

Acceptable Use of Technology Form for Parents/Carers

Parent/Carer AUP Acknowledgement Form

Our school is committed to providing a safe, respectful and supportive environment in which children can benefit from digital technology while being protected from harm. In line with Keeping Children Safe in Education (KCSIE) 2026, safeguarding is everyone's responsibility and online safety forms an integral part of our wider safeguarding arrangements. This Parent/Carer Acceptable Use Form sets out the shared expectations for the safe, responsible and appropriate use of school technology, systems, online platforms and communications. It also reflects the importance KCSIE places on schools working with parents and carers to help children understand online risks and on maintaining appropriate filtering and monitoring arrangements. By working in partnership, we aim to help children develop the knowledge, judgement and behaviours they need to use technology safely and responsibly, both in school and beyond.

[Child/Pupil/Student]

Acceptable Use of Technology Policy Acknowledgement

1. I have received and read the St Edmund's School [Child/Pupil/Student] Acceptable Use of Technology Policy (AUP) and have discussed its expectations with my child in a way that is appropriate to their age, understanding and needs.
2. I understand that the AUP explains how my child is expected to use technology safely, kindly, lawfully and responsibly, including when using:
 - St Edmund's School provided devices, accounts, systems and internet access;
 - St Edmund's School provided technology away from the setting;
 - personal devices or services where their use affects the safety or wellbeing of a child or another person, disrupts the safe or effective operation of the St Edmund's School, or raises a safeguarding or behaviour concern.
3. I understand that access to online content through St Edmund's School devices and systems is appropriately filtered and that use of St Edmund's School-provided devices, accounts and systems may be monitored, including when they are used away from the setting. St Edmund's School has provided information about its filtering and monitoring arrangements in the Safeguarding policy which can be found here <https://www.stedmunds.org.uk/about-us/policies-inspection-reports/>
4. I understand that filtering and monitoring arrangements help to keep children safe, protect systems and support compliance with relevant policies, but cannot remove every online risk. Monitoring will be proportionate and undertaken in accordance with data protection, privacy and human rights

requirements.

5. I am aware of the St Edmund's School's expectations concerning mobile phones and smart devices and will support my child to follow them. If my child may need an exception or reasonable adjustment because of a disability, medical condition, communication need or other individual circumstance, I will discuss this with St Edmund's School so that appropriate arrangements can be considered, agreed and recorded. I will support any individual arrangements agreed for my child. If I need to contact my child during the school day, I will call St Edmund's School office (01227 475600) or another agreed contact route (such as emailing their form teacher or Housemaster), unless an alternative arrangement has been agreed.
6. I will support my child to understand and follow the St Edmund's School's expectations for technology use, including social media, mobile phones, online communication, images and recordings and, where relevant, artificial intelligence tools.
7. I will model safe, positive and respectful online behaviour and support my child not to create, post or share content that identifies, targets, threatens, bullies, harasses or risks causing harm to a child, family, member of staff or another member of St Edmund's School community.
8. If I have a concern or complaint, I am encouraged to use the St Edmund's School's established communication, safeguarding or complaints routes, as appropriate, so that it can be properly considered.
9. I will report concerns about my child's online safety, or online concerns that may affect the safety or wellbeing of another member of St Edmund's School community, to an appropriate member of staff. This may include their form tutor or Housemaster, the Designated Safeguarding Lead or Headteacher. Where their necessary, I may also report the concern to another relevant organisation.
10. If St Edmund's School has concerns about my child's online safety or behaviour, I understand that these will be considered fairly and proportionately in line with relevant safeguarding, behaviour and other procedures. St Edmund's School will communicate with me where it is appropriate and safe to do so.
11. I understand my role in helping my child to use technology safely. As appropriate to my child's age, understanding and needs, I will consider the use of parental controls, provide suitable supervision and support, and encourage safe and responsible use of the internet and other technology at home.
12. I know that I can seek online safety information or support from St Edmund's School by accessing the relevant policies on the school website [Policies & Inspection Reports - St Edmund's School](#) or by contacting the Designated Safeguarding Lead or another appropriate member of staff.

I acknowledge that I have received and read the St Edmund's School [Child/Pupil/Student] Acceptable Use of Technology Policy and have discussed its expectations with my child.

Child's name:

Class/group:

Parent/carer's name:

Parent/carer's signature:

Date:

Acceptable Use of Technology:

Staff, Visitors and Volunteers Form

Staff Acceptable Use of Technology Policy (AUP)

As a professional organisation with responsibility for safeguarding, all staff are expected to use technology in a professional, lawful, ethical and responsible manner.

Our school is committed to creating a safe, respectful and professionally responsible digital environment for all members of the school community. In line with Keeping Children Safe in Education (KCSIE) 2026, safeguarding and promoting the welfare of children is everyone's responsibility, and the safe and appropriate use of technology is an important part of this duty.

This Staff and Volunteers Acceptable Use Policy sets out clear expectations for the professional use of school devices, systems, networks, online platforms, communications and emerging technologies, including artificial intelligence (AI). It should be read alongside the school's safeguarding, staff behaviour/code of conduct, online safety, data protection and related policies. All staff and volunteers are expected to maintain appropriate professional boundaries, protect confidential and personal information, follow the school's filtering and monitoring arrangements, report safeguarding or online safety concerns promptly, and use technology in ways that support pupils' safety, wellbeing and education. By following this policy, staff and volunteers contribute to a strong safeguarding culture in which technology is used safely, responsibly and transparently

All staff are required to read, understand and sign this AUP.

Policy scope

1. I understand that this policy applies to my use of technology systems and services provided by St Edmund's School or accessed by me as part of my role within St Edmund's School, both on and offsite. It also applies to personal use of technology where this is linked to my role, involves St Edmund's School community, uses St Edmund's School systems or information, could affect safeguarding, professional boundaries, confidentiality or data protection, or could reasonably impact on my professional role or the reputation of the St Edmund's School.
2. I understand that the St Edmund's School Acceptable Use of Technology Policy (AUP) should be read and followed in line with the school's Safeguarding Policy and Staff Code of Conduct.

3. I am aware that all staff should ensure that technology use is consistent with St Edmund's School ethos, St Edmund's School staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

Use of St Edmund's School devices and systems

4. I will use St Edmund's School -provided or approved equipment, systems and internet services when working with children unless otherwise formally agreed by leaders.
5. I understand that St Edmund's School equipment, systems and internet services are provided for education and/or professional use. Reasonable personal use is permitted and, where allowed, must not interfere with my work duties, system security, safeguarding, confidentiality or professional boundaries. This permission is at the St Edmund's School 's discretion and may be withdrawn at any time.
6. Where I deliver or support remote/online learning, I will comply with all relevant St Edmund's School policies.

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 follow the St Edmund's School 's requirements for secure passwords, authentication and account access. I will keep authentication information secure and will not share passwords, verification codes or access credentials with others.
 - I will protect the devices in my care from unapproved access or theft.
8. I will take care before opening links or attachments, including those apparently sent by a known contact. I will check unexpected or suspicious messages through an appropriate route and report suspected phishing or malicious content to IT support at help@sted-ithelp.on.spiceworks.com
9. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the Network Manager. ***Amend as appropriate.***
10. I will ensure that any personal data is kept in accordance with data protection legislation, in line with St Edmund's 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 St Edmund's 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 St Edmund's School .
 - I will only process or share personal data through St Edmund's School -approved systems and services and in line with the setting's data protection and information-security procedures. Any

proposed new or changed use of cloud services, AI tools or other online systems involving personal data will be risk assessed and approved through the setting's agreed process before use. Where required, a Data Protection Impact Assessment will be completed.

11. I will not keep documents which contain St Edmund's School related sensitive or personal information, including images, files, videos, and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. I will use St Edmund's School learning platform to upload any work documents and files in a password protected environment.
12. I will not store any personal information on St Edmund's School IT system, including St Edmund's School laptops or similar device issued to members of staff, that is unrelated to St Edmund's School activities, such as personal photographs, files or financial information.
13. I will ensure that St Edmund's 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.
14. I will not attempt to bypass any filtering and/or security systems put in place by the St Edmund's School.
15. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to help@sted-ithelp.on.spiceworks.com (Phil Stiles or Luke Sutton) as soon as possible.
16. If I have lost any St Edmund's School related documents or files, I will report this to help@sted-ithelp.on.spiceworks.com (Phil Stiles or Luke Sutton) and St Edmund's School Data Protection Officer (Adam Kent) as soon as possible.
17. I will follow St Edmund's School image use policy when taking, using, storing or sharing images or recordings of children. Images and recordings must always be appropriate and must only be taken using St Edmund's School -provided or approved equipment. I will not use personal devices, including personal mobile phones, cameras, tablets, smart watches or other wearable technology, to take images or recordings of children. Images and recordings will only be taken, used or shared in line with St Edmund's School image use policy, safeguarding expectations, data protection requirements and consent/lawful basis arrangements.

Classroom practice

18. I understand my role and responsibilities in relation to filtering and monitoring, as explained through induction, safeguarding training and relevant St Edmund's School policies.
19. If I become aware of a filtering or monitoring failure, or witness or suspect accidental or deliberate access to illegal, inappropriate or harmful material, I will report this to the DSL and IT provider/staff, in line with St Edmund's School child protection policy.

20. I will follow St Edmund's School's expectations for safe technology use in classrooms, remote/online learning and other working spaces, including the use of approved platforms, search tools and AI tools.
21. I will follow the setting's agreed approach to screen use. Any use of screens, devices, apps or online content will be planned, purposeful, age appropriate and supervised, and will not replace face-to-face interaction, play, physical activity, rest, care routines or real-world exploration.
22. I am aware that generative artificial intelligence (AI) tools may have many uses which could benefit our St Edmund's School community. However, I 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, their use can pose moral, ethical and legal concerns if not carefully managed. As such, I understand that:
- AI tools must only be used responsibly, ethically and where the tool, purpose and use have been approved by leaders. Any new, unapproved or changed use of AI tools will be risk assessed and approved before use, in line with child protection, data protection and professional conduct expectations.
 - I understand that AI-generated content must be checked for accuracy, bias, appropriateness, copyright and safeguarding implications before it is used or shared.
 - I will not enter personal, sensitive, confidential, safeguarding, assessment or special category information, or images of children, staff or other identifiable individuals, into any AI tool unless the tool has been approved for that purpose, the use has been risk assessed, consent has been obtained where required, and the [DPO/leadership team] has confirmed that the processing is lawful and appropriate.
 - I will not add or use AI note takers, transcription tools, recording bots or automated meeting summary tools in any meeting, lesson, supervision, training or professional discussion unless this has been agreed in advance by leadership. Where approved, I will ensure that participants are made aware and their use is transparent, proportionate and in line with safeguarding, confidentiality, consent, data protection and information governance expectations.
 - I will not use AI to make decisions about children, families or staff, including decisions relating to safeguarding, behaviour, SEND, assessment, attendance, admissions, recruitment, allegations or pastoral support, without appropriate professional oversight and in line with setting policy.
 - Only approved AI platforms may be used with children. Children must be supervised when using AI tools, and I must ensure age-appropriate use and understanding prior to use.
 - I will report any concern involving AI misuse, including deepfake or manipulated content, impersonation, harmful AI-generated material, AI-facilitated bullying or harassment, or AI-generated nude/semi-nude imagery, in line with St Edmund's School safeguarding, behaviour, anti-bullying, staff conduct and data protection procedures.
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:
- exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used.

- creating a safe environment where children feel comfortable to report concerns and say what they feel, without fear of getting into trouble or being judged for talking about something which happened to them online.
- involving the DSL or a deputy 