



## Acceptable Use Policy (AUP) for **STAFF, GOVERNORS AND VOLUNTEERS**

### Background

We ask all children, young people and adults involved in the life of The Priory School to sign an Acceptable Use\* Policy (AUP), which outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).

I will agree the AUP upon entry to the school and every time changes are made.

All staff (including support staff), governors and volunteers have particular legal / professional obligations and it is imperative that all parties understand that online safety is part of safeguarding as well as part of the curriculum, and it is everybody's responsibility to uphold the school's approaches, strategy and policy as detailed in the full Online Safety Policy.

### What Am I Agreeing To?

1. I have **read and understood The Priory School's full Online Safety policy** and agree to uphold the spirit and letter of the approaches outlined there, both for my behaviour as an adult and enforcing the rules for pupils. This includes the **section on use of personal devices, including mobile phones**. I will report any breaches or suspicions (by adults or children) in line with the policy without delay.
2. I understand it is my duty **to support a whole-school safeguarding approach** and will report any behaviour which I believe may be inappropriate or concerning in any way to the Designated Safeguarding Lead (if by a child) or Headteacher (if by an adult).
3. **During remote learning:**

**I will not behave any differently** towards pupils compared to when I am in school. I will never attempt to arrange any meeting, including tutoring session, without the full prior knowledge and approval of the school, and will never do so directly with a pupil. The same applies to any private/direct communication with a pupil.

- **I will not attempt to use a personal system or personal login for remote teaching** or set up any system on behalf of the school without SLT approval.
  - **I will not take recordings or screenshots** of myself or pupils during live lessons.
  - **I will conduct any video lessons in a professional environment** as if I am in school (see Google Meet Code of Conduct in the Online Safety Policy).
  - **I will complete a cpoms log for live lessons** if anything inappropriate happens or anything which could be construed in this way. This is for my protection as well as that of pupils.
4. I understand that in past and potential future remote learning and lockdowns, there is a greater risk

for grooming and exploitation as children spend more time at home and on devices; I must play a role in supporting educational and safeguarding messages to help with this.

5. **I understand the responsibilities listed for my role** in the school's Online Safety policy. This includes promoting online safety as part of a whole school approach in line with the RHE and Sex Education curriculum, as well as safeguarding considerations when supporting pupils remotely.
6. **I understand that school systems and users are protected by security, monitoring and filtering services**, and that my use of school devices, systems and logins on my own devices and at home (regardless of time, location or connection), including encrypted content, can be monitored/captured/viewed by the relevant authorised staff members.
7. **I understand that I am a role model** and will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including social media, e.g. by:
  - not sharing other's images or details without permission
  - refraining from posting negative, threatening or violent comments about others, regardless of whether they are members of the school community or not.
8. **I will not contact or attempt to contact any pupil** or to access their contact details (including their usernames/handles on different platforms) in any way other than school-approved and school-monitored ways, which are detailed in the school's Online Safety Policy. I will report any breach of this by others or attempts by pupils to do the same to the headteacher.
9. **I understand the importance of upholding my online reputation**, my professional reputation and that of the school), and I will do nothing to impair either.
10. **I agree to adhere to all provisions of the school Data Protection Policy** at all times, whether or not I am on site or using a school device, platform or network, and will ensure I do not access, attempt to access, store or share any data which I do not have express permission for. I will protect my passwords/logins and other access, never share credentials and immediately change passwords and notify the Headteacher if I suspect a breach. I will only use complex passwords.
11. **I will not store confidential school-related data or pupil personal data on personal devices, storage or cloud platforms**. Only school purchased USB keys are allowed and these must be encrypted, and I will only use safe and appropriately licensed software, respecting licensing, intellectual property and copyright rules at all times.
12. I will never use school devices and networks/internet/platforms/other technologies to **access material that is illegal** or in any way inappropriate for an education setting. I will not attempt to bypass security or monitoring and will look after devices loaned to me.
13. **I will not support or promote extremist organisations**, messages or individuals, nor give them a voice or opportunity to visit the school. I will not browse, download or send material that is considered offensive or of an extremist nature by the school.
14. I understand that breach of this AUP and/or of the school's full Online Safety Policy may lead to **appropriate staff disciplinary action** or termination of my relationship with the school and where appropriate, referral to the relevant authorities.