Staff, Director, Governor, and Volunteer Digital Technology Acceptable Use Policy

Reviewed September 2026
Next review due September 2027

PPAT Education

Staff, Governor, and Volunteer Digital Technology Acceptable Use Policy

Digital technologies have become integral to the lives of everyone including children and young people, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which 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. The Trust has the right to protect itself and 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, directors, governors, and volunteers will be responsible users and stay safe while using digital technologies for educational, personal, and recreational use.
- That Trust and 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 Trust and its schools will try to ensure that staff, directors, governors, 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, directors, governors and volunteers to agree to be responsible users.

This agreement should be read in conjunction with the following related policies

- Child Protection and Safeguarding Policy and all its appendices (T)
- Staff and Governance Codes of Conduct (T)
- Digital Devices Policy (T)
- Online Safety Policy (S)
- PPAT Online Safety Policy – artificial intelligence in our Trust (T)

<u>Acceptable Use Policy Agreement</u>

I understand that I must use Trust systems in a responsible way, to minimise the risk to the safety, privacy or security of the Trust community and its systems. I

acknowledge the potential of digital technologies for enhancing learning and will endeavour to integrate them in a way that aligns with the Trust's policy, ethos, and values.

For my professional and personal safety:

- I understand that the Trust and school will monitor my use of the Trust devices and digital technology systems
- I understand that the rules set out in this agreement also apply to use of these devices and technologies out of Trust premises, and to the transfer of personal / sensitive data (digital or paper based) out of Trust premises
- I understand that the Trust's digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the Trust and school.
- 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 will store my passwords securely and in line with the Trust's relevant security policy
- I will immediately report any illegal, inappropriate, or harmful material or incident; I become aware of, to the appropriate person.

I will be professional in my communications and actions when using digital technologies and 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 Trust's policy on the use of digital / video/analogue images taking account of parental permissions. 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) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites in school in accordance with the Trust's policies.

- I will only communicate with pupils and parents / carers using official Trust 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.

The Trust have the responsibility to provide safe and secure access to technologies and ensure the smooth running of its schools and central services:

- I will abide by all relevant guidance and legislation (e.g., Keeping Children Safe in Education / UK GDPR)
- I will ensure that I am aware of cyber-security risks and that I will not respond to any communications that might put my / school/Trust data or systems at risk from attack
- When using AI systems in my professional role I will use these responsibly and:
  - will only use AI technologies approved by the Trust as set out in the Trust AI policy
  - will be aware of the risks of bias and discrimination, critically evaluating the outputs of AI systems for such risks
  - to protect personal and sensitive data, I will ensure that I have explicit authorisation when uploading sensitive school or Trust -related information into AI systems
  - will take care not to infringe copyright or intellectual property conventions – care will be taken to avoid intellectual property, including that of the learners, being used to train generative AI models without appropriate consent.
  - ensure that documents, emails, presentations, and other outputs influenced by AI include clear labels or notes indicating AI assistance
  - critically evaluate AI-generated outputs to ensure that all AI-generated content is fact-checked and reviewed for accuracy before sharing or publishing
  - will use generative AI tools responsibly to create authentic and beneficial content, ensuring respect for individuals' identity and well-being
- I understand that where the Trust provides a Trust-owned device for my use, the expectation is that this device will be used for all Trust-related activity whether at work or at home
- Where a Trust device is not provided to me, and I use a personal device, I will follow the rules set out by the Trust, in the same way as if I was using Trust

equipment. I will ensure that any such devices are protected by up-to-date anti-virus / anti-malware software and are free from viruses. I will not use an unsecured public network to access Trust related systems. I understand that my access to Trust related systems will require multi-factorial authentication and will be limited to access to my Microsoft 365 account and iAM Compliant.

- When communicating in a professional capacity, I will only use technology and systems sanctioned by the school.
- I will not use personal accounts on school systems.
- I will exercise informed safe and secure practice when accessing links to content from outside of my organisation to reduce the risk of cyber security threats.
- I will ensure that my data is regularly backed up, in accordance with relevant Trust policies.
- I will not access illegal, inappropriate, or harmful content on school systems.
- I will not bypass any filtering or security systems that are used to prevent access to such content.
- I will not install or attempt to install unauthorised programmes of any type on a school device, nor will I try to alter device settings, unless this is allowed in Trust policies
- I will not disable or cause any damage to Trust 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 school Data Security Policy (or other relevant policy). Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based documents containing personal data must be held in lockable storage.
- I understand that the data protection policy 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 and will reflect this with appropriate acknowledgements, particularly where AI has been used to generate content
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

When using a personal device on Trust premises

- I will only access the guest wireless internet network

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

- I understand that this acceptable use agreement applies to my use of digital technologies related to my professional, voluntary or governance responsibilities, within or outside of the Trust or its schools.
- I will ensure my use of technologies and platforms is in line with the Trust's agreed codes of conduct.
- 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 Governors/Directors and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the Trust digital technology systems (both in and out of work) and my own devices (on Trust premises or at home, and when carrying out communications related to the Trust) within these guidelines.

Staff/Volunteer Name:
Signed:
Date: