Staffordshire University Academies Trust

ICT Acceptable Use Policy and Agreements

Last reviewed	**July 2026**
Reviewed by	**Business and Operations Officer**
Approved by	**CEO**
Date of approval	**July 2026**
Policy owner	**Operations Director**
Location	**MS Teams**

ICT Acceptable Use Policy and Agreements

This Acceptable Use Policy outlines the commitment of Staffordshire University Academies Trust to safeguard members of our Academy communities online, in accordance with statutory guidance and best practice. This Policy applies to all members of the Trust community (including staff, learners, volunteers, parents and carers, visitors, community users) who have access to and are users of Trust digital systems, both in and out of the workplace. It also applies to the use of personal digital technology on Trust sites (where this has been permitted, only).

Digital technologies have become integral to the lives of children and young people, inside and outside of academies, and are crucial for the working practices of staff across the Trust. These technologies are powerful tools, which open up new opportunities for everyone, stimulate discussion, promote creativity and effective learning, and reduce workload for staff and learners. Young people have an entitlement to safe internet access and safe use of digital technologies, and staff are entitled to work in a secure digital environment.

To ensure the online safeguarding of members of our Trust community, it is important that all members of that community work together to develop and maintain safe and responsible online behaviours, learning from each other and from good practice elsewhere, reporting inappropriate online behaviours, concerns, and misuse, as soon as these become apparent.

Our Trust is committed to protecting the children and young people in our care, in line with the law. We are also committed to safeguarding users of our technological systems including staff, volunteers and other stakeholders within our communities. We are committed to equipping children with the knowledge needed to make the best use of the internet and technology in a safe, considered and respectful way, so they are able to reap the benefits of the online world. The delivery of online safety content within the curriculum and embedding this within each Academy's whole school approach is incredibly important in ensuring the effectiveness of online safety strategies and policy delivery.

This Acceptable Use Policy is intended to ensure that:

- All end users will be responsible and stay safe while using the internet and other digital technologies.
- SUAT and Academy systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- Use of technology meets safeguarding requirements and that users understand how to use systems safely and securely.
- Users are aware that filtering and monitoring systems are in place to help identify safeguarding concerns, inappropriate content and potential cyber security risks and that use of Trust systems may be monitored for these purposes.
- Risks relating to cyber security and safeguarding are managed.

All Acceptable Use Agreements apply to the use of technology and systems and services provided to or accessed by individuals as detailed within this document. This may include use of laptops, mobile phones, tablets, digital cameras, and email as well as IT networks, data and data storage, remote learning and online and offline communication technologies.

All technology use should be consistent with the ethos of the Trust and Academy ethos and values, behaviour and safeguarding policies, codes of conduct, confidentiality agreements, national and local education and child protection guidance, and the law. The Computer Misuse Act 1990 makes the following criminal offences:

- To gain unauthorised access to computer material.
- To gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.

Acceptable Use Agreements within this document include:

- Students – 6th Form, KS3 and KS4
- Pupils – KS1 and KS2
- Pupils – entry to KS1
- Staff and volunteers
- Parents / carers
- Community users

Student Acceptable Use Agreement

KS3, KS4 and Sixth Form Students

The Academy will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect students to agree to be responsible users.

This acceptable use agreement is intended:

- To ensure that learners will have good access to devices and online content, be responsible users and stay safe while using digital technologies for educational, personal, and recreational use.
- To help learners understand good online behaviours that they can use in school, but also outside of school.
- To protect Academy devices and networks from accidental or deliberate misuse that could put the security of the systems and users at risk.
- To inform users about responsible behaviours in relation to using technology, and that they have a responsibility to help keep themselves and other users safe online, and to look after the devices.

I understand that I must use Academy technology systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. For my own personal safety:

- I understand that the Academy will monitor my use of the systems, devices, and digital communications for safeguarding and cyber security reasons.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password.
- I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger" when I am communicating online.
- I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- If I arrange to meet people offline that I have communicated with online, I will do so in a public place and take an adult with me. I will inform a responsible adult e.g. parent, carer, teacher.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
- I understand that I must use Academy approved websites and applications.

- I understand that I must not click on any links or attachments that appear suspicious, are unusual or that I am not expecting to receive, and report these to a member of staff.
- If I bring in memory sticks/CDs from outside of school, I will always give them to a member of staff so they can be checked for viruses and content before opening them.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the Academy's systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the Academy's systems or devices for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube).
- I understand that Artificial Intelligence (AI) tools may only be used when permitted by the Academy and by my teachers.
- I will not use AI tools to cheat, complete assessed work dishonestly or submit work as entirely my own where I have relied on AI to generate significant parts of the work.
- I will not enter personal information about myself or others into AI systems.
- I understand that AI-generated information may be inaccurate and I will check information carefully before using it.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive, or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the Academy has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my own personal devices (mobile phones etc.) in school if I have permission.
- I understand that, if I do use my own devices in the school, I will follow Staffordshire University Academies Trust's Online Safety Policy and the rules set out in this agreement, in the same way as if I were using school equipment.
- I will not use devices to record or take photos of others in school.
- I understand the risks and will not try to upload, download, or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software; however, this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will not install or attempt to install or store programmes of any type on any Academy device, nor will I try to alter computer settings.
- I will treat other people kindly, including any messages I send online.
- I understand that school monitors my use of devices / the internet to keep me safe.
- I will only use social media sites with permission and at the times that are allowed.

- If I get unpleasant, rude, or bullying emails or messages, I will report them to a member of staff. I will not delete them straight away, but instead, keep them so I can show them to the person I am reporting it to.
- I will always be myself and not pretend to be anyone or anything I am not. I know that posting anonymous messages or pretending to be someone else is not allowed.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

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

- I understand that the Academy also has the right to take action if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be online-bullying, use of images or personal information).
- I will take appropriate care of any Academy devices under my care, to prevent them from being stolen or accessed by those who aren't allowed to.
- I understand that if I fail to comply with this acceptable use agreement, I may be subject to disciplinary action. This could include loss of access to the school network/internet, detentions, suspensions, contact with parents and in the event of illegal activities, involvement of the police.

Please complete the sections on the next page to show that you have read, understood, and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to Academy systems and devices.

I have read and understand the above and agree to follow these guidelines when:

- I use the Academy's systems and devices (both in and out of school).
- I use my own devices in the school (when allowed) e.g. mobile phones, cameras etc.
- I use my own equipment out of the school in a way that is related to me being a member of the Academy e.g. communicating with other members of the Academy, accessing Academy emails, website etc.

Name of Student	
Form / Class	
Signature	
Date	

Pupil Acceptable Use Agreement

KS2 Pupils

The Academy will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect pupils to agree to be responsible users.

This acceptable use agreement is intended:

- To ensure that learners will have good access to devices and online content, be responsible users and stay safe while using digital technologies for educational, personal, and recreational use.
- To help learners understand good online behaviours that they can use in school, but also outside school.
- To protect Academy devices and networks from accidental or deliberate misuse that could put the security of the systems and users at risk.
- To inform users about responsible behaviours in relation to using technology, and that they have a responsibility to help keep themselves and other users safe online, and to look after the devices.

For my own personal safety:

- I understand that what I do online will be supervised and monitored and that I may not be allowed to use devices in the Academy unless I follow these rules and use them responsibly.
- I will only visit internet sites that adults have told me are safe to visit.
- I will keep my username and password safe and secure and not share it with anyone else.
- I will be aware of “stranger danger” when I am online / using the internet.
- I will not share personal information about myself or others when online.
- If I arrange to meet people off-line that I have communicated with online, I will do so in a public place and take a trusted adult with me. I will inform a responsible adult e.g. parent / carer / teacher.
- I will immediately tell an adult if I see anything that makes me feel uncomfortable when I see it online.

I will look after the devices that I use, so that the Academy and everyone in the Academy can be safe:

- I will handle all the devices carefully and only use them if I have permission.
- I will not try to alter the settings on any devices or try to install any software or programmes.
- I will tell an adult if a device is damaged or if anything else goes wrong.
- I will only use the devices to do things that I am allowed to do.
- I will not use devices to record or take photos of others in school.

I will think about how my behaviour online might affect other people:

- When online, I will act as I expect others to act toward me.
- I will not copy anyone else's work or files without their permission.
- I will be polite and responsible when I communicate with others, and I understand that others may have different opinions to me.
- I will not take or share images of anyone without their permission.

I know that there are other rules that I need to follow:

- I will only use my own personal devices (mobile phones etc.) in the school if I have permission.
- If I get unpleasant, rude, or bullying emails or messages, I will report them to a teacher or other adult. I will not delete them straight away, but instead, keep them so I can show them to the person I am reporting it to.
- I will always be myself and not pretend to be anyone or anything I am not. I know that posting anonymous messages or pretending to be someone else is not allowed.
- If I am allowed, I still have to follow all the other school rules if I use them.
- I will only use social media sites with permission and at the times that are allowed.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
- I should have permission if I use the original work of others in my own work.
- I will not click on any links or attachments that look suspicious, unusual or that I am not expecting.
- I will only use websites and applications that the Academy allow.
- I will treat other people kindly, including any messages I send online.
- I understand that school monitors my use of devices / the internet to keep me safe.
- If I bring in memory sticks/CDs from outside of school, I will always give them to my teacher so they can be checked for viruses and content before opening them.
- If I use AI tools approved by the Academy, I will use them safely and responsibly.
- I will not enter personal information about myself or anyone else into AI tools.
- I will ask an adult if I am unsure whether I am allowed to use an AI tool.

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

- I know that I am expected to follow these rules in school and that I should behave in the same way when out of school as well.
- I will take appropriate care of any Academy devices under my care, to prevent them from being stolen or accessed by those who aren't allowed to.
- I understand that if I do not follow these rules, I may be subject to disciplinary action. This could include loss of access to the school network/internet, detentions, suspensions, parents/carers contacted and in the event of illegal activities involvement of the police.

Please complete the sections below to show that you have read, understood, and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the Academy systems and devices (both in and out of school)
- I use my own devices in school (when allowed) e.g. mobile phones, cameras etc.

- I am out of school and involved in any online behaviour that might affect the school or other members of the school.

Name of Pupil	
Class	
Signature	
Date	

Pupil Acceptable Use Agreement

KS1 Pupils

The Academy will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect pupils to agree to be responsible users.

This acceptable use agreement is intended:

- To ensure that learners will have good access to devices and online content, be responsible users and stay safe while using digital technologies for educational, personal, and recreational use.
- To help learners understand good online behaviours that they can use in school, but also outside school.
- To protect Academy devices and networks from accidental or deliberate misuse that could put the security of the systems and users at risk.
- To inform users about responsible behaviours in relation to using technology, and that they have a responsibility to help keep themselves and other users safe online, and to look after the devices.

When I use computers or devices, I must behave responsibly to help keep me and other people safe online and to look after the computers / devices.

To keep me safe:

- I understand that what I do online will be supervised and monitored (watched) by a teacher, to keep me safe, and that I may not be allowed to use computers or devices in school unless I follow these rules.
- I will only visit internet sites that adults have told me are safe to visit.
- I will keep my username and password safe and secure and not share it with anyone else.
- I will be aware of “stranger danger” when I am online / using the internet.
- I will not share personal information about myself or others when online, for example, my address, my school, my full name.
- If I arrange to meet people off-line that I have talked to online, I will do so in a public place and take a trusted adult with me. I will tell my parents / carers / teachers.
- I will immediately tell an adult if I see anything that makes me feel uncomfortable or upset when I see it on the screen.

