Kew Green Preparatory School

Staff Acceptable Use Policy

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 and personal use.
- That school ICT 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 ICT in their everyday work.

Acceptable Use Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of ICT. I will educate the pupils in my care in the safe use of ICT and embed online safety in my work with our pupils.

I agree to use the school ICT systems in accordance with the following school policy documents:

- Online safety policy
- Use of mobile devices policy
- Use of pupil images policy
- Use of social media policy
- Staff code of conduct
- Safeguarding policy

By signing this agreement, I agree to the following:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (e.g. laptops, tablets email, etc) when used off site.
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal use within the policies and rules set down by the school.
- I understand that the loaning of an iPad is on a temporary basis and is not mine to keep.
- I understand that this is to be used for school purposes only.
- 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 immediately report any illegal, inappropriate or harmful material or incident I become aware of the Designated Safeguarding Lead or the Deputy DSL in their absence.
- 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 own my own mobile device in accordance with the School's policy on the use of mobile devices.
- I will refrain from giving pupils unsupervised access to the Internet and will evaluate websites that I wish to use with pupils prior to the lesson / homework where they will be used.
- 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 Online Safety Policy. Where these images are published (e.g. on the school website / social media) it will not be possible to identify by name, or other personal information, those who are featured.

- I will not use my mobile phone during core teaching hours or in front of pupils during PPA or undirected time. The exceptions to this are:
  - Registering children using Evolve, when required to and being off site (ie away from the classroom / on the playground / for clubs).
  - For emergencies such as dialling 999.
  - When trying to contact the school whilst out on a trip or school residential.
  - For PE, Games and Club staff who are off site taking games lessons and need to contact the school office.
- I will only communicate with parents / carers using official school systems and school equipment and not personal email accounts or personal mobile phones. Any such communication will be professional in tone and manner.
- I will only communicate when required to do so with pupils via their school email addresses provided by the IT department. All communications are automatically sent to the Network Manager and all emails should copy in a member of SLT and a parent of the child.
- I will not contact any pupil via their personal email. If a child contacts me directly (e.g.,emailing homework), I will respond copying in the child's parent and a member of SLT for purposes of clarity and safety.
- I will not contact past pupils on Facebook or other social media whilst they are under the age of 18 years old.
- I understand that staff are expected to keep a 'professional distance' from the parent body of the school and they are strongly advised NOT to enter into social media exchanges with any parents.
- I will not post any inflammatory or derogative comments about the school, the staff, parents or pupils on social networking sites.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others.
- I will not use any programs or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials. I understand that filtering and monitoring systems are in place.
- I will not (unless I have permission) 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 install or attempt to install programs of any type on a machine, or store programs on a computer, nor will I try to alter computer settings, unless with permission from the Head of Computing.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I understand that the General Data Protection Regulations requires that any staff or student / 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 ensure that I have permission to use the original work of others in my own work when using the Internet in my professional capacity or for school sanctioned personal use.
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

Remote Learning and Special Circumstances

- I will ensure I have read the Remote Learning Policy and follow it accordingly.
- When on Residential trips, the Lead Teacher will communicate photos and important information through a specific 'WhatsApp' group created by the Lead under the supervision of the Head of Computing. The Lead Teacher will explain to parents that this is a one-way communication system, and any requests or queries must be sent via the official school email system.

- Pupils using their own devices on school premises must still follow the Acceptable Use policy for children, any concerns I have should be reported immediately to the DSL.

Taking video / photographs involving pupils and school activities

- Personal mobile devices should not be used for the taking of photographs or video footage of pupils. Only devices which have been provided the School, such as iPads, Digital cameras and school mobile phones can be used for this purpose. This applies to all year groups, including the Early Years Foundation Stage.

I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.

Should I be responsible for an online safety incident, a data breach or a safeguarding incident relating to my use of technology related to my employment by the School, the investigation will be in accordance with the appropriate school policy documentation (online safety policy, privacy policy, safeguarding policy, staff disciplinary policy).

I have read and understand the above and agree to use the school ICT systems as stated in this policy.

Staff Name:……

Signed:……. Date:……

Last reviewed: DDSL, September 2025
Read approved and agreed by: GSG Ltd Directors and KGPS Senior Leadership Team
Next review date: September 2026