



# ACCEPTABLE USE OF COMPUTING AT SANDFIELD PRIMARY SCHOOL

## SANDFIELD STAFF AGREEMENT

Approved On:	10 <sup>th</sup> February 2026
Staff:	Headteacher Computing Subject Lead
Notes:	Non-Statutory Safeguarding related policy
<b>Next Review Date:</b>	<b>Spring 2029</b>



**Headteacher: Mrs Kate Collins**

## **Expectations**

Covers use of digital technologies in and out of school (within professional responsibilities): i.e. email, Internet, intranet and network resources, learning platform, software, equipment and systems.

Use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Head and Local Academy Committee.

We ask that mobile phones are not used during lessons or the school day, unless required for Multi-Factor Authentication.

Staff will not browse, download or send material that could be considered offensive to colleagues or children.

Staff will not share school passwords with people outside of the school and will take care to protect them from being lost/ copied.

Staff will report any accidental access to, or receipt of inappropriate materials, or filtering breach immediately to the Computing Subject Leader or Computing Technician.

Staff will not allow unauthorised individuals to access email / Internet / network or other school / Local Authority systems.

Staff will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.

Staff understand that all Internet usage / and network usage can be logged and this information could be made available on request.

Staff ensure all documents are saved, accessed and deleted in accordance with the school's network security and confidentiality protocols.

Staff will not transfer confidential information on USB/portable media unless encrypted.

Staff will not connect a computer, laptop or other device (including USB flash drive) to the network that does not have up-to-date anti-virus software.

Staff ensure that any private social networking sites / blogs etc that they create or actively contribute to, are not confused with their professional role.

Staff will not engage in any online activity that may compromise professional responsibilities.

Staff agree and accept that any hardware or software loaned to them by the school, is provided solely to support professional responsibilities. Staff will take due care to ensure that no unnecessary damage/loss comes to hardware borrowed in breach of our insurance terms, both on and off school premises.

If staff wish to use personal hardware on school premises, they will ensure that the Computing technician is aware and that it has passed a recent electronic test. (PAT)

After returning equipment staff will report any damages or loss.

Staff will ensure that any photographs or press photography, online or offline comply with parental permissions. A copy of each child's records is available from the office.

Staff understand that Data Protection Policy requires that any information seen by them 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 or required by law to disclose such information to an appropriate authority.

Staff ensure they are aware of digital safeguarding issues and online safety so they are appropriately embedded into classroom practice. (Please see Sandfield Online Safety Policy)

Staff will ensure that they do not use their mobile phones around or in view of children. Designated areas such as the Staff Room are appropriate places to make calls and send messages.

Staff understand that failure to comply with the Staff Acceptable Use Policy could lead to disciplinary action.

## **Acceptable Use of Computing Staff User Approval**

**I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent Staff Acceptable Use Policy (reviewed annually).**

**I wish to have an email account; be connected to the network & Internet; be able to use the school's Computing resources and systems.**

Full Name:

Job Title:

Signature:

Date:

Authorised Signature (Head Teacher or Computing Leader)

**I approve this user to be set-up, or continue, to use Computing in school.**

Signature:

Date:

**This form is to be completed online by all new and existing staff (see Staff Handbook)**