



Policy for Acceptable Use of Technology (Adult Version)

2026-27

	Name of School	St. Anne's Lydgate C of E Primary School
	AUP review Date	August 2026
	Date of next Review	August 2027
	Who reviewed this AUP?	Russell Learmont

Acceptable Use Policy (AUP): Staff (To be read in conjunction with E-safety Policy and Social Media Policy)

This policy covers the use of all digital technologies in school: i.e. E-mail, Internet, Intranet and network resources, learning platform, software, equipment and systems.

- I will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Headteacher and Trust Board/LAB.
- I will not browse, download or send material that could be considered offensive to colleagues.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the ICT Lead, Assistant Head or Headteacher.
- I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school / LA systems.
- I will not download any software or resources from the Internet that could compromise the network or are not adequately licensed.
- I understand that all Internet usage / and network usage can be logged, and this information could be made available to the Headteacher on request.
- I will ensure all documents are saved, accessed and deleted in accordance with the school's network security guidelines. (Google Classroom/ Teams)
- I will not remove any organisational software that has been installed on my laptop or iPad for purpose of virus detection or system monitoring
- I will not connect a computer, laptop or other device, to the network / Internet that I do not consider virus-free.
- I will not use personal digital cameras for transferring images of pupils or staff without permission. I will not use smartphones under any circumstances, unless agreed by the HT/DHT and images are immediately deleted once saved to a school folder.
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are **not confused** with my professional role
- I will not engage in any online activity that may compromise my professional responsibilities.
- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue & Customs.
- I understand that the GDPR policy requires that any information seen by me about staff or pupil information, held within the school's information management system, will be kept private and confidential, except when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I will ensure that I am aware of digital and e-safety issues, so they are appropriately embedded in my classroom practice.

- **I will not use my mobile phone for personal use during class teaching time or during guided activities with children, outside the classroom. Permissions to use my phone for emergency reasons/ appointment expectations will be cleared with the Headteacher.**
- I understand that failure to comply with the Acceptable Use Policy could lead to disciplinary action.

User Signature

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

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

Signature Date

Full Name (Printed)

Job title

School

Authorised Signature (Headteacher)

I approve this user to be set-up.

Signature *RA Learmont* Date Sept 2026

Full Name Russell Learmont (Printed)