



SOUTH CAMBERLEY PRIMARY AND NURSERY SCHOOL

Frimley Road, Camberley, Surrey, GU15 2QB
t: 01276 63870 e: schooloffice@southcamberley.surrey.sch.uk

www.southcamberley.surrey.sch.uk

Executive Headteacher: Mrs Nicky Wright



Acceptable Use Policy September 2024

AUP Review Date	September 2024
Date of Next Review	September 2025
Reviewer	Computing Subject & Online Safety Leader

Covers use of all digital technologies in school: i.e. email, Internet, intranet, network resources, learning platform, software, communication tools, equipment and systems.

- I will follow the Online Safety & Data Protection Policies.
- I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Executive Head Teacher and Governing Board.
- I will not reveal my password(s) to anyone.
- I will follow 'good practice' advice in the creation and use of my password. If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access my school email address / the Internet / the school network, or other school systems, or any Local Authority (LA) system I have access to without the Executive Head Teacher's prior consent.
- I will ensure all documents, data etc., are printed, saved, accessed and deleted / shredded in accordance with the school's Data Protection Policy.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I understand that I am responsible for any/all IT-related equipment loaned to me in order to fulfil my professional duties, including network access, and accept that any damage caused through negligence may be subject to discipline and the cost of repair or replacement.





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- I will only use the approved email system(s) for any school business. This is currently: Office 365. Governors are the only exception to this.
- I will only use school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business.
- I will not browse, download or send material that could be considered offensive to colleagues.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach or equipment failure to the Computing Subject Leader or School Business Manager.
- I will not download any software or resources from the Internet that can compromise the network, might allow me to bypass the filtering and security system or are not adequately licensed.
- I will check copyright and not publish or distribute any work including images, music and videos, that is protected by copyright without seeking the author's permission.
- I will not connect any device to the network that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's anti-virus software.
- I will follow school data security protocols when using any such data at any location.
- I will not use personal clouds or any other storage devices in school.
- I will not use personal digital cameras or camera phones or digital devices for taking, editing and transferring images or videos of pupils or staff and will not store any such images or videos on personal devices or at home.
- I will only use school-approved equipment and networks for storage, editing or transfer of digital images / videos and ensure I only save photographs and videos of children and staff on the appropriate system or staff-only drive within school.
- I will ensure that mobile phones and personally-owned devices are not used during lessons or formal school time. They should be switched off (or silent) at all times and stored securely away. Use of mobile phones during the school day will be limited to before school, break time, lunch break and after school, if not on duty during these times.





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- I will ensure that during permitted times, mobile phones and other personally-owned devices are used in designated areas which are: staff rooms and classrooms when children are not present.
- I will ensure that any private social networking sites / blogs etc. that I create or actively contribute to are not confused with my professional role.
- I will ensure, where used, I know how to use any social networking sites / tools securely, so as not to compromise my professional role.
- 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 understand that the General Data Protection Policy requires 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 alert the Computing Subject Leader and/or Child Protection Officer / appropriate senior member of staff if I feel the behaviour of any user of the school’s IT systems may be a cause for concern.
- I understand that it is my duty to support a whole-school safeguarding approach and will report any behaviour (of other staff or pupils), which I believe may be inappropriate or concerning in any way, to the Computing and Online Safety Leader or a senior member of staff.
- I understand that all Internet and network traffic / usage is logged through Senso and this information can be made available to the Executive Head Teacher / Safeguarding Lead on their request and is regularly reviewed.
- I understand that Internet encrypted content (via the https protocol), may be scanned for security and/or safeguarding purposes.
- I share immediately with the DSL and computing lead any identified breaches or attempted breaches of the school’s filtering and monitoring system. This includes ‘accidental’ or ‘unintentional’ attempts caused by misspelling, ‘pop ups’ or exploring of the internet.





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- I understand the risks to children and the potential grooming behaviour caused by sharing or accessing of inappropriate content and will report any such incidents immediately to the DSL, executive head and/ or computing lead.
- *Staff that have a teaching role only:* I will embed the school's Online Safety and Computing Policy into my teaching.





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Acceptable Use Policy (AUP): Agreement Form

All Staff, Volunteers, Governors

User Signature

- I agree to abide by all the points above.
- I understand that I have a responsibility for my own and others' online-safeguarding and I undertake to be a 'safe and responsible digital technologies user'.
- I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent Online Safety & Data Protection Policies.
- I understand that failure to comply with this agreement could lead to disciplinary action.

Signature: [Signed via google form](#)

