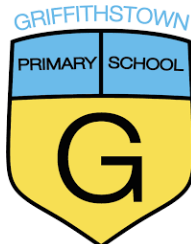




Griffithstown Primary School Staff, Governor and Volunteer Acceptable Use Agreement



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School Policy

Digital technologies have become integral to the lives of everyone, including children and young people, both within schools and in their lives outside school. The internet and digital technologies are powerful tools, which can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. The school has the right to protect to protect itself and its systems and all users should have an entitlement to safe access to the internet and digital technologies at all times.

This acceptable use policy is intended to ensure:

- that staff, governors and volunteers will be responsible users and stay safe while using the internet and digital technologies for educational, personal and recreational use
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- that staff are protected from potential risk in their use of technology in their everyday work.

The school will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to minimise the risk to the safety, privacy or security of the school community and its systems. I acknowledge the potential of digital technologies for enhancing learning and will endeavour to integrate them in a way that aligns with the school's policy, ethos and values.

For my professional and personal safety:

- I understand that the school will monitor my use of school devices and digital technology systems
- I understand that the rules set out in this agreement also apply to use of these devices and technologies out of school, and to the transfer of personal / sensitive data (digital or paper based) out of the school (
- I understand that the school devices and digital technology systems are primarily intended for educational use and that I will only use them for personal or recreational within relevant school policies.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I will store my passwords securely and in line with the school's relevant security policy. I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

I will be professional in my communications and actions when using digital technologies and systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner. I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital/video images, and taking account of parental permissions. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the school website) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites in the school in accordance with school policies.



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- I will only communicate with learners and parents/carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any online activity that may compromise my professional responsibilities.

The school has the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- I will abide by all relevant guidance and legislation (e.g. Keeping Learners Safe / UK GDPR)
- I will ensure that I am aware of cyber-security risks and that I will not respond to any communications that might put my / school data or systems at risk from attack
- *When I use my personal mobile devices in school, I will follow the rules set out by the school, in the same way as if I was using school equipment. I will ensure that any such devices are protected by up to date anti-virus / anti-malware software and are free from viruses.*
- *When communicating in a professional capacity, I will only use technology and systems sanctioned by the school.*
- *I will use personal accounts on school systems responsibly.*
- I will exercise informed safe and secure practice when accessing links to content from outside of my organisation to reduce the risk of cyber security threats.
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not access illegal, inappropriate or harmful content on school systems.
- I will not bypass any filtering or security systems that are used to prevent access to such content.
- I will not install or attempt to install unauthorised programmes of any type on a school device, nor will I try to alter device settings, unless this is allowed in school policies
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the school Data Security Policy (or other relevant policy). Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based documents containing personal data must be held in lockable storage.
- I understand that the data protection policy requires that any staff or learner data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using Generative Artificial Intelligence (Gen AI) systems in my professional role I will use these responsibly and:

- I will only use Gen AI tools approved or authorised by the school.
- I understand that the school may monitor my use of Gen AI tools and technologies.
- I will use Gen AI systems in compliance with established security measures, access protocols and school policies.
- I will comply with data protection legislation, including UK GDPR, whenever using Gen AI systems.
- I will ensure that any sensitive or personally identifiable information relating to staff, learners, parents/carers or the school is only entered into Gen AI systems that have been approved through the school's Data Protection Impact Assessment (DPIA) process and where there is a lawful basis for processing.
- I will immediately report any Gen AI related incidents, anomalies, security concerns, bias, inaccuracies or potential harm to the appropriate person.
- I will critically evaluate all Gen AI outputs and will not rely upon them without appropriate professional judgement, human oversight and fact-checking.
- I will take reasonable steps to avoid spreading misinformation, inaccurate content or biased outputs generated by AI systems.
- I will be aware of the risks of bias, discrimination and hallucinations within AI-generated content and will review outputs accordingly.
- I will respect copyright, intellectual property rights and ethical standards when uploading content and using AI-generated outputs.
- I will take care to avoid intellectual property, including learners' work, being used to train AI systems without appropriate authorisation or consent.



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- I will ensure transparency by acknowledging where Gen AI has significantly contributed to documents, communications, presentations or other outputs.
- Where personal data has been processed using Gen AI systems, I will ensure that appropriate privacy information is provided in line with the school's data protection obligations.
- I will communicate professionally and responsibly when using Gen AI systems and will not use Gen AI to create misleading, deceptive, harmful or offensive content.
- I will not use Gen AI systems to impersonate other individuals or organisations.
- I will use Gen AI tools responsibly to create authentic and beneficial content that respects the identity, dignity and wellbeing of all members of the school community.
- I will support learners in the safe, ethical, appropriate and effective use of Gen AI and emerging technologies.
- I will use Gen AI tools with learners in ways that uphold and enhance their privacy, wellbeing, safety and trust.
- I will ensure that any Gen AI applications used in teaching, learning or administration have been appropriately vetted and approved in accordance with school procedures.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have appropriate permissions to use the original work of others in my own work and will reflect this with appropriate acknowledgements, particularly where Generative AI has been used.
- Where content is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of the school:

- I understand that this acceptable use agreement applies to my use of digital technologies related to my professional responsibilities, within or outside of the school.
- I will ensure my use of technologies and platforms is in line with the school's agreed codes of conduct.
- I understand that this acceptable use agreement applies to all Gen AI and emerging technology activities undertaken within or outside school premises where those activities relate to my professional responsibilities.
- I understand that if I fail to comply with this acceptable use agreement, including the misuse of Generative AI or emerging technologies, I could be subject to disciplinary action. This could include a warning, suspension, referral to Governors and/or the Local Authority and, in the event of illegal activities, the involvement of the Police.
- I have read and understand the above and agree to use the school digital technology systems (both in and out of the school) and my own devices (in the school and when carrying out communications related to the school) within these guidelines.

Staff/Volunteer Name:

Signed:

Date: