



Acceptable Use of IT Agreement

Reviewed by:	Ali Syed – IT Engineer	September 2026
Approved by:	Trish Watt - Head	September 2026
Governor Approval:	Suzie Longstaff	September 2026
Next Review Date:	September 2027	

Overview

To ensure that all staff are fully aware of their responsibilities in relation to the acceptable use of ICT, all staff are required to read this agreement on appointment and at the beginning of each academic year, and to confirm electronically that they have read, understood and agree to comply with its contents.

- I understand that the network is the property of the school and agree that my use must be compatible with my professional role.
- I understand that the school ICT systems may not be used for private purposes, without specific permission from a member of the SLT.
- I understand that personal mobile phones should not be used within school hours, without specific permission from a member of the SLT, except for essential use off site and in an emergency.
- I will not take photographs with my personal camera. This includes mobile phone cameras, which will not be used for taking photographs of any children and families within the setting. I will only take photographs within the setting with a school camera or school mobile phone/iPad.
- I understand that the school operates appropriate filtering and monitoring systems across its network and school-managed devices in accordance with safeguarding requirements. I understand that my use of school ICT systems, internet access and school-managed devices may be monitored and that I have a responsibility to report any safeguarding or online-safety concerns in accordance with school procedures.
- I understand that any monitoring of my use of school systems will be undertaken in accordance with the school's Data Protection Policy, Privacy Notices and applicable data protection legislation.
- I will respect the ICT system security, and I understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.
- I will not install any software or hardware without permission from a member of the SLT.
- I will not disclose any password or login name to anyone, other than, where appropriate, the staff responsible for maintaining the system.
- I will take all reasonable precautions to secure data or equipment taken off the school premises.
- I will report any incidents of concern to the Designated Safeguarding Lead (DSL), or a Deputy DSL.
- I will ensure that my electronic communications with parents and carers are compatible with my professional role and cannot be misinterpreted.
- I will promote e-safety with the children e.g. in the use of passwords, to start the development of a responsible attitude towards using technology.
- I will respect copyright and intellectual property rights.
- I will use AI tools only in accordance with the school's AI Policy and will not enter confidential, sensitive or personal information relating to pupils, families, staff or the school into unauthorised AI tools.
- I will not access, store or process school or pupil data on personal devices unless this has been authorised by the school and appropriate security measures are in place.
- I will lock or log out of school devices whenever they are left unattended.
- I will only store school information on approved school systems and will not use unauthorised cloud storage or file-sharing services.



- I will maintain appropriate professional boundaries online and will not communicate with pupils through personal social media or messaging accounts.
- I understand that failure to comply with this Acceptable Use Agreement may result in disciplinary action and, where appropriate, referral to external agencies.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Digital Images

The following requirements form part of this Acceptable Use of IT Agreement and apply to all staff.

Digital images refer to both still and moving digital photographs.

- I understand that all photographs taken of children and their families associated with Eaton Square School, both in the school and outside on visits, are the property of ESS.
- All digital images will be taken with ESS's cameras, iPads or mobile phones, unless prior consent is given from the Head. I understand I may not use personal equipment to take digital images without specific permission from a member of the SLT.
- All photographs should be stored within individual staff folders on the school's shared drive.
- Digital images required by external companies for legitimate professional purposes may only be shared and stored where authorised by the School and subject to appropriate data protection and security arrangements. Such images must be securely deleted when they are no longer required for the purpose for which they were provided, in accordance with the School's Data Retention Policy and any applicable contractual arrangements.
- I understand and agree that the school may monitor my technology use to ensure the safe use of digital images of children and their families associated with ESS.
- I agree to abide to the permissions parents give in the use of photographs and videos of their individual children and families.
- I understand and agree that any photographs of children to be used in ESS training, promotional materials and on websites will not include the full names of the children.
- I agree to only take responsible digital images of children e.g. children will be dressed appropriately.
- I will not share photographs or videos of pupils through personal email accounts, messaging applications or social media.
- I will not use Smart Glasses and Wearable Recording Devices on the school site, during School events or on Educational trips and visits.