Tottington Primary School

Staff Acceptable Use Agreement

For staff, trainees, volunteers and visitors using school technology, on or off site. I agree to follow these rules when I use school equipment, accounts or systems, including on an approved personal device.

Keep accounts and information secure

- Use my own school login, keep passwords private, use two-step verification where provided and lock or sign out when I leave a device.
- Use approved apps and storage. Access and share information only when authorised. Check recipients and be careful with unexpected links or attachments. Ask IT before installing software or changing security settings.
- Follow the trust's Data Protection Policy and respect copyright. I understand the school may monitor use of its systems in line with its privacy notices.

Communicate professionally

- Use approved school channels to contact pupils and families. Keep contact professional, including when working remotely, and keep personal messaging and social media separate.
- Keep personal devices silent and put away around pupils. Follow the safeguarding rules for smartwatches and trips. Use school equipment for photos and recordings, and check permission and sharing rules.

Use AI to help with workload

- Use school-approved AI tools for tasks such as planning, making resources and drafting generic emails. Use fictional examples or placeholders and add names later in the school system.
- Keep names, photos, pupil work, safeguarding notes and other personal or confidential information out of AI tools. Any exception needs a tool and use specifically approved under the trust's data protection process.
- Check AI output for accuracy, bias, suitability and copyright before using it. Say when you used AI where relevant. Make your own professional decisions about pupils and supervise any approved pupil use.

Report concerns straight away

- Tell the Designated Safeguarding Lead (DSL) or deputy about concerns and record them on CPOMS, or ask the DSL to arrange this if I lack access. Report staff conduct concerns to the Headteacher, or to the Chair of Governors if they concern the Headteacher.
- Tell IT support about security or filtering problems and report suspected data breaches immediately to the trust's Data Protection Officer.

I have read and agree to follow this agreement. The school may address breaches under the relevant school or trust procedures.

Name and role _____

Signature _____ Date _____