



My Choice School Staff Acceptable Use Policy Agreement

Policy

New technologies have become integral to the lives of children and young people in today's society, both within school and in their lives outside of school, for learning and for leisure. The internet, social media and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. 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 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.

The school will try to ensure that staff will have good access to digital technology to enhance their work, to enhance learning opportunities for students learning and will, in return, expect staff to agree to be responsible users.



Acceptable Use Policy Agreement

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 students receive opportunities to gain from the use of digital technology. I will, when necessary, 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 My Choice 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 use of these technologies (e.g. laptops, email, SharePoint, Microsoft365, BKSB, CPOMS, Teams etc.) out of school, and to the transfer of personal data (digital or paper based) out of school.
- I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the rules set down by the school.
- I will not disclose my Microsoft365, CPOMS, or other system 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 misuse it or see it. If shared usernames and passwords are used for resource sharing (eg BKSB, Twinkl, PSHE Association etc) I will use these responsibly and not disclose details to non school staff or other unauthorised people.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person. This will be the DSL of the school, the DSO of the homes when appropriate and to Senior Management.



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

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- 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 that when I take and / or publish images of others I will do so with their permission and in accordance with the My Choice policy on the use of digital / video images. I will not use my personal equipment to record these images. Where these images are published (eg in the My Choice newsletter) it will not be possible to identify by name, or other personal information, those who are featured. When images are displayed in classrooms as examples of students activities and work they will not be labelled with student's full names and classrooms will only be accessed by authorised people.
- I will not use social networking sites in school in accordance with the My Choice policy.
- I will only communicate with parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.
- I will not email students directly without authorisation and without copying in SMT and parent / carers. Students will only be emailed on their school email.
- Email communication with students will be confined to communications required for Remote Learning. Any other communication will be sent to their parents / carers.

My Choice has the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- If I use my mobile devices (mobile phones etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such



devices are protected by up to date anti-virus software and are free from viruses.

- I will not use my mobile phone in the classroom during the school day and will ensure that it is secure in my locker during the school day. I will be issued with a classroom mobile.
- I will not use personal email addresses on the My Choice 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 ensure that my data, documents and files are saved to Microsoft365, SharePoint or another protected site (eg BKSb) and not saved to hard drives, USBs or to the computer or One Drive.
- Where USBs are used for transfer of scanned files or upload of photos; I will ensure that the USBs are deleted and stored in the school office. I will not remove USBs from school or keep them in the classroom.
- 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 or printing that might take up 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, unless this is allowed in school policies.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the My Choice Personal Data Policy (or other relevant policy). 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 data protection policy requires that any staff or student 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 My Choice 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 My Choice digital technology equipment in school, but also applies to my use of company systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by My Choice.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to the Local Authority and in the event of illegal activities the involvement of the police.

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 the school) within these guidelines.

Staff Name:

Signed:

Date:



Reviewed March 2026

Reviewed May 2026

Annual review due June 2027