AYLSHAM LEARNING FEDERATION

ICT ACCEPTABLE USE POLICY (STAFF/GOVERNORS/VISITORS)

Policy Reference:	JT/ICT Acceptable use policy (Staff/Governors/Visitor)	Review Frequency:	1 Year
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Ratified by the Governors' Curriculum, Assessment and Achievement Committee on: **15.09.2027**

Signed: .....

Chair

ICT and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies 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. All users should have an entitlement to safe access to the internet and digital technologies at all times.

This code of conduct is provided to ensure that:

- All users are aware of their responsibilities and stay safe when using any form of ICT provided by or directed by Aylsham Learning Federation or Norfolk County Council.
- School systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- Staff, governors and visitors are protected from potential risk in their use of technology in their everyday work.

Any concerns or clarification should be discussed with:

Aylsham High School:	Kathryn Garnham – Deputy Headteacher
	Joanna Tuttle – Director of Business and Community Strategy
Bure Valley School:	Jamie Olney – Headteacher (Primary)
	Maddie Gough-deputy Headteacher
John of Gaunt Infant and:	Jamie Olney – Headteacher (Primary)
Nursery School	Sophie Gravelling – Deputy Headteacher
John Bears Nursery:	Jamie Olney – Headteacher (Primary)
	Sophie Gravelling – Deputy Headteacher
	Claire Nutt – Operations Manager

This policy will be given to new staff members to sign as part of the staff induction process and will be distributed to all staff annually in September. Access to this policy will be given to members of each school's/setting community on entry to the school/setting.

- All staff, governors and visitors understand that ICT includes a wide range of systems, including mobile phones, smart watches, laptops and tablets.

- All staff understand that they have a responsibility to use the school's computer system in a professional, lawful, and ethical manner. It is a disciplinary offence (including possible termination) to use the Federation's ICT system and equipment for any purpose not permitted by its owner.

- All staff, governors and visitors understand that this acceptable use policy applies not only to work and the use of the Federation's digital technology equipment in school, but also applies to the use of Federation systems and equipment off the premises and the use of personal equipment on the premises, or in situations related to employment by the Federation.

- All staff, governors and visitors will not disclose any passwords provided to them by the Federation or other related authorities. Nor will they try to use any other person's username and password. All staff, governors and visitors should not write down or store a password where it is possible that someone may steal it.

- All staff, governors and visitors must use Artificial Intelligence (AI) tools, including generative AI, responsibly and professionally. Confidential personal or safeguarding information must never be entered into public AI systems. AI generated content must always be checked for accuracy and staff remain responsible for any work produced using AI.

- All staff, governors and visitors understand that they are responsible for all activity carried out under their username.

- All staff, governors and visitors will ensure devices are locked whenever left unattended and users must take reasonable steps to protect Federation equipment from loss, theft or unauthorised access.

- Staff, governors and visitors will not install any hardware or software on any Federation owned device without the permission of Mike Hampstead – Network Manager.

- All staff, governors and visitors understand that their permitted use of the internet and other related technologies is monitored and logged and will be made available, on request, to their line manager, and/or Senior Leadership Team in line with any disciplinary procedures. This relates to all Federation owned devices, including laptops and ipads provided by the Federation.

- All staff, governors and visitors will only use each school's/setting's email/internet/learning platforms and any related technologies for uses permitted by the Executive Headteacher/Headteacher or Governing Board.

- All staff, governors and visitors will ensure that all their Federation/school/setting generated electronic communications are appropriate and compatible with their role.

- All staff, governors and visitors will only communicate with pupils, parents and colleagues through Federation approved communication systems unless specifically authorised as part of their role.

- All staff, governors and visitors will ensure that all data is kept secure and is used appropriately as authorised by the Executive Headteacher/Headteacher or Governing Board and in line with the guidance given under the general data protection regulations and in accordance with the data protection act. If in doubt they will seek clarification. This includes taking data off site.

- All staff, governors and visitors understand that the data protection policy requires that any staff or learner data to which they have access, must be kept private and confidential; except when it is deemed necessary that they will be required by law or by Federation policy to disclose such information to an appropriate authority or member of the senior leadership team.

- All staff, governors and visitors will not access, copy, remove or otherwise alter any other user's files, without their express permission.

- Personal devices must only be used in each school/setting in line with the staff code of conduct. All network usage regardless of whether it is work related or otherwise is monitored. If you access personal information that you wish to remain confidential you do so at your own risk.

- All staff, governors and visitors using Federation and personal equipment within each school/setting will not browse, download, upload or distribute any material that could be considered offensive, illegal (e.g child sexual abuse images, criminally racist material, terrorist or extremist material, adult pornography covered by the Obscene Publications Act) or discriminatory or inappropriate, or may cause harm or distress to others.

- All staff, governors and visitors must remain vigilant to cyber security threats including phishing emails, malicious links and fraudulent requests. Any suspected cyber security incident must be reported immediately to Mike Hampstead, ICT Services Manager.

- All staff, governors and visitors will not try to use any programmes or software that might allow them to bypass the filtering/security systems in place to prevent access to such materials.

- All staff, governors and visitors will immediately report any illegal, inappropriate or harmful material or incident, they become aware of, to the appropriate person.

- All staff, governors and visitors will only use the approved email system(s) for any Federation/school/setting business.

- Images will only be taken, stored and used for purposes in line with Federation policy. Images will only be distributed outside the Federation network/learning platform if they comply with our held photographic consent form or when specific permission from the parent/carer has been obtained.

- All staff, governors and visitors will comply with copyright and intellectual property rights.

- All staff, governors and visitors will report any incidents of concern regarding staff use of technology and/or children's safety to the Designated Safeguarding Lead or Executive Headteacher/Headteacher (Primary) in line with the Federation's safeguarding policy.

- All staff, governors and visitors remain professionally responsible for all material they create, publish or share using Federation systems, including content created with the assistance of AI.