Blessed Dominic Catholic Primary School

Staff, Governors, Volunteers (AUP) Acceptable Use Policy Agreement

Date of policy September 2026
Next Review: September 2027

Mission Statement

Our mission is to love one another, learn together and believe in God our Father.

LOVE – LEARN- BELIEVE

Acceptable Use Policy (AUP) for STAFF, GOVERNORS, VOLUNTEERS

What is an AUP?

We ask everyone involved in the life of Blessed Dominic Catholic Primary School to sign an Acceptable Use* Policy (AUP), which outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school). This AUP is reviewed annually, and I will be asked to sign it upon entry to the school and every time changes are made.

Why do we need an AUP?

All staff (including support staff), governors and volunteers have particular legal / professional obligations and it is imperative that all parties understand that online safety is part of safeguarding as well as part of the curriculum, and it is everybody's responsibility to uphold the school's approaches, strategy and policy as detailed in the full Online Safety Policy:
https://blesseddominic.ovw1.juniperwebsites.co.uk/page/?title=Policies&pid=12

Where can I find out more?

All staff, governors and volunteers should read Blessed Dominic Catholic Primary School's full Online Safety Policy https://blesseddominic.ovw1.juniperwebsites.co.uk/page/?title=Policies&pid=12 for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc). If you have any questions about this AUP or our approach to online safety, please speak to a member of the Senior Leadership team or the Computing Lead.

These rules will help to keep everyone safe and to be fair to others. Please note that school systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. Your behaviour online when in school and on all school devices whether in school or otherwise may therefore be subject to monitoring.

Also covers school equipment when used outside of school, use of online systems provided by the school or school umbrella body when accessed from outside school, and posts on social media made from outside school premises/hours which reference the school or which might bring your professional status into disrepute.

Blessed Dominic Catholic Primary School regularly reviews and updates all AUP documents to ensure that they are consistent with the school E-Safety Policy.

If you have any questions about this AUP or our approach to online safety, it is your responsibility to please speak to SLT and liaise with the Computing Lead.

By signing this document, I agree to the following:

1. Safeguarding & Reporting

- I have read and will follow the school's Online Safety policy https://blesseddominic.ovw1.juniperwebsites.co.uk/page/?title=Policies&pid=12 and KCSIE Part 1.
- I understand that online safety is a core part of safeguarding. I will report any concerns, inappropriate behaviour, or child-on-child abuse to the Designated Safeguarding Lead (DSL) or Headteacher (in the case of concerns about colleagues) immediately.
- I will use supportive, practical methods to teach online safety and will avoid victim-blaming language.
- I will follow best-practice pedagogy for online safety education, avoiding scaring and other unhelpful prevention methods.
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2. Device, System, & Data Security

- I will keep my passwords secret, use Multi-Factor Authentication (MFA) where required, and lock my screen when leaving my device unattended.
- I will check with the Senior Leadership Team and liaise with the Computing Lead, if I want to use any new platform or app that has not already been approved by the school, to ensure this is quality assured.
- I will report any accidental data leaks or suspected phishing emails to SLT and Computing Lead, immediately as per the school's Cybersecurity and Data Protection Policies https://blesseddominic.ovw1.juniperwebsites.co.uk/page/?title=Policies&pid=12 ,without fear of penalty.
- I will not attempt to bypass the school's security, filtering, or monitoring systems.
- I will not use a mobile hotspot to provide internet access to any school device.
- I understand that all my activity on school systems and devices is monitored and can be reviewed by authorised staff.

3. Professional Conduct & Communication

- I will use only official approved platforms for school business and communication, through LGFL email. I will not use personal email, WhatsApp, or personal social media for school purposes.
- I will never contact pupils through personal channels and will report any pupils who attempt to do so.
- I will maintain a professional online presence, review my privacy settings, and refrain from posting negative or threatening comments.
- I will disclose any pre-existing personal relationships with pupils or their families to the DSL/Headteacher as soon as possible.

4. Photos, Video, & AI

- I will keep my personal mobile phone turned off and out of sight when in the presence of children.
- I understand it is forbidden to take secret photos, videos or recordings of teachers or pupils, including remotely, with any device. Other personal recording devices and wearable technology such as smart glasses are not permitted in school.
- I will only use pre-approved Artificial Intelligence (AI) platforms via my school email account, ensuring my use is ethical, legal, and transparent. To support my understanding of appropriate use of pre-approved AI I will use the videos connected to this link: https://lgfl.net/safeguarding/resources?field_safeguarding_topic=636 .I will also ensure that I abide by all data protection legislation in relation to using these platforms.

- I will always check the accuracy, quality, and safety of any Gen AI outputs, including from search engine results, before sharing with others, especially children.

5. Supervising Pupils

- I will physically monitor and guide pupils when they are using devices or the internet in the classroom.
- I will prepare and check all online resources and videos for appropriateness (including checking for adverts) before showing them to pupils.
- I will educate pupils about online risks, critical thinking, and the "4 Cs" of online risk: Content, Contact, Conduct, and Commerce.
- I will make the most of teachable moments as they arise in the classroom to promote online safety and digital literacy.

6. Acceptable Use

- I will never use school devices or networks to access illegal, extreme, or inappropriate material.
- I will not support or promote extremist organisations or materials.

Appendix 1

Acceptable Use Policy (AUP): Agreement Form

All Staff, Volunteers, Governors

To be completed by the user

I have read, understood and agreed to this policy. I understand that it is my responsibility to ensure I remain up to date and read and understand the school's most recent online safety / safeguarding policies. I understand that failure to comply with this agreement could lead to disciplinary action.

User Signature: _____

Name (Printed): _____

Role: _____

Date: _____

Authorised Signature (Head Teacher / Deputy Headteacher)

I approve this user to be allocated credentials for school systems as relevant to their role.

Systems:

School Protect - Filtering in School
lgfl.net

Safe Filtering
lgfl.net

Senso for safeguarding monitoring

Monitoring
lgfl.net

Signature: _____

Name (Printed): _____

Role: **Headteacher / Deputy Headteacher**

Date: _____