I will look after the devices I use, so that the Academy and everyone there can be safe:

- I will handle all the devices carefully and only use them if I am allowed to.
- I will not try to alter the settings on any devices or try to install any software or programmes.
- I will tell an adult if a device is damaged or if anything else goes wrong.
- I will only use the devices to do things that I am allowed to do.
- I will not use devices to record or take photos of others in school.

I will think about how my behaviour online might affect other people:

- When online, I will act as I expect others to act toward me.
- I will not copy anyone else's work or files without their permission.
- I will be polite and responsible when I communicate with others, and I understand that other people may have different opinions to me.
- I will not take or share images / pictures of anyone without their permission.

I know that there are other rules that I need to follow:

- I will only use my own personal devices in the Academy if school say that I am allowed to.
- If I am allowed, I still must follow all the other school rules if I use them.
- I will only use websites that I am allowed to, and speak to a teacher if I want to use social media.
- I will try not to use copies of other people's work, and will ask a teacher if I am unsure.
- If I am not sure about information that I find on the internet, including if that information is right, I will ask a teacher.
- I should have permission if I use the original work of others in my own work.
- I should not click on any links or attachments that look suspicious.
- If I bring in memory sticks/CDs from outside of school, I will always give them to my teacher so they can be checked for viruses and content before opening them.
- If I get unpleasant, rude, or bullying emails or messages, I will report them to a teacher or other adult. I will not delete them straight away, but instead, keep them so I can show them to the person I am reporting it to.
- I will always be myself and not pretend to be anyone or anything I am not. I know that posting anonymous messages or pretending to be someone else is not allowed.
- If I think there is a problem with my computer or device, I will report this to a teacher as soon as possible.

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

- I know that I am expected to follow these rules in school and that I should behave in the same way when out of school as well.
- I will take care of devices / computers.
- I understand that if I do not follow these rules, that the Academy may not let me use the network/internet, I may have detentions, suspension, and my parents/carers could contacted.
- In the event of illegal activities, the police could be called.
- I will treat other people kindly, including any messages I send online.
- I understand that school monitors my use of devices / the internet to keep me safe.
- I will take appropriate care of any Academy devices under my care, to prevent them from being stolen or accessed by those who aren't allowed to.

Please write your name below to show that you have read, understood, and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, you won't be allowed to use a computer / device.

I have read and understand the above and agree to follow these guidelines when:

- I use the Academy systems and devices (both in and out of school).

- I use my own devices in school (when allowed) e.g. mobile phones, cameras etc.
- I am out of school and involved in any online behaviour that might affect the school or other members of the school.

Name of Pupil	
Class	
Signature	
Date	

Pupil Acceptable Use Agreement

Entry KS1 Pupils

When I use computers and the internet, I know that I can stay safe in the following ways:

- I will ask a teacher or suitable adult if I want to use the computers/tablets/devices.
- I use the internet / device only when an adult is with me.
- I only click on links and buttons when I know what they do.
- I will only use activities that a teacher or suitable adult has told or allowed me to use.
- I will take care of computers/tablets and other equipment.
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.
- I will tell a teacher or suitable adult if I see something that upsets me on the screen.
- I know that if I break the rules, I might not be allowed to use a computer/tablet.
- I will treat other people kindly, including any messages I send online.
- I understand that school monitors my use of devices / the internet.
- I will look after the computers and devices that I use.

Name of Pupil	
Class	
Signature	
Date	

Staff (and Volunteer) ICT Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, inside and outside of academies, and are crucial for the working practices of staff across the Trust. These technologies are powerful tools, which open up new opportunities for everyone, stimulate discussion, promote creativity and effective learning, and reduce workload for staff and learners. Young people have an entitlement to safe internet access and safe use of digital technologies, and staff are entitled to work in a secure digital environment. All digital technology should be used in a safe, lawful and ethical manner.

This Acceptable Use Policy is intended to ensure that:

- Staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- SUAT ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- Staff are protected from potential risk in their use of ICT in their everyday work.
- Staff understand Trust expectations regarding safe and responsible technology use, and that cyber and safeguarding risks can be managed under their professional duties.

The Academy will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for pupils and students, and whilst there is no intention to unduly limit use of technology, it will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Agreement
I understand that I must use Academy ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and working and will ensure that learners receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed online safety in my work with young people.

For my professional and personal safety:

- I understand that the Academy will monitor my use of its digital technology and communication systems for cyber security and safeguarding purposes.
- I understand that the rules set out in this agreement also apply to use of Academy ICT systems (e.g. laptops, email, online systems etc.) inside and outside of the school, and to the transfer of personal and Academy data (digital or paper based) outside of the Academy.
- I understand that Academy ICT and digital technology systems are primarily intended for educational use and work purposes, and that I will only use the systems for personal or recreational use within the policies and rules set down by the Trust and Academy.

- 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 understand that I should not write down or store a password where it is possible that someone may gain access to it.
- Where Multi-Factor Authentication (MFA) is provided, I will use it and will not approve authentication requests that I have not initiated myself.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person (Principal or Senior Leadership Team member with ICT responsibility).
- I will immediately report any personal data breach, cyber security incident or AI-related incident, including unauthorised use of AI systems, accidental disclosure of personal data to AI platforms, generation of harmful content, suspected algorithmic bias or any other safeguarding or security concern.
- I understand that any equipment and internet services provided by the Academy or Trust is intended for education purposes and professional use and should only be accessed by members of staff.

I will be professional in my communications and actions when using Academy systems, when I am communicating in a professional capacity, or communicating any information about the Academy / Trust / its stakeholders:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will not remove files from the system before the end of their retention period and will seek approval in accordance with Academy procedures, for the removal of files.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate and understand 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, with images which are appropriate, and in accordance with the Trust's policy on the use of digital/video images.
- I will not use my personal equipment to record these images, I will not use devices to record or take photos of others in school without express permission and using Academy devices only.
- Where these images are published (e.g. on the website) it will not be possible to identify by name, or other personal information, those who are featured, unless there is consent in place to do so, and in accordance with the Use of Images Policy.
- I will ensure that my communication is made in accordance with the code of conduct and confidentiality agreements.
- I will only use social networking sites in accordance with the relevant policies (including Data Protection, Use of Images and Social Media).
- I will only communicate with learners and parents/carers using official school systems. Any such communication will be professional in tone and manner.
- I understand that written communications that I make could become contractually binding and therefore must have the appropriate permissions before committing to binding agreements in writing.
- I will not engage in any on-line activity that may compromise my professional responsibilities.
- I understand that any communication or written information, whether digital or paper based, could be subject to a subject access request (personal information) or freedom of information request (organisational information).
- I will ensure that my computer / device screen is locked at all times when not in use, even if I leave my workstation or device temporarily, and I will not share the password for unlocking any computers or devices.
- I will ensure that on any shared devices, I log out of any systems in use and log out of my profile before another individual uses the device, to ensure data security.

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

- If/when I use my mobile devices in school, I will follow the rules set out in this agreement, in the same way as if I were using school equipment. I will also follow any additional rules set by the school about such use including via the Safeguarding Policy and procedures and Mobile Phone Policy and procedures. I will use personal devices in the designated 'zones' only.
- I will ensure that any such devices are protected by up-to-date anti-virus software and are free from viruses.
- I will not use personal email address/es on the Academy's ICT systems or for any Academy or official business.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will immediately report suspected phishing emails, malicious links, unexpected MFA request or other cyber security concerns using the Trust's reporting procedures.
- I will ensure that my data is regularly backed up, in accordance with relevant policies. I will notify the appropriate person when I become aware of any issues or concerns with backups.
- I will not try to upload, download, or access any materials which are illegal (child sexual abuse images, criminally racist material, terrorist or extremist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others.
- I will not try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will not disable or cause any damage to Academy 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 Data Protection Policy and Data Sharing Policy. Any information that I share will be done securely and in accordance with 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 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 Trust policy to disclose such information to an appropriate authority.
- I will not download applications to Academy devices, nor will I access any unauthorised / unofficial / suspicious websites.
- I understand that my use of technology is subject to the Information Security Policy.
- I will only use Trust-approved Artificial Intelligence (AI) tools and services.
- I will not use Artificial Intelligence (AI) systems as the sole basis for decisions relating to safeguarding, recruitment, disciplinary matters, exclusions, complaints, SEND provision, performance management, capability procedures or any other matter requiring professional judgement. Human oversight and accountability must always be maintained.
- I will not enter personal data, safeguarding information, confidential Trust information, commercially sensitive information, or any other restricted information into AI systems unless expressly approved and compliant with Trust policies.
- I understand that AI-generated content may be inaccurate and I remain responsible and accountable for checking the accuracy, appropriateness and legality of any content, decisions,

communications or documents supported by AI systems. The use of AI does not remove professional or legal responsibilities.

- I will exercise professional judgement to identify and mitigate any inaccurate, biased, discriminatory or misleading outputs produced by AI systems.
- using or sharing it.
- Use of AI systems must comply with the Trust's Data Protection, Information Security and Online Safety requirements.
- I will be transparent regarding the use of AI where required by Trust procedures and will not knowingly present AI-generated content as wholly my own work where disclosure is required.
- I will not create, distribute, store or use AI-generated images, video, audio or other synthetic media that could mislead, impersonate, bully, harass, discriminate against or otherwise cause harm to another individual.
- Any suspected deepfake, synthetic media or AI-generated content involving members of the Trust community that raises safeguarding, welfare, reputational or security concerns will be reported immediately in accordance with Trust safeguarding and incident reporting procedures.
- No new AI application, platform or service shall be used for Trust business without appropriate approval, procurement due diligence, information security assessment and, where necessary, completion of a Data Protection Impact Assessment (DPIA).
- I will not use personal chat and social media networking sites in the Academy unless this is in line with work within the Trust. Please speak to the Principal if in doubt.
- I will not engage in any on-line activity that may compromise my professional responsibilities or compromise the reputation of the sponsor, SUAT or any individual Academy.
- I will report any filtering breaches to the DSL in line with the Safeguarding Policy, or breaches of the Information Security Policy to the DPL.
- I will take appropriate care of any Academy devices under my care, to prevent them from being stolen or accessed by individuals on an unauthorised basis.
- I will not keep documents or information which contain Academy or Trust related sensitive or personal information, or business critical information, including images, files, videos, email correspondence, documentation, on any personal devices.
- I will immediately report any damage, faults, cyber security concerns, virus infections or suspected malware affecting Trust devices, applications or systems.
- I will support learners to practice online safety, to keep themselves and others safe.
- If I have lost any Academy related documents, information or files, I will report this to the Data Protection Lead as soon as I become aware of this.
- Where relevant to my role, I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of learners and where I deliver or support remote/online learning, I will comply with the Remote Learning and Remote Meetings Policies.
- I will not upload, download, or access any materials which are illegal, or engage in online activities or communications which could compromise or conflict with my professional responsibilities.

When using the online systems in my professional capacity or for Academy sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work.
- Where work or images are protected by copyright, I will not download or distribute copies (including music and videos).
- If using audio / visual material during lessons, I will ensure that the age restriction is appropriate for the audience (i.e. do not show 15 certificate films to Year 7 pupils). If I wish to show material that is of a different age restriction, then parental consent will be sought.

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

- I understand that this acceptable use policy and agreement applies not only to my work and use of Academy's digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the Trust.
- I understand that school monitors my use of devices / the internet for safeguarding and cyber security reasons.
- I understand that if I fail to comply with this acceptable use agreement, I could be subject to disciplinary action in accordance with the relevant policies. This could include a warning, a suspension, and in the event of illegal activities the involvement of the police.

