Toftwood Infant and Junior School Federation

Staff, Governor and Visitor Acceptable Use Policy

Toftwood Infant and Junior School Federation provides access to its own networked resources, and Internet resources. Some of these resources are available from outside of the schools and the responsible use rules apply wherever they are used. The Acceptable Use Agreement is reviewed regularly and is intended to protect the whole Federation community by clearly stating what is acceptable and what is not.

You are asked to show you have agreed to this via Microsoft forms and to adhere at all times to its contents. Any concerns or clarification should be discussed with the Executive Headteacher.

- I will only use the Federation email / Internet / Intranet and any related technologies for professional purposes or for uses deemed reasonable by the Executive Head or Governing body.
- I will comply with the Federation ICT system security and not disclose any passwords provided to me by the Federation or other related authorities.
- I will not knowingly compromise the security and smooth running of ICT systems provided by the Federation.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone numbers and personal email addresses to pupils.
- I will only use my @toftwoodfederation.co.uk for any Federation business or anything related to my role in the Federation.
- I will ensure that personal data (such as data held on Compass, CPOMS and other school systems, such as Pupil Asset) are kept secure and used appropriately whether in school, taken off the school premises or accessed remotely.

- I will not install any hardware or software in school without first discussing it with Acora One.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- I will report any unsuitable websites so that they may be blocked.
- I will not use unencrypted memory sticks that hold information about children in line with GDPR.
- Images of pupils and / or staff will only be taken, stored and used for professional purposes in line with Federation policy and where consent of the parent, carer or staff member has been obtained. Images will not be distributed outside the Federation network without the permission of the parent / carer, member of staff or Executive Headteacher.
- I understand that all my use of the Internet and other related technologies is remotely monitored and logged and can be made available, on request to a member of SLT.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in schools and outside school, does not bring my professional role into disrepute.
- I will not use public chat rooms or social networking sites within school unless they are for professional use and relevant to my role.
- I will support and promote the Federation's Online Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.
- All staff must understand that the rules for information systems misuse are specific and misuse may result in disciplinary procedures. If a member of staff is concerned about any aspect of their ICT or internet use either on or off site, they should discuss this with their line manager to avoid any possible misunderstanding.
- I understand that it is my responsibility to ensure that I remain up-to-date, read, understand and abide by the Federation's most recent Online Safety related policies.

Adherence to this policy is required and acknowledgement of this is gained by the completion of a Microsoft Forms document.

Reviewed July 2026. To be reviewed annually.