



Lunsford Primary School

Acceptable Use of Technology for Staff, Visitors, Governors and Volunteers 2025 - 2026

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use Lunsford Primary School IT systems in a professional, lawful, and ethical manner. To ensure that members of staff understand their professional responsibilities when using technology and provide appropriate curriculum opportunities for learners, they are asked to read and sign the staff Acceptable Use of Technology Policy (AUP).

Our AUP is not intended to unduly limit the ways in which members of staff teach or use technology professionally, or indeed how they use the internet personally, however the AUP will help ensure that all staff understand Lunsford Primary School expectations regarding safe and responsible technology use, and can manage the potential risks posed. The AUP will also help to ensure that school/setting systems are protected from any accidental or deliberate misuse which could put the safety and security of our systems or members of the community at risk.

Policy Scope

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services, either provided to me by the school/setting or accessed by me as part of my role within Lunsford Primary School professionally and personally, both on and offsite. This may include my use of devices such as laptops, mobile phones, tablets, digital cameras, as well as IT systems and networks, email, data and data storage, remote learning systems and communication technologies.
2. I understand that Lunsford Primary School Acceptable Use of Technology Policy (AUP) should be read and followed in line with the school staff code of conduct.
3. I am aware that this AUP does not provide an exhaustive list; all staff should ensure that technology use is consistent with the school ethos, school staff code of conduct and safeguarding policies, national and local education and child protection guidance, and the law.

Use of School Devices and Systems

Headteacher Mr G Anscombe BA (Hons) PGCE NPQH

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Lunsford Primary School

4. I will only use the equipment and internet services provided to me by the school Eg. school provided laptops, tablets, mobile phones, and internet access, when working with pupils.
5. I understand that any equipment and internet services provided by my workplace is intended for educational use and should only be accessed by members of staff. Occasional personal use of the settings devices outside of school hours may be considered as beneficial to the development of staff IT skills and can enable staff to maintain a positive work-life balance. However, this is at the school's discretion and can be revoked at any time.
6. Where I deliver or support remote online learning, I will also comply with the school AUP.

Data and System Security

7. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or securing/locking access.
 - I will use a 'strong' password to access school systems and not share this password with anyone.
 - I will protect the devices in my care from unapproved access or theft. Eg. By not leaving devices visible or unsupervised in public places
8. I will respect school system security and will not disclose my password or security information to others.
9. I will not open any hyperlinks or attachments in emails unless they are from a known and trusted source. If I have any concerns about email content sent to me, I will report them to the IT technician (Kerrie Cosh)
10. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the IT technician (Kerrie Cosh).
11. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including UK GDPR in line with the school information security policies.
 - All personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.
 - Any data being removed from the school site, such as via email or on memory sticks or CDs, will be suitably protected. This may include data being encrypted by a method approved by the school.

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12. I will not keep documents which contain school related sensitive or personal information, including images, files, videos, and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. Where possible, I will use OneDrive to upload any work documents and files in a password protected environment.

13. I will not store any personal information on the school IT system, including school laptops or similar device issued to members of staff, that is unrelated to school activities, such as personal photographs, files or financial information.

14. I will ensure that school owned information systems are used lawfully and appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.

15. I will not attempt to bypass any filtering and/or security systems put in place by the school.

16. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the ICT Support Technician (Kerrie Cosh) as soon as possible.

17. If I have lost any school related documents or files, I will report this to the ICT Support Technician (Kerrie Cosh) and school Data Protection Officer (via Debby Sandeford --Business Manager) as soon as possible.

18. Any images or videos of learners will only be used as stated in the school image use policy.

- I understand images of learners must always be appropriate and should only be taken with school provided equipment and taken/published where learners and their parent/carer have given explicit consent.

Classroom Practice

19. I understand that it is part of my roles and responsibilities to ensure that appropriate filtering and monitoring is implemented by Lunsford Primary School as detailed in the child protection policy, and as discussed with me as part of my induction and/or ongoing safeguarding and child protection staff training.



Lunsford Primary School

20. If there is failure in the filtering software or abuse of the filtering or monitoring systems, for example, I witness or suspect accidental or deliberate access to illegal, inappropriate or harmful material, I will report this to the DSL and IT technician, in line with the school child protection policy.
21. I am aware of the expectations relating to safe technology use in the classroom, safe remote learning, and other working spaces as listed in the child protection policy and acceptable use policy
22. I am aware that generative artificial intelligence (AI) tools may have many uses which could benefit our school/college community. However, I also recognise that AI tools can also pose risks, including, but not limited to, bullying and harassment, abuse and exploitation (including child sexual abuse), privacy and data protection risks, plagiarism and cheating, and inaccurate, harmful and/or biased material. Additionally, its use can pose moral, ethical and legal concerns if not carefully managed. As such, I understand that:
- o AI tools are only to be used responsibly and ethically, and in line with our school child protection, data protection, and professional conduct/behaviour policy expectations.
 - o A risk assessment will be undertaken, and approval will be sought from the senior leadership team prior to any use of AI tools, for example if used in the classroom, or to support lesson planning.
 - o A Data Protection Impact Assessment (DPIA) will always be completed prior to any use of AI tools that may be processing any personal, sensitive or confidential data and use will only occur following approval from the DPO.
 - o I am required to critically evaluate any AI-generated content for accuracy, bias, and appropriateness before sharing or using it in educational contexts.
 - o AI must not be used to replace professional judgement, especially in safeguarding, assessment, or decision-making involving children.
 - o Only approved AI platforms may be used with children. Children/pupils/students must be supervised when using AI tools, and I must ensure age-appropriate use and understanding prior to use.
 - o Any misuse of AI will be responded to in line with relevant school/college policies, including but not limited to, anti-bullying, staff and pupil/student behaviour and child protection.
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23. I will promote online safety with the children in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create by:

- a. exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used.
- b. creating a safe environment where children feel comfortable to report concerns and say what they feel, without fear of getting into trouble and/or be judged for talking about something which happened to them online.
- c. involving the Designated Safeguarding Lead (DSL) (Elizabeth Lomax) or a deputy (Gary Anscombe, Sarah Beckett, Amy Taylor) as part of planning online safety lessons or activities to ensure support is in place for any children who may be impacted by the content.
- d. Informing the DSL and/or leadership team if I am teaching topics which could create unusual activity on the filtering logs, or if I believe the filtering system is placing unreasonable restrictions on teaching, learning or administration.
- e. make informed decisions to ensure any online safety resources used with children is appropriate.

24. I will respect copyright and intellectual property rights and ensure my use of online platforms and tools is safe, legal and ethical; I will obtain appropriate permission to use content, and if videos, images, text, or music are protected, I will not copy, share, misuse, plagiarise, or distribute them.

25. I am aware that generative artificial intelligence (AI) tools may have many uses which could benefit our school/college community. However, I also recognise that AI tools can also pose risks, including, but not limited to, bullying and harassment, abuse and exploitation (including child sexual abuse), privacy and data protection risks, plagiarism and cheating, and inaccurate, harmful and/or biased material. Additionally, its use can pose moral, ethical and legal concerns if not carefully managed. As such, I understand that the use of AI as part of our education/curriculum approaches is permitted by staff in line with our Artificial Intelligence Policy.

26. A risk assessment will be undertaken, and approval will be sought from the senior leadership team prior to any use of AI being used by pupils.

27. Any misuse of AI will be responded to in line with relevant school/college policies, including but not limited to, anti-bullying, staff code of conduct, behaviour and child protection.

Mobile Devices and Smart Technology

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28. I will ensure that my use of mobile devices and smart technology is compatible with my professional role, does not interfere with my work duties and takes place in line with the staff code of conduct and the school mobile technology policy and the law.

Use of Social Media and Mobile Technology

29. I have read and understood the school policy which covers expectations regarding staff use of mobile technology and social media.

30. I will ensure that my online reputation and use of IT and information systems are compatible with my professional role and in line with the staff code of conduct, when using school and personal systems. This includes my use of email, text, social media and any other personal devices or mobile technology.

- a. I will take appropriate steps to protect myself online when using social media as outlined in the online safety and mobile technology and social media policies.
- b. I am aware of the school expectations with regards to use of personal devices and mobile technology, including mobile phones as outlined in the mobile technology and social media policy.
- c. I will not discuss or share data or information relating to learners, staff, school business or parents/carers on social media or via messaging platforms eg. WhatsApp.
- d. I will ensure that my use of technology and the internet does not undermine my professional role or interfere with my work duties and is in accordance with the school code of conduct and the law.

31. My electronic communications with current and past learners and parents/carers will be transparent and open to scrutiny and will only take place within clear and explicit professional boundaries.

- a. I will ensure that all electronic communications take place in a professional manner via school approved and/or provided communication channels and systems, such as a school email address, Class Dojo or Tapestry account or school telephone number.
- b. I will not share any personal contact information or details with learners, such as my personal email address or phone number.
- c. I will not add or accept friend requests or communications on personal social media with current or past learners and/or parents/carers.
- d. If I am approached online by a learner or parents/carer, I will not respond and will report the communication to the headteacher (Gary Anscombe) and / or the Designated Safeguarding Lead (Elizabeth Lomax).



Lunsford Primary School

- e. Any pre-existing relationships or situations that compromise my ability to comply with the AUP will be discussed with the DSL and/or headteacher.

32. If I have any queries or questions regarding safe and professional practise online either in school or off site, I will raise them with the DSL and/or the headteacher.

33. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.

34. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.

35. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the school into disrepute.

Policy Compliance

36. I understand that the school may exercise its right to monitor the use of information systems, including internet access and the interception of emails, to monitor policy compliance and to ensure the safety of learners and staff. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.

Policy Breaches or Concerns

37. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the DSL in line with the school child protection policy.

38. I understand that the school may exercise its right to monitor the use of its devices information systems to monitor policy compliance and to ensure the safety of children and staff. This includes monitoring all school provided devices and school systems and networks including school provided internet access, whether used on or offsite and may include the interception of messages and emails sent or received via school provided devices, systems and/or networks. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.



Lunsford Primary School

35. I will report concerns about the welfare, safety, or behaviour of staff online to the headteacher, in line with the allegations against staff policy.

34. I understand that if the school believe that unauthorised and/or inappropriate use of school devices, systems or networks is taking place, the school may invoke its disciplinary procedures as outlined in the staff code of conduct.

35. I understand that if the school believe that unprofessional or inappropriate online activity, including behaviour which could bring the school into disrepute, is taking place online, the school may invoke its disciplinary procedures as outlined in the staff code of conduct.

36. I understand that if the school suspects criminal offences have occurred, the police will be informed

I have read, understood and agreed to comply with Lunsford Primary School Staff Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site

Name: Signed:

Date:

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