Use of Social Media

SUAT staff and volunteers should ensure that:

- No reference should be made in social media to pupils, parents / carers or SUAT staff that is perceived to be slanderous.
- They do not engage in online discussion on personal matters relating to members of the Trust's or Academy's community, other schools, the Trust sponsor, or connected organisations.
- Personal opinions should not be attributed to SUAT or an individual Academy.
- They check their security settings on personal social media profiles regularly to minimise risk of loss of personal information.
- They are aware of their role within the community and the position of trust they are in, therefore careful consideration should be given to any material that is posted on the internet and social media environments.
- They do not invite current or ex-learners to be online friends / have access to social media environments they contribute to.
- They have checked and have appropriate privacy settings on all of their social media presence.
- They are aware that when they respond to Academy social media sites their personal information may be available if the appropriate security / privacy settings have not been set up correctly.

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the Academy) within these guidelines.

Staff / Volunteer Name	
Signed	
Date	

Parent / Carer Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, both within the Academy and outside. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access and access to digital technologies.

This Acceptable Use Agreement is intended to ensure that:

- Young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- Academy systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- Parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their online behaviour.

The Academy will try to ensure that learners will have good access to digital technologies to enhance their learning and will, in return, expect the learners to agree to be responsible users. A copy of the relevant Pupil / Student Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of Academy expectations of the young people in their care.

Parents are requested to sign the permission form below to support the Academy in this important aspect of the it's work and for learners to have access to digital technologies at school.

Use of Digital / Video Images

The use of digital / video images plays an important part in learning activities. Learners and members of staff may use digital cameras to record evidence of activities in lessons and outside of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the Trust or individual Academy website and occasionally in the public media where there is permission in place to do so.

SUAT academies will comply with data protection legislation and request parents / carers permission before taking images of pupils, in accordance with our Use of Images Policy. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at events for their own personal use (as such use in not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other pupils in the digital / video images.

I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, online education to help them understand the importance of safe use of technology and the internet – both in and out of school. I, with my child, have read and discussed the Acceptable Use Agreement and understand that the the Academy will help keep my child safe online.

Digital Technologies

I understand that the Acceptable Use Agreement applies to my child's use of school devices and systems on site and at home, and personal use where there are safeguarding and/or behaviour concerns. This may include if online behaviour poses a threat or causes harm to another child, could have repercussions for the orderly running of the school, if a child is identifiable as a member of the school, or if the behaviour could adversely affect the reputation of the setting.

I understand that the Academy will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. ICT system use will be monitored by staff members, when Academy systems and technology are used inside

or outside of school, for safeguarding and cyber security purposes. I understand that the Academy cannot ultimately be held responsible for the nature and content of materials accessed online or where learners are using personal mobile or smart technologies.

I understand that the Academy will implement systems to ensure that my child can access an online environment safely and securely, and that there are measures that parents and learners should take to ensure that they remain safe online in accordance with this agreement.

I understand that my son's / daughter's activity on the ICT systems will be monitored for safeguarding and cyber security reasons, and that the Academy will contact me if they have concerns about any possible breaches of the Acceptable Use Agreement.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the Academy if I have concerns over my child's online safety.

I understand that Artificial Intelligence (AI) technologies are increasingly available to young people and that these tools can present both opportunities and risks. I will support my child in using AI safely, critically and responsibly and will report any concerns regarding AI-generated content, deepfakes, online impersonation or harmful chatbot interactions to the Academy.

I will encourage my child to use technology in accordance with Acceptable Use Agreements and the Online Safety Policy.

As the parent / carer of the learner/s named in this agreement, I agree to support my child to use digital technology safely and take appropriate care over Academy owned devices and technology.

