Osborne
Co-operative Academy Trust

Self-help
Self-responsibility
Equity
Equality
Democracy
Solidarity

Acceptable Use of ICT Policy: Staff & Volunteers

First approved by Trust Board: March 2015

Review Frequency: Every Two Years

Date of last review: June 2026

Date of next review: June 2028

Osborne Co-operative Academy Trust

Version Control

Author	Date Created	Version	Notes
	2015	1.0	
ICT Sub Committee	2022	4.0	Point 5 edited for passwords
ICT Sub Committee	2024	5.0	Bringing this into line with elements of the LGfL AUP for 'Staff, Governors and Volunteers' by including reference to genAI platform use, KCSIE and a zero-tolerance approach to all child-on-child abuse.
Dave Smith	2026	6.0	No amendments

Osborne Co-operative Academy Trust

Osborne Co-operative Academy Trust is a multi-academy trust (MAT) incorporated around the principles and values of the international co-operative movement. These are Equality, Equity, Democracy, Self-help, Self-Responsibility and Solidarity, along with the ethical values of openness, honesty, social responsibility and caring for others. These values and principles underpin all our actions.

Responsible Use of ICT
Acceptable User Policy (Staff & Volunteers)

As a professional organisation with responsibility for young people's safeguarding it is important that all staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the schools' computer systems in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using Information Communication Technology and the school systems, they are asked to read and sign this Acceptable Use Policy.

This is not an exhaustive list and all members of staff are reminded that ICT use should be consistent with the Trust's ethos, other appropriate policies (GDPR) and the Law.

1. I understand that Information Systems and ICT include networks, data and data storage, online and offline communication technologies and access devices. Examples include mobile phones, personal devices, digital cameras, email and social media sites**.**
2. Trust and school owned information systems must be used appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
3. I will not disclose (in writing, speech or electronically) information held by us unless I am authorised to do so, and the recipients are authorised to receive it
4. I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff and only for educational use. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.
5. I will respect system security and I will not disclose any password or security information. I will use a 'strong' password as defined in the online and information and communications policy.
6. I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the Network Manager.
7. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 2018 and is obtained and processed in line with the Trust GDPR policies.
8. I will not keep professional documents, which contain school-related sensitive or personal information (including images, files, videos etc.) on any personal devices (such as laptops, digital cameras, mobile phones), unless they are secured and encrypted. I will use OneDrive to upload any work documents and files in a password protected environment. I will protect the devices in my care from unapproved access or theft.
9. I will not store any personal information on the school's computer system that is unrelated to school activities, such as personal photographs, files or financial information.
10. I will respect copyright and intellectual property rights by checking copyright and not publishing or distributing any work including images, music and videos, this is protected by copyright without seeking the author's permission.
11. I have read and understood the Trust Online-Safety policy, which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces.
12. I will not make personal use of the information available to me that is not available to the public
13. I will report all incidents of concern regarding children's online safety to the Designated Safeguarding Lead as soon as possible. I will report any accidental access, receipt of inappropriate materials, filtering

breaches or unsuitable websites to the ICT Coordinator or the designated lead for filtering as soon as possible.

14. I know the filtering and monitoring systems used within school and the types of content blocked and am aware of the increased focus on these areas in KCSIE. If I discover pupils or adults may be bypassing blocks or accessing inappropriate material, I will report this to the DSL without delay. Equally, if I feel that we are overblocking, I shall notify the school to inform regular checks and annual review of these systems.
15. I will take a zero-tolerance approach to all forms of child-on-child abuse (not dismissing it as banter), including bullying and sexual violence & harassment – know that 'it could happen here'.
16. I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware or if I have lost any school related documents or files, then I will report this to the Network Manager.
17. My electronic communications with pupils, parents/carers and other professionals will only take place via work approved communication channels e.g. via a school provided email address or telephone number. Any pre-existing relationships, which may compromise this will be discussed with the Head Teacher or CEO.
18. My use of ICT and information systems will always be compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. My use of ICT will not interfere with my work duties and will be in accordance with the school Acceptable Use Policy and the Law. I will not send or forward chain, joke or spam emails
19. I will not use the Organisation's facilities for commercial purposes not approved by us or for personal financial gain and I will not use my access rights or identity as an employee to mislead another person, for personal gain or in any other way which is inconsistent with my role.
20. I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the Trust or the School into disrepute. I will not use our facilities to undertake any unlawful, libellous, immoral or offensive activities, including accessing, downloading, storing, creating, copying or disseminating offensive material. This includes, but is not limited to, pornographic, sexual, violent or criminal content and racist, sexist or otherwise discriminatory material
21. I will not use personal digital cameras or camera phones or digital devices for taking, editing and transferring images or videos of pupils or staff and will not store any such images or videos at home.
22. I will promote Online safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.
23. I will ensure, where used, I know how to use any social networking sites / tools securely, so as not to compromise my professional role.
24. If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with the Head Teacher or the CEO.
25. I understand that my use of the information systems, Internet and email may be monitored and recorded to ensure policy compliance.
26. During remote learning:
    a. **I will not behave any differently** towards students 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.
    b. **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.
    c. **I will not take secret recordings or screenshots** of myself or pupils during live lessons.
    d. **I will conduct any video lessons in a professional environment** as if I am in school. This means I will be correctly dressed and not in a bedroom / impossible to tell that it is a bedroom if this is unavoidable (e.g. even if the camera slips). The camera view will not include any personal information or inappropriate objects and where possible to blur or change the background, I will do so.
    e. **I will complete the issue 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 students.

27. 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.
28. I will only use generative AI platforms that have been authorised for use, and I will ensure that any use of these platforms is transparent, appropriate, legal and ethical. I will also ensure that I abide by all data protection legislation in relation to using these platforms.

Monitoring, Evaluation and Review

The Trust Board will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Trust.

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Staff Name:	Role:
Place of work:	

- I have read and understand the Osborne Co-operative Academy Trust Rules for the responsible use of ICT.
- I agree to abide by all the points above.
- I understand that I have a responsibility for my own and others online safeguarding and I undertake to be a 'safe and responsible digital technologies user'.
- I understand that it is my responsibility to ensure that I remain up to date and read and understand Trust and or schools most recent online safety policies and GDPR related policies.
- I understand that failure to comply with this agreement could lead to disciplinary action.
- I understand that I am responsible for my actions in and out of the school
- I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school.
- I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Signed:	Date:

Please return to your HR manager