

Name of School	Becontree Primary School
AUP review Date	September 2025
Date of next Review	September 2026
Who reviewed this AUP?	Computing Coordinator



Staff Acceptable Use Policy (AUP)

This policy covers use of digital technologies in school: i.e. email, Internet, intranet, school website and blog and network resources including via remote access, LGfL, Google Classroom, software, equipment and systems.

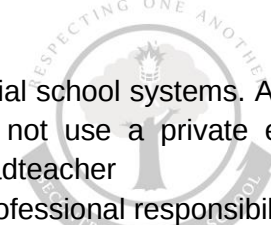
I understand that I must use school IT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the IT systems and other users. I recognise the value of the use of computing for enhancing learning and will ensure that pupils receive opportunities to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

For my professional and personal safety:

- I understand that the statements set out in this agreement also apply to use of school IT systems (e.g. laptops, email, blog etc.) out of school, and to the transfer of personal data (digital or paper-based) out of school
- I understand that the school IT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies set down by the school
- I will not disclose my username or password (for the network, email, Integris or any other system) 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 steal it
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of to the appropriate person, including concerns I have regarding radicalisation, cyberbullying, grooming, sexting or exploitation of pupils or colleagues
- I understand that the school may monitor my use of the IT systems (including email and other digital communications)

I will be professional in my use of school IT 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 not use personal digital cameras or phones for taking or transferring images of pupils of staff unless permission has been given by the Headteacher, for a specific purpose. Images will only be taken and used in accordance with the school's safeguarding and data protection policies
- If I do use a personal digital camera or camera phone for taking pictures/ video in school (with permission as above), I will transfer the images/ video onto the school server as soon as possible and immediately delete the images from my personal equipment. I will not upload or store school-related images/files on personal devices or cloud accounts.
- I will not knowingly connect a computer (or similar device) to the network / internet that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus system
- I will not connect a USB flash drive (or similar device) to the school network if it has been used on a home computer without up-to-date anti-virus software

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- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner. I will not use a private email or telephone to conduct school business, unless instructed by the headteacher
 - I will not engage in any on-line activity that may compromise my professional responsibilities
 - I will not intentionally browse, download or send material that could be considered pornographic, obscene or offensive
 - I will not download any software or resources from the internet that can compromise the network, or are not adequately licensed
 - 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 ensure that I, and any classes I am responsible for, treat the school equipment appropriately when using, transporting and storing it
 - Where work is protected by copyright, I will not download or distribute copies (including music, images and videos)
 - 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 network, it must be encrypted by using the school provided, encrypted data stick.
 - I will immediately report any damage or faults involving equipment or software to the helpdesk, however this may have happened

To protect my professional integrity:

- I will ensure that any private social networking sites that I create or actively contribute to are not in conflict with my professional role
- I will ensure that no reference is made in social media to pupils, parents / carers or school staff
- I will not engage in any online activity that may compromise my professional responsibilities; I will not engage in online discussion on personal matters relating to members of the school community
- I will not attribute my personal opinions to the school
- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities
- I will use AI and emerging technologies (e.g., ChatGPT, image generation, or other automated tools) only in line with school policies, ensuring that safeguarding, copyright, and data protection principles are always upheld
- I understand that failure to comply with the Acceptable Use Policy could lead to disciplinary action

Remote Working & Device Security:

- I will ensure that when working remotely I keep school devices secure, do not leave them unattended in public, avoid using unsecured Wi-Fi networks, and lock screens when devices are not in use.



I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent Acceptable Use Policy (normally an annual revisit).

I agree to abide by the school's most recent Acceptable Use Policy.

I wish to have an email and network account; be connected to the internet and be able to use the school's IT resources and systems.

Signed:		Date:	
Full name:			
Job title:			