



OLD CLEE PRIMARY ACADEMY

Inspired to Believe, Learning to Succeed

Acceptable use agreement (staff, governors, volunteers and visitors)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET:

AGREEMENT FOR STAFF, GOVERNORS, VOLUNTEERS AND VISITORS

Name of staff member/governor/volunteer/visitor:

When using the school's ICT systems and accessing the internet in school, or outside school on a work device (if applicable), I will not:

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)
- Use them in any way that could harm the school's reputation
- Access social networking sites or chat rooms
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software, or connect unauthorised hardware or devices to the school's network
- Share my password with others or log in to the school's network using someone else's details
- Take photographs of pupils on a personal device
- Publish any photographs without checking for permissions
- Share confidential information about the school, its pupils or staff, or other members of the community
- Access, modify or share data I'm not authorised to access, modify or share

I will only use AI tools as directed below:

- AI tools must be used to support learning, teaching, and school-related work only
- AI-generated content should be clearly labelled and not presented as original personal work
- AI tools can only be used for idea generation, spelling & grammar checks, or improving understanding of a topic
- AI can be used to assist with lesson planning or administrative tasks, where appropriate and compliant with school policies
- Permission must be gained to use specific AI platforms to ensure that sites do not compromise the school's cybersecurity
- AI must not be used to cheat, plagiarise, or submit work that was not meaningfully created by the user
- AI tools must not be used to generate or share inappropriate, offensive, or discriminatory content
- No personal data about themselves or others can be imputed into AI systems unless approved by the school
- AI must not be used to impersonate staff, students, or any individual
- Do not enter confidential, sensitive, or personally identifiable information into AI platforms
- The use of AI tools must comply with the school's data protection policies and UK GDPR
- AI must be used responsibly and ethically, with respect for others and honesty in all work
- Users must understand that AI tools can generate inaccurate or biased content and should critically evaluate their outputs
- All misuse or concerning outputs from AI systems should be reported to SLT
- The school reserves the right to monitor AI use on school devices and systems

Breaches of this agreement may result in disciplinary action in line with the school's behaviour policy

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET:

AGREEMENT FOR STAFF, GOVERNORS, VOLUNTEERS AND VISITORS

I will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role.

I agree that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy.

I will let the designated safeguarding lead (DSL) and ICT manager know if a pupil informs me they have found any material that might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.

Signed (staff member/governor/volunteer/visitor):

Date: