getting into trouble or being judged for talking about something which happened to them online.
 - involving the Designated Safeguarding Lead (DSL) or a deputy DSL when concerns arise to ensure support is in place for any pupils who may be impacted by the content.
 - informing the DSL if I am teaching topics which could create unusual activity on the filtering logs, or if I believe the filtering system is placing unreasonable restrictions on teaching, learning or administration.
 - make informed decisions to ensure the content of any online safety resources used with pupils is age-appropriate.
39. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text, or music are protected, I will not copy, share, or distribute or use them.
40. I will not access, copy, remove or otherwise alter any other user's files, without their permission.
41. I will not use a device logged in by another member of staff.

Mobile devices and smart technology

42. I will ensure that my use of mobile devices and smart technology is compatible with my professional role, does not interfere with my work duties and takes place in line with the Staff Handbook and Code of Conduct and the school Mobile Technology Policy and the law.
43. When using the official Holy Trinity WhatsApp group, I understand it is my discretion to share any appropriate images/videos of my own children, but I will not share images/videos of any other pupils in the school.
44. I understand that my telephone number is accessible to all by being added into the official Holy Trinity WhatsApp group and may therefore be used for other school purposes e.g. trip paperwork.
45. I will not use any personal devices to capture images of pupils.

Online communication, including use of social media

46. I will ensure that my use of communication technology, including use of social media is compatible with my professional role, does not interfere with my work duties and takes place in line with the Child Protection Policy, Staff Handbook and Code of Conduct and the law:
- I will take appropriate steps to protect myself and my reputation, and the reputation of the school, online when using communication technology, including the use of social media.
 - I will not disclose my place of work on social media and will keep any of my social media profiles private so that all information about myself online hidden, secure and private from public viewing.

- I will not use my school email address to set up personal accounts of any kind.
 - I will not discuss or share data or information relating to pupils, staff, school business or parents/carers on social media.
47. My electronic communications with current and past pupils and parents/carers will be transparent and open to scrutiny and will only take place within clear and explicit professional boundaries.
- I will ensure that all electronic communications take place in a professional manner via school approved or provided communication channels and systems, such as a school email address, user account or telephone number.
 - I will not share any personal contact information or details with pupils, such as my personal email address or phone number (see bullet point below).
 - Any pre-existing relationships or situations that compromise my ability to comply with the AUP or other relevant policies will be declared at the end of this document. If changes occur throughout the school year I will put this in writing, so it is declared.
 - I will not add or accept friend requests or communications on personal social media with current or past pupils or their parents/carers unless there is a family friend link that I have already declared.
 - If I am approached online by a current or past pupil or parents/carers, I will not respond and will report the communication to a member of SLT.

Policy concerns

48. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.
49. I will not attempt to access, create, transmit, display, publish or forward any material or content online that may be harmful, inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.
50. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the school into disrepute and I will model positive online behaviour.
51. I will report and record any concerns about the welfare, safety or behaviour of pupils or parents/carers online to the DSL in line with the school Child Protection Policy.
52. I will report concerns about the welfare, safety, or behaviour of staff online to the Headteacher, in line with the school Child Protection Policy and Whistleblowing Policy.

Policy Compliance and Breaches

53. If I have any queries or questions regarding safe and professional practice online, either in school or off site, I will raise them with the DSL or a member of SLT.
54. I understand that the school may exercise its right to monitor the use of its devices information systems to monitor policy compliance and to ensure the safety of pupils and staff. This includes monitoring all school provided devices and school systems and networks including school provided internet access, whether used on or offsite and may include the interception of messages and emails sent or received via school provided devices, systems and networks. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
55. I understand that if the school believe that unauthorised and/or inappropriate use of school devices, systems or networks is taking place, or if the school believes that unprofessional or inappropriate online activity, including behaviour which could bring the school into disrepute is taking place online, the school may invoke its disciplinary procedures as outlined in the Staff Handbook and Code of Conduct.
56. I understand that if the school suspects criminal offences have occurred, the police will be informed.

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I hereby declare any pre-existing relationships or situations that may compromise any part of this AUP with current/past pupils or parents of our Holy Trinity Community:

[illegible]

I have read, understood and agreed to comply with Holy Trinity's Staff Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.

Name of staff member:

Signed:

Date (DDMMYY).....