



# **Acceptable Use Agreement for Staff**

**2025-26**

To be updated November 2026

## Acceptable Use Agreement for Staff

ICT and the related technologies such as e-mail, the Internet, mobile devices and ipads form part of our daily life within school. To ensure that all adults within the school setting are aware of our **e-Safety policy** and the **General Data Protection Regulations** and their responsibilities when using any form of ICT all staff must sign this Acceptable Use Agreement and adhere to its content at all times. This is to ensure staff provide positive role models to pupils for the safe and responsible use of online technologies and also safeguard themselves from any potential allegations or inadvertent misuse.

- I know that I should only use the school equipment in an appropriate manner and for professional use in accordance with the **e-Safety Policy**
- I will not give out personal information (mobile phone number, personal e-mail address etc.) to pupils or parents. I will withhold my number if we need to call parents and carers from our mobile phones (for example, parental consultations during lockdown).
- I will only use the approved, secure e-mail system (name@beechhill.newcastle.sch.uk) for any school business
- I know that I should complete virus checks on my laptop, memory stick and other portable devices so that I do not inadvertently transfer viruses onto the school network or other ICT equipment
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory
- I will ensure school data is stored securely and used appropriately in accordance with school and General Data Protection Regulations and other relevant policies
- I will report any accidental misuse of school ICT, or accidental access to inappropriate material, to the Computing Subject Leader or head teacher
- I will not connect any personal device (laptop, digital camera etc.), to the school network without authorisation from the head teacher
- I will make devices I have brought in from home (eg. Laminators, speakers) available for PAT testing by the site manager
- I will respect copyright and intellectual property laws
- I understand that all my use of the Internet and other related technologies can be monitored and logged and made available to the head teacher
- I will ensure that my online activity, both in and outside school, will not bring myself or the school into disrepute (this includes postings on social networking sites e.g. Facebook)
- Based on your current Acceptable Use of Technology policy for staff, it already covers many essential aspects of responsible IT use. However, considering recent developments in e-safety and trends in technology over the past year, here are a few additional recommendations that could enhance your policy:
- "Staff must not use AI tools to generate content that includes sensitive student data or confidential school information. Any AI-generated materials should comply with copyright, privacy, and ethical guidelines."
- Suspicious emails or phishing incidents must be reported to the designated IT support team immediately.
- Staff should not store sensitive data (e.g., student grades) on personal devices or cloud platforms not approved by the school.
- Staff must ensure that devices used for remote work are updated with the latest

security patches and antivirus software. Confidential school data should only be accessed through secure networks.

- Staff must refrain from interacting with pupils on personal social media accounts. All communication with pupils and parents must be conducted through official school platforms.
- Staff should model healthy digital habits by avoiding excessive screen time during working hours and promoting regular breaks.

I have read, understood and agree to this code of conduct. I will support the safe and secure use of ICT throughout the school. I am aware I may face disciplinary action if I fail to adhere to it.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_