

# IT and Data Acceptable Use Agreement

## Staff, Visitor and Governors

This agreement is designed to ensure that all staff, visitors and Governors are aware of their professional responsibilities when any form of data or ICT is accessed or used. All staff, visitors (where appropriate) and Governors are expected to sign this agreement and adhere to its content.

In signing this document, you agree to the following:

### Key principles

- **I understand that I must use school systems in a responsible way to ensure there is no risk to my safety or to the safety and security of the system and other users.**
- **I have read and understood The Acer Trust Data Protection Policy and Privacy Notice and I agree to adhere to its principles and processes.**
- **I will ensure that data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.**
- **I agree to follow the school's processes for managing data and understand my responsibility for reporting any breach.**

### General protocols

- I will use school devices and all school digital systems, including email, cloud storage and internet, professionally at all times, keeping any personal use to a minimum.
- I understand that all new third-party applications, AI Software and cloud software must be vetted by the DPO and/or IT department before they are used to process pupil data. I will ensure that all electronic communications with pupils and staff are related to my role and responsibilities, and I will use my school email account for business purposes only.
- I am aware of how to report and deal with malicious or untrusted email to the school's IT team. [Staff only] I will complete Cybersecurity training and maintain my awareness of online safety and the systems used in school to support this. Any data breaches must be reported immediately to the IT department to ensure the ICO are notified within 72 hours.
- Any internal emails that include data relating to a pupil or staff member must be anonymised (by initials) in the subject header and body text. Highly sensitive

<b>Next Review</b>	10/2/2029	<b>Version</b>	2	<b>Approval Date</b>	
<b>Review Cycle</b>	3 years	<b>Owner</b>	TNM	<b>Approval Body</b>	TEG
<b>Mgmt Review</b>	10/2/26	<b>TEG Review</b>	12/3/26	<b>TB Review</b>	N/A

information if being sent externally (3<sup>rd</sup> party) must be sent via encrypted email (such as egress) or password protected.

- Images of pupils and/or staff will only be taken, stored and used for professional purposes in line with school policy and consent on school approved devices or personal devices if approved by senior leadership. Images on personal devices should be transferred to a school device and/or deleted as soon as possible.
- I will not install any hardware or software without the permission of the Network Manager.
- I will support and promote the schools E-Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies.
- I understand my responsibilities as described in the Keeping Children Safe in Education guidance and will notify the school Safeguarding team to any potential safety concerns.
- I will password protect any technologies that I use as part of my role and will not share my password with others. I agree to use strong passwords (e.g., three random words) and will only change them if I suspect my account has been compromised, in line with NCSC guidance. I will ensure my credentials are protected with Multi Factor Authentication (MFA) where possible.

## Working environment

- I agree to keep all paper documents that contains Personal Identifiable Information secure.
- I will ensure that other adults within school or pupils cannot see or gain access to data in any form - paper or electronic.
- I will shred any documents that contain data if not needed for retention.
- I will practice data minimisation by ensuring that I only collect and process the minimum amount of pupil or staff data necessary for my professional role. I will store all personal data in approved school or Trust owned cloud locations, such as Google Drive or OneDrive, rather than on local device storage. I will only keep and store information if it is required by the school's data policy, otherwise it will be deleted immediately.

## Remote working and off site

- I understand that I can access and use school or pupil data off site (working from home/school trips) and accept it is my responsibility to ensure data is kept secure at all times.
- Personal and sensitive data taken off site or accessed remotely must be encrypted or stored/accessed on a password protected device.
- Any paperwork containing data (for example school trip pupil information) must be signed out and back in and upon return it must be shredded.

<b>Next Review</b>	10/2/2029	<b>Version</b>	2	<b>Approval Date</b>	
<b>Review Cycle</b>	3 years	<b>Owner</b>	TNM	<b>Approval Body</b>	TEG
<b>Mgmt Review</b>	10/2/26	<b>TEG Review</b>	12/3/26	<b>TB Review</b>	N/A

- When working at home I understand that I must lock or shut down my device if I ever move away from it. School equipment must not be used by family members.

## Professional responsibility

- I will not give out my own personal details, such as mobile phone number and personal email address to any pupils.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- I will not deliberately upload or add images, video, sounds or text that could upset or offend.
- I will respect copyright and intellectual property rights.
- I will ensure any use of AI is in line with the Trust’s AI Policy. I will ensure I do not upload any confidential data or information into an AI. Any new AI tools should be verified through the Trust’s AI verification procedure.
- I will read and abide by the Social Media for Staff Trust policy and will ensure that my online activity, both in school and outside school will not bring my professional role in disrepute. I will maintain a clear distinction between my personal social media presence and my professional role, ensuring that any contributions I make to websites are not confused with the official opinions or position of the Trust or School.
- I will read and abide by the Trust E-Safety policy, and as such, I will not accept social media invitations from children or young people’s accounts outside of immediate family. I will not share my personal contact details, such as a mobile phone number or personal email address, with any pupils. Nor will I contact students via Direct Message or Instant Messaging systems.
- I will not browse, download, or distribute any material that could be considered offensive, illegal or discriminatory. This includes ensuring that no images, video or text are posted that could upset or offend others or violate fundamental British values.
- I will not connect personal devices to the school network without permission. I understand that, if I do use my own device in school, I am responsible for the device and will ensure it will not compromise the school network by ensuring it has the latest security and OS updates installed. When using my own device, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand that when using my own personal device, the Trust reserves the right to remotely wipe school-related data/accounts if the device is lost or my employment ends.
- I understand that all use of the internet and other technologies can be monitored and logged and can be made available, on request, to my line manager or Headteacher.
- [Staff only] I understand that this forms part of the terms and conditions set out in my contract of employment.

<b>Next Review</b>	10/2/2029	<b>Version</b>	2	<b>Approval Date</b>	
<b>Review Cycle</b>	3 years	<b>Owner</b>	TNM	<b>Approval Body</b>	TEG
<b>Mgmt Review</b>	10/2/26	<b>TEG Review</b>	12/3/26	<b>TB Review</b>	N/A

Any person who has access to data or the school's ICT systems (including email) are required to sign this agreement.

**Name:** \_\_\_\_\_ **Role:** \_\_\_\_\_

To be reviewed and signed annually as part of the staff annual declaration form.

**Signed** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Next Review</b>	10/2/2029	<b>Version</b>	2	<b>Approval Date</b>	
<b>Review Cycle</b>	3 years	<b>Owner</b>	TNM	<b>Approval Body</b>	TEG
<b>Mgmt Review</b>	10/2/26	<b>TEG Review</b>	12/3/26	<b>TB Review</b>	N/A