Chorlton C of E Primary School

Acceptable Use Agreement (AUA): Staff and Volunteers

Chorlton CE 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.

Acceptable Use 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/pupils receive opportunities to gain from the use of digital technology.
- I will educate pupils 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 school will filter and monitor my use of school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies out of school, and to the transfer of personal data out of school.
- I understand that the school digital technology systems and devices are intended for educational use and that I will not use the systems/devices for personal or recreational use.
- I understand that all devices must be password protected and I will not disclose my username or password to anyone else. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I understand that personal devices should not be used in class. Specifically, mobile phones must not be on your person and should be stored (on silent) in a bag, cupboard or secure space. Mobile phones (and other personal devices) should only be used during breaks or PPA in the staffroom and when children are not present.
- I understand that photos, videos or sensitive data must not be taken or stored on personal devices.
- I understand that the use of USB or other portable storage devices (used to transfer data) is prohibited.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
- I will immediately report any concerns regarding inappropriate use of personal data and/or any breach of the Data Protection Act 2018 and/or UK GDPR to the Data Controller (School Business Manager).

I will be professional in my communications and actions when using school 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 school's policy on digital/video images. I will not use my personal equipment to record these images.
- Where these images are published on the school website I will ensure it will not be possible to identify by full name, or other personal information, those who are featured.
- I will only communicate with pupils and parents/carers using official school systems (professional email account, Seesaw). Any such communication will be professional in tone and manner.
- I will not engage in any online activity that may compromise my professional responsibilities.
- [Added by Google Gemini: I will not enter any confidential, sensitive, or personal data concerning pupils or staff into unapproved AI tools or third-party web services.]

The school and the local authority have the responsibility to provide safe and secure access:

- I will not open any hyperlinks in emails or attachments unless the source is known and trusted.
- I will ensure that my data is regularly backed up and saved in an appropriate location.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, terrorist or extremist 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.
- 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 disable or cause any damage (through misuse or neglect) 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 School Data 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 data protection policy requires that any staff or pupil data to which I have access will be kept private and confidential, except when required by law or school policy to disclose 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 AUA 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.
- I understand that if I fail to comply with this AUA, I could be subject to disciplinary action. This could include a warning, a suspension, disciplinary action and in the event of illegal activities the involvement of the police.

Appendix 4: Acceptable Use Agreement (AUA): Parents/Carers

At Chorlton C of E Primary School, we provide access to the Internet through an approved service provider. The service provider monitors and filters the sites available, to control the materials and the language available to children. As with any electronic monitoring system we do not have total control and have therefore put into place the below rules to further protect the safety of children using the Internet. These rules are shared with children in the form of an AUA and the wider themes of online safety and digital awareness are regularly taught as part of our Computing curriculum.

- Pupils must ask permission to use the Internet and may do so only in the presence of an adult.
- Pupils are expected to be responsible for their own behaviour on the Internet, just as they would in any area of the school. This includes the materials they choose to access or share and the language they use.
- Pupils are not expected to deliberately seek out sites that could cause offence.
- Should pupils accidentally encounter such materials or receive mail that causes concern, they should report this immediately to a teacher. The service provider will be notified.
- The school have the right to check pupil's files and monitor sites that have been visited. Any instances where inappropriate online materials are sought out are automatically logged by the school firewall system.
- Pupils should not give out personal information, pictures or the name and location of the school, unless part of an agreed school project.
- Pupils should only use the school devices for work related to school.
- Pupils must not use USB or other data storage devices from outside school without permission.
- Social networking sites, such as (but not limited to) Facebook, TikTok or Twitter, are prohibited for children under the age of 13.

Consent & Permissions

- I give permission for my child to use the Internet in school: [Yes] / [No]
- I give permission for photographs of my child to be published on the school Twitter account: [Yes] / [No]
- I give permission for photographs of my child to be published on the school website: [Yes] / [No]
- I give permission for photographs of my child, when in an individual setting, to be published on Seesaw and assigned to my child's learning journey: [Yes] / [No]
- I give permission for photographs of my child, when in a group/whole class setting, to be published on Seesaw and assigned to the specific group members and/or the whole class learning journey: [Yes] / [No]

If you have selected "no" to permissions 2 and 4, the school will ensure your child is not identifiable by covering their face before uploading/publishing.

Parent/Carer Declaration

To further protect the privacy of our children we ask all parents to provide positive confirmation to the below statements and act in accordance with them at all times.

As a parent/carer I will:

- Not take screenshots or publish any of my child's observations, photographs or videos on any social media platform [Added by Google Gemini: nor use digital tools or AI to edit, alter, or share images of pupils from school platforms].
- Ensure any comments I add to pictures, videos or other work posted on Seesaw are appropriate in both language and content.
- Keep any login details, provided by school, within my trusted family.
- Contact school via email (admin@chorlton.manchester.sch.uk) if I have any queries regarding any of the content of this form.