



Brunshaw Primary School
Acceptable Use Policy for Staff and Governors
(Revised September 2025)

The computer systems owned by the school are made available to staff, pupils and community learners to support and enhance education. Equipment provided for staff remains school property.

Through the use of appropriate monitoring and filtering software, Brunshaw School will endeavour, wherever possible, to provide a safe and secure environment for its users. However, please be aware that we cannot guarantee complete safety from inappropriate material. The responsibility must also lie with each individual to use ICT in a safe, sensible and responsible way.

When using technology, I agree to:

- Use only my own login, passwords and user names and keep these private.
- Never access technology using someone else's login, password or username without permission.
- Never purposefully access or distribute material which may be considered offensive to others (this includes, racist, abusive, indecent material).
- Report any offensive or suspicious material to the technician.
- Never access sites which are unrelated to work e.g. internet shopping, whilst in working time/hours.
- Never enter anyone else's, including the school's, personal information on the internet.
- Never purposefully access inappropriate internet sites.
- Be polite, respectful and friendly to those I contact through technology.
- Never use technology in a way which would be damaging or derogatory to the school, or staffs', reputation. This includes making comments about the school and staff outside of school premises using social networking sites, YouTube and text messages.
- Never to accept pupils (past or present) as friends on social networking sites.
- Never to use digital photographs of other members of staff on social networking sites, websites or other public technology without their permission.
- Never to install software without first discussing with the ICT technician. This applies to teacher laptops used at home.
- Not access and use copy written material without having the correct licences in place.
- Never use mobile phones while directly in charge of pupils.
- Never use AI in real time where pupils can see the live search results.

Remote Learning:

- Students are set work that is accessible, engaging and relevant
- Learning activity instructions are clear and precise
- To apply the highest level of privacy settings for learning platforms, including Teams and Zoom
- All lessons on Zoom to have encrypted invites, unique meeting IDs and secure passwords

I understand that Brunshaw Primary School uses On Guard software on devices connected to the internet. I understand that On Guard checks everything that gets typed into any computer, no matter what the program is, in real time. Using its own Artificial Intelligence, it decides if it needs to be investigated and takes a screenshot of what was written to pass it on to a member of the Senior Leadership Team for further investigation. I understand that I can be identified through my login details and device.

I understand that violating any of the above could result in my temporarily being unable to use school technology and in severe cases could result in disciplinary proceedings. In extreme cases, the police will be informed and criminal prosecution may follow.

Name:

Signature:

Date: