



Acceptable Use Policy

Review annually in October last review Oct 26



Mosaic Federation

Acceptable Use Policy for all Staff

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.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of ICT in their everyday work.

The school will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for students / pupils learning and will, in return, expect staff and volunteers to agree to be responsible users.

The Acceptable Use Policy will be shared with all staff they will be required to sign this document to confirm that they adhere to the policy.

Acceptable Use Policy Agreement

- I understand that I must use school 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 will ensure that students / pupils 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 e-safety in my work with young people.

IT Standards on the securing and protection of data:

- I understand the importance of password length and the requirement to change passwords On a regular basis.

For my professional and personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I understand that the school use smoothwall filtering,an intelligent, web content filter that dynamically analyses, understands and categorises all web content requested by your users and a

monitoring system is applied by designated safeguarding leads in line with child protection and safeguarding policy and procedures.

- I understand that the rules set out in this agreement also apply to use of school ICT systems (eg laptops, email, VLE etc) out of school.
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- 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 will immediately report any illegal, inappropriate or harmful material or incident, that I become aware of, to the appropriate person.

I will be professional in my communications and actions when using school ICT systems:

- I will not use any handheld personal devices such as mobile phones in school, unless in the designated areas.
- I will ensure I am aware where the designated areas for use of mobiles phones are located
- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate 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 and in accordance with the school's policy on the use of digital / video images.
- I will only use chat and social networking sites in school in accordance with the school's policies.
- I will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any online activity that may compromise my professional responsibilities.

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

- The use of handheld / external devices (PDAs / laptops / mobile phones / USB devices etc) in school is not permitted. Please switch off your mobile phone.
- I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. 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 addresses on the school ICT systems.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- 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 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 school 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 School Data Policy. Where personal data is transferred outside the secure school network, it must be encrypted.

- I understand that data protection policy requires that any staff or student / pupil 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 school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- 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).

Safeguarding and AI

AI has the power to transform education by helping teachers focus on what they do best: teaching. This marks a shift in how we use technology to enhance lives and tap into the vast potential of AI in our classrooms.

To make the opportunity a reality, we will continue to explore this technology safely to encourage innovation and maximise the benefits for education.

Generative AI has demonstrated that it can help the education workforce by reducing some of the administrative burdens that hard-working teachers, staff and school leaders face in their day-to-day roles.

Research demonstrates that generative AI could also be used for tasks such as feedback and tailored support in schools.

Evidence is still emerging on the benefits and risks of pupils and students using generative AI themselves. We will continue to work with the education sector to develop understanding of effective and safe use cases.

We will:

- consider the risks and challenges alongside the opportunities and benefits
- continue to work to ensure the safety and reliability of technology, including AI tools, to support teachers and learners
- address the fundamental barriers to effective use, such as connectivity

This statement is informed by:

- [Generative artificial intelligence in education: call for evidence](#)
- [Generative AI in education: educator and expert views](#)
- [Use cases for generative AI in education: user research and technical report](#)

Disinformation, False Information and Fake news

- Disinformation: False information created on purpose to mislead, often by individuals or groups pushing an agenda.
- Misinformation: False information that is shared without intent to mislead.
- Fake news: A broad, popular term often used to describe either of the above when dressed up as credible reporting.

These aren't just harmless rumours. Disinformation and misinformation can:

- Spread hatred, intolerance or conspiracy theories.
- Influence vulnerable young people.
- Cause distress or confusion when presented as fact.
- Undermine trust in genuine information sources.
- Extremist groups use false narratives online to try to radicalise or manipulate young audiences.

Risks for Children and Young People

- They may believe false content and repeat it as truth.
- They may encounter extremist or hateful material online.
- They may feel upset or unsafe when exposed to shocking or misleading claims.
- Many do not have the skills or confidence to challenge what they see.

What We Can Do

- Safeguarding in the digital age means building students' media literacy from the earliest age.
- Teach critical thinking such as how to spot bias, fact-check, and question credibility.
- Embed into curriculum. Use RSHE, Citizenship, or ICT lessons to address online safety and digital resilience.
- Signpost resources with programmes like Be Internet Citizens, Be Internet Legends, and NSPCC's Trust Me provide practical activities.
- Create safe spaces and encourage children to talk about what they see online and support them if they feel upset or unsure.

Helping children recognise fake news isn't about turning them into sceptics. It's about equipping them, giving them the tools to be thoughtful, safe, and resilient digital citizens. By tackling misinformation head-on, schools can empower pupils to make sense of the online world and protect them from the risks of harmful narratives.

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

- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to a termination of contract and in the event of illegal activities the involvement of the police.

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

Signed:

Name:
(please print)

Date: