



Acceptable Use Policy

Staff, Governors and Volunteers

September 2026 · Next review: September 2027

Introduction

We ask everyone involved in the life of Holy Cross & All Saints RC Primary School to follow an Acceptable Use Policy (AUP), which outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).

This AUP is reviewed annually. Staff, governors and volunteers are asked to read, understand and follow it when starting at the school, at the start of every school year, and whenever changes are made. All staff (including support staff), governors and volunteers have particular legal and professional obligations. Online safety is part of safeguarding as well as part of the curriculum, and it is everybody's responsibility to uphold the school's approach as set out in our Online Safety Policy, which is available on the school website and from the school office.

If you have any questions about this AUP or our approach to online safety, please speak to our Designated Safeguarding Lead (DSL), Mrs A Bell (Headteacher), or one of our Deputy DSLs: Ms A Richardson, Mrs J Randle or Mrs R Whittaker. You can contact them through the school office at office@holycrossallsaints.salford.sch.uk.

All staff, governors and volunteers agree to the following:

1. Safeguarding and reporting

- I have read and will follow the school's Online Safety Policy (available on the school website and from the school office) and Part 1 of Keeping Children Safe in Education (KCSIE) 2026.
- I understand that online safety is a core part of safeguarding. I will report any concerns, inappropriate behaviour, or child-on-child abuse to the Designated Safeguarding Lead (DSL) immediately and record them on CPOMS (governors and volunteers without CPOMS access will tell the DSL directly). I will report concerns about a member of staff to the Headteacher (or to the Chair of Governors if the concern is about the Headteacher).
- I understand that I must report any concern that a child may be experiencing sexual abuse, including abuse that happens online or through images (real or AI-generated), to the DSL without delay.
- I will use supportive, practical methods to teach online safety and will avoid victim-blaming language.
- I will follow best-practice approaches to online safety education, avoiding scare tactics and other unhelpful prevention methods (see onlinesafetyprinciples.lgfl.net).

2. Devices, systems and data security

- Logins for school systems are issued by the computer technician, with delegated authority from the Headteacher.
- I will keep my passwords secret, use Multi-Factor Authentication (MFA) where required, and lock my screen when leaving my device unattended.

- I will check with the Computing Lead if I want to use any new platform or app that has not already been approved by the school.
- I will report any accidental data leaks or suspected phishing emails to the Headteacher and the school's Data Protection Officer immediately, as set out in the school's Data Protection and Cyber Security policies, without fear of penalty.
- I will not attempt to bypass the school's security, filtering or monitoring systems.
- I will tell the DSL if I notice over-blocking, gaps in the filtering, or pupils getting round the school's filtering or monitoring.
- I will not use a mobile hotspot or a Virtual Private Network (VPN) to provide internet access to any school device.
- I understand that all my activity on school systems and devices is monitored and can be reviewed by authorised staff.
- If I take a school device off site, I will keep it secure, I will not let anyone else (including family members) use it, and I will follow this AUP just as I would in school.

3. Professional conduct and communication

- I will use only official school systems for school business and communication: my school email account and Google Classroom (messages to parents are sent through the school office text messaging system and email). I will not use personal email or personal social media for school purposes.
- I will only use staff WhatsApp groups for general arrangements (for example reminders, cover, meeting times or social arrangements), and my messages will always be professional.
- I will never use WhatsApp or any other personal messaging app to share pupils' names, personal information, photos or videos of pupils, safeguarding or SEND information, or any other sensitive school information. This information will only be shared through school email or CPOMS.
- I will never use WhatsApp or any other personal messaging app to contact pupils or parents about school matters.
- I will never contact pupils through personal channels and will report any pupils who attempt to contact me.
- I will maintain a professional online presence, review my privacy settings, and not post negative or threatening comments. I will not discuss the school, pupils or families on social media.
- I will tell the DSL/Headteacher about any existing personal relationships with pupils or their families as soon as possible.

4. Phones, photos, video and AI

- I will keep my personal mobile phone on silent and out of sight when in the presence of children, and will only use it in private staff areas, except when taking photos for educational purposes as set out below.
- I understand it is forbidden to take secret photos, videos or recordings of staff or pupils, including remotely, with any device. Other personal recording devices and wearable technology such as smart glasses are not permitted in school without written permission from the Headteacher.
- I may use my personal phone to take photos or videos of pupils for educational purposes only. I will take them openly, never in secret and never in a one-to-one situation, and only of pupils whose parents have given consent (I will check the school's consent list first).
- I will move any photos or videos of pupils to the school Google Drive as soon as possible and then delete them from my phone, including the 'recently deleted' folder and any cloud backup (such as

iCloud or Google Photos). I will never share them on personal social media or messaging apps, including staff WhatsApp groups.

- My phone will be protected with a passcode.
- The school's approved AI tool is Microsoft 365 Copilot. I will only use it while signed in with my school Microsoft 365 account, and I will not use any other AI tools (for example ChatGPT, Gemini, or Copilot on a personal account) for school work unless the Computing Lead has approved them. My use of AI will be ethical, legal and transparent.
- I will not enter sensitive information about pupils, staff or families (such as safeguarding, SEND or health information) into any AI tool.
- I understand that AI tools are blocked for pupils, and I will not give pupils access to AI tools.
- I will always check the accuracy, quality and safety of anything AI produces, including AI answers in search results, before sharing it with others, especially children.

5. Supervising pupils

- I will physically monitor and guide pupils when they are using devices or the internet in the classroom.
- I will prepare and check all online resources and videos for appropriateness (including checking for adverts) before showing them to pupils.
- I will teach pupils about online risks, critical thinking, and the "4 Cs" of online risk: Content, Contact, Conduct and Commerce.
- I will make the most of teachable moments as they arise in the classroom to promote online safety and digital literacy.

6. Acceptable use

- I will never use school devices or networks to access illegal, extreme or inappropriate material.
- I will not support or promote extremist organisations or materials.
- I understand that failure to comply with this agreement could lead to disciplinary action under the Staff Code of Conduct, or, for governors and volunteers, to my role being reviewed or ended.

Questions

If anything in this AUP is unclear, or you are not sure whether something is allowed, please ask the Headteacher, the Computing Lead or the school office at office@holycrossallsaints.salford.sch.uk before you go ahead.