The Parkside School
Acceptable Use Policy

Approved by:	Mrs C Ellis – Gage Head Teacher	**Date:** October 2026
Signed:		
Next review due: **by:**	October 2027 Mrs Carolyn Ellis-Gage Head Teacher	

Outline

All users should have an entitlement to safe use of computer systems and internet access at all times and should use these resources responsibly.

This Acceptable Use Policy is intended to ensure.

• That staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies at Parkside.
• That school ICT systems are protected from misuse.
• That users are protected from potential risk in their use of ICT in their everyday work.

Acceptable Use Policy 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 will, where possible, support pupils at Parkside in the safe use of ICT and embed e-safety in my work with them.

For my professional and personal safety I understand that:

- The school may monitor use of the ICT systems, email and other digital communications.
- The rules set out in this agreement apply to use of all school ICT systems (e.g. laptops, tablets, email, school website etc.) out of school.
- The school ICT systems are primarily intended for educational use.
- I must not disclose my username or password to anyone else or use any other person's username and password.
- I must immediately report any illegal, inappropriate or harmful material or incident that I become aware of, to the Safeguarding lead (CPOMS)
- I will be professional in my communications and actions when using school ICT systems:
- I will not access, copy, remove or alter another user's files, without their permission.
- I will communicate with others in a professional manner.

- I will ensure that when I take and / or publish images of others I will do so in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images.
- I will not use any chat or social networking sites on school equipment unless this is being used as a teaching tool
- Any communication with pupils, parents and carers relating to school activities will be made only using school systems and will be professional in tone and manner.
- I will not engage in on-line activity that compromises my professional responsibilities.
- I understand that use of personal email addresses across the school network is subject to the same rules as the use of school provided email addresses.

The school and the Local Authority have responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my personal devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use.
- 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 (child sexual abuse images, criminally racist material) or inappropriate or which may cause harm or distress to others.
- I will not install or attempt to install programmes nor will I try to alter computer settings, unless permission to do so is given by the School Leadership Team.
- I will not disable or damage school equipment, or equipment belonging to others.
- I will report any damage or faults involving equipment or software to the school technician.

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 school:
- I understand that this Acceptable Use Policy applies to use of school ICT systems in and out of school and also applies to my use of personal equipment in school or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action including a warning, a suspension, a referral to Governors and / or the Local Authority and in the event of illegal activities the involvement of the police.
- I will not put any school data or pupil information into a AI system without school permission and not ever onto an open AI system.

Use of Mobile Phones

Staff (including volunteers, contractors, and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone for personal reasons while children are present unless given specific prior agreement to do so in line with the mobile phone policy. Use of personal mobile phones must be restricted to non-contact time and to areas of the school where pupils are not present (such as the staffroom).

I have read, understand and agree to follow the guidelines within this document during my employment at the Parkside School.

Staff / Volunteer Name: _____

Signed: _____

Date: _____