I and my child, are aware of the importance of safe online behaviour and will not deliberately upload or share any content that could upset, threaten the safety of or offend any member of the Academy or Trust community or content that could adversely affect the reputation of the Academy or Trust.

I will inform the Academy if I have concerns over my child's or other members of the Academy community's safety online. I understand my role and responsibility in supporting online safety approaches and safeguarding my child online.

Parent / Carer Name	
Signed	
Learner Name	
Date	

Acceptable Use Agreement for Community / Visitors

This Acceptable Use Agreement is intended to ensure:

- That community users of Academy digital technologies will be responsible users and stay safe while using these systems and devices.
- That Academy systems, devices and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That users are protected from potential risk in their use of these systems and devices.

Acceptable Use Agreement

I understand that I must use Academy systems and devices in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems, devices and other users. This agreement will also apply to any personal devices that I bring into SUAT academies.

- I understand that my use of Academy systems and devices and digital communications will be monitored remotely for cyber security and safeguarding reasons.
- I will not use a personal device that I have brought into the Academy for any activity that would be inappropriate in a school setting. I will use personal devices in approved areas of the school only e.g. 'mobile phone zones.'
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others.
- I will not use devices to record or take photos of others in school.
- I will not use Artificial Intelligence systems, including image, video or audio generation tools, to create, manipulate or distribute content relating to members of the Trust community without appropriate authority and consent.
- I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
- I will not access, copy, remove or otherwise alter any other user's files, without permission.
- I will ensure that if I take and / or publish images of others I will only do so with their permission and with the permission of the Head Teacher.
- I will not publish or share any information I have obtained whilst in the Academy on any personal website, social networking site or through any other means, unless I have permission from the individual Academy Head Teacher.
- I will not, without permission, make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on an Academy device, nor will I try to alter computer settings, unless I have permission to do so.
- I will not disable or cause any damage to SUAT equipment, or the equipment belonging to others.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).
- I understand that if I fail to comply with this Acceptable Use Agreement, the Academy has the right to remove my access to Academy systems / devices.
- I will take appropriate care over Academy devices, network and infrastructure and report any concerns regarding devices, technology or systems as soon as I become aware of them.
- I understand that I have the responsibility to take appropriate care over Academy information, and treat this as confidential.
- I understand that in the event of illegal activities that are identified through the use of Academy systems, the involvement of the police will be required.

I have read and understand the above and agree to use the Academy ICT systems (both in and out of SUAT academies) and my own devices (in SUAT academies and when carrying out communications related to SUAT) within these guidelines.

Name _____

Signed _____

Date _____

Wi-Fi Acceptable Use

This applies to anyone using Academy / Trust Wi-Fi systems. Users are advised that all use of technology is subject to our policies, procedures, the law, and ethical use.

- All Wi-Fi is provided for educational use only.
- The Academy will not be liable for any damages or claims arising from the use of its wireless service.
- The Academy will not be responsible for the security, safety, insurance or ownership of any device that is on the premises but is not the property of the Trust.
- The system must be used lawfully.
- Devices connected to the Wi-Fi must be subject to measures to ensure that they are adequately secure, such as having antivirus software installed. Users must be aware that access to community or guest Wi-Fi is by the user's own risk as the safety of traffic across the network is not guaranteed.
- Users must not attempt to bypass any of the security systems in place and will keep any passwords required to access the Wi-Fi secure.
- Any damage incurred to any systems is the sole responsibility of the user.
- The Academy will ensure that the network is shared fairly with all users. Staff and pupil / student access will be prioritised and they will use a secure network service that is not freely open to visitors.
- The downloading of any unauthorized applications, software etc. is prohibited.
- Use of Wi-Fi may be monitored for online safety, security and safeguarding reasons. If it is suspected that the Wi-Fi has been subject to inappropriate use, access may be restricted or terminated fully. If the system is used for criminal purposes, this will be reported to the police.
- Use of Wi-Fi will be in accordance with the Information Security Policy.