



Acceptable Use Agreement – Staff

The Crypt School

June 2025

Last Reviewed	June 2025
Lead Person	Deputy Head (Safeguarding, Wellbeing & Inclusion) IT Manager
Governing Body Committee	Pupil Welfare Committee
Approved	June 2025
Next Review Date	June 2027

1.1 Introduction

This policy applies to all adult members of The Crypt School Community (including staff, volunteers, contractors, parents/carers, visitors and students) who have access to and are users of the School's digital technology systems, both in and out of school.

Everyone who works for The Crypt School has a responsibility to ensure that data is collected, accessed, stored and handled appropriately and lawfully. Every user must ensure that they adhere to the following statements in order to meet the legal obligations of the school and their individual obligations.

All members of staff are expected to abide by relevant school policies (available on the School website). Special consideration should be given to the following:

- Data Protection Policy
- Social Media Policy
- Acceptable Use Policy
- Safeguarding Policy
- Staff Code of Conduct

1.2 IT Acceptable Use Standards

All Users must:

1. Protect school IT resources by careful and considerate use of equipment and networks, reporting faults and minimising the risk of introducing computer viruses or similar to the system.
2. Protect individuals from harmful or inappropriate material accessible via the Internet or electronic media.
3. Protect the confidentiality of individuals and of school matters and safeguard Users by complying with relevant legislation, including, but not limited to:
 - Data Protection Act 2018 and UK General Data Protection Regulation
 - Privacy and Electronic Communications Regulations
 - Copyright, Designs and Patent Act 1988
 - Computer Misuse Act 1990
 - Counter-Terrorism and Security Act 2015 (encompassing the "Prevent Duty")
 - The Regulation of Investigatory Powers Act (RIPA) 2000
 - Waste Electrical and Electronic Equipment Regulations 2006, the Environmental Protection Act 1990, the Waste Management Regulations 2006.
 - The Department for Education [Digital and Technology Standards for Schools and Colleges](#)

- Keeping Children Safe in Education (KCSIE)

Users should understand and adhere to their signed Acceptable Use Agreement.

1.3 Agreement Statements

4. I will not contact or attempt to contact any pupil in any way other than school-approved and school-monitored ways. Please advise the Headmaster if you are socially connected to pupils as a relative/family friend.
5. I will communicate with others in a professional manner. I will not use aggressive or inappropriate language and I will respect others who may have differing opinions.
6. I will never use school devices and networks / internet / platforms / other technologies to browse, access, download or send material that is offensive, extremist, illegal, or in any way inappropriate for an educational setting.
7. I understand the importance of upholding my online reputation, my professional reputation, and that of the school, and I will do nothing to impair them.
8. I will not arrange or attempt to create any remote / virtual meetings, lessons, or similar online communications without the prior knowledge and approval of the school. I will not record or take screenshots of myself or pupils during lessons / meetings, unless the purpose is made clear to all parties and the need has been established and approved by senior staff.
9. I will not store school-related data on personal devices, storage, or non school cloud platforms.
10. I will ensure that no personal photographs, videos or bookmarked websites are synced to my school iPad or laptop.
11. I will not access, attempt to access, store, or share any data which I do not have express permission for. I will check all permissions prior to any uploading or sharing images of others.
12. I will ensure that data I am responsible for is stored in our Google Workspace environment and that my school iPad (if applicable) is synced to iCloud.
13. I will only use complex passwords and not use the same password across different platforms / systems. I will use multi-factor authentication when advised to do so by the School IT team. I will protect and never share my credentials. If I suspect a breach I will **immediately** notify Gordon Taylor (IT Manager) or one of the IT team and change passwords.
14. I understand that school systems and users are protected by security, monitoring, and filtering services, and that my use of school devices, systems, and logins on my own devices and at home (regardless of time, location or connection), including encrypted content, can be monitored / captured / viewed by the relevant authorised staff members.

15. I will not attempt to bypass security or monitoring and will report any damage, loss or malfunction of any devices loaned to me.
16. When using my own devices on school premises or accessing school systems / platforms, I will ensure I take appropriate steps to safeguard and secure my device.
17. USB sticks / pen drives will be encrypted and virus checked prior to use. BitLocker is enforced for members of staff.
18. I will not disable or cause any damage to the school's equipment, or the equipment belonging to others. I will report any suspected damage, regardless of the cause, to The IT manager (Gordon Taylor) or the IT team.
19. I will not leave laptop computers or any other easily transportable ICT equipment unattended at any time.
20. In order to protect personal data and sensitive information, I will use 'Extend' screen and not 'Duplicate', when projecting / connecting from devices to whiteboards / additional screens.
21. I will report any suspected security incidents, notifications, or security alerts from antivirus systems, firewalls, or malware protection, promptly, to The IT manager (Gordon Taylor) or the IT team.
22. I will not intentionally interfere with the normal operation of the network.
23. I will only use safe and appropriately licensed software. I will respect licensing and intellectual property rights / copyright. Where work is protected by copyright, I will not download or distribute copies, including music and videos.
24. I will not use my school iPad or laptop for gambling or gaming at any time.
25. I understand that breach of this agreement may lead to appropriate staff disciplinary action or termination of my contract. Where appropriate, there may be a referral to other relevant authorities.
26. I understand these restrictions apply when accessing a platform or the school network from any device or location (in and out of school) and to the transfer of personal data (digital or paper-based).

Signature: _____ Name: _____

Role: _____ Date: _____

This agreement is developed from a template created by the Education Data Hub.