



Newdigate C of E Infant School
St Michael's C of E Infant School
(Mole Valley Gateway Federation)

Acceptable Use Policy (AUP): Staff & Policy

Autumn 2025

This policy will be reviewed annually, and updated sooner if there are changes in statutory guidance, local authority requirements, new technologies, or in response to any safeguarding incidents.

This policy covers use of digital technologies in school: i.e. email, internet and network resources, mobile phones, software, equipment and systems.

- I have read the Keeping Children Safe In Education and attended the yearly training.
- I will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will only use equipment/networks for school based purposes unless there are particular or exceptional circumstances, e.g. emergencies and I will always make sure that any use is not to the detriment of my work. If I want to use social media on my own device (e.g. mobile, wrist device) I will only do so at lunchtime or after school when there are no children present.
- I will make sure pupils only use the school e-mail accounts on the school system with adult supervision.
- I will avoid opening and sending personal e-mail on school computers.
- I will treat incoming e-mail with suspicion and will not open attachments unless the author is known.
- I will not browse, download or send material that could be considered offensive.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the On-line Safety Lead and the Head Teacher (who is also the DSL).
- I will not allow unauthorised individuals to access email / Internet / network, or other school / LA systems.
- I understand that all Internet usage / and network usage can be logged and this information is available to the Head Teacher and Chair of Governors, even when using own devices, e.g. mobile phone and wrist devices.
- I will ensure all documents are saved, accessed and deleted in accordance with good safety practice/data protection.
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's recommended system.
- Images of pupils and/or staff will only be taken, stored and used for professional purposes and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network/website without the permission of the parent/carers, member of staff or Head teacher.
- Photographs and videos of children will only be recorded on school owned devices.
- I will report any incidents of concern regarding children's safety to the On-Line Safety Leader, or the Designated Safeguarding Lead Officer/Head teacher.
- I will comply with standard ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I understand that I am responsible for all activity carried out under my username.
- I will not use blogs/social networking sites, e.g. facebook, where my professional conduct could be brought into question or bring the school into disrepute.
- I will not be 'friends' on Facebook with any present/past parents, present/past pupils from Newdigate Infant school. Where there is an established friendship or family connection outside school this may be permissible after consultation with the Head Teacher.

- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any “significant personal use” as defined by HM Revenue & Customs.
- I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body.
- I understand that any information seen by me with regard to staff or pupil information, held within the school’s information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I will remain aware of safeguarding risks relating to misinformation, disinformation, conspiracy theories, and AI-generated content (KCSIE 2025).
- I will ensure I am familiar with filtering and monitoring tools and who to go to if I am concerned
- I will support the school’s On-Line Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies. I will promote On-Line Safety with the children and will help them to develop a responsible attitude to system use, communications and publishing.
- I will only use LA systems in accordance with any appropriate policies i.e. SIMS
- Newdigate school allows staff to bring in personal mobile telephones and devices for their own use.
 - The school does not allow a member of staff to contact a pupil or parent/carer using their personal device unless in an emergency, e.g., if it was on a school outing; or given permission from the Head Teacher.
 - Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.
 - All staff must ensure that their mobile telephones/devices are left in a cupboard or drawer throughout contact time with children.
 - Mobile phone calls may only be taken at staff breaks or in staff members’ own time.
 - If staff have a personal emergency they are free to use the school’s phone or make a personal call from their mobile in a room where children are not present.
 - If any staff member has a family emergency or similar and required to keep their mobile phone to hand, prior permission must be sought from the Head teacher or in her absence, the Head of School.
 - Staff need to ensure that the Head teacher has up to date contact information and that staff make their families, children’s schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
 - All parent helpers will be requested to not use their mobile phone to receive any calls whilst in the school building.
 - All staff are asked out of courtesy not to make/receive calls in the staffroom when other people are present.
 - During group outings staff will carry their mobile phones for emergency purposes only.
 - Mobile phones must not be used to take photographs of children.
 - Mobile phones must not be used by parents to take photographs of children in school or on school visits.

- A senior member of staff reserves the right to check the image content of a member of staff's mobile phone, should there be any cause for concern.
- Should inappropriate material be found then the Designated Safeguarding Lead (DSL) will be contacted immediately. The guidance from the Local Authority as to the appropriate actions will be followed.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Head Teacher. If it is a concern about the Head Teacher it should be reported to the Chair of Governors.
- Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff policy).
- I understand that failure to comply with the Acceptable Use Policy could lead to disciplinary action.



Newdigate C of E Endowed Infant School Acceptable Use Policy (AUP): Staff & Visitors

User Signature

- I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent Acceptable Use Policy (normally an annual revisit).
- I agree to abide by the school's most recent Acceptable Use Policy.
- I agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Signature

Date

Full Name(printed)

Job title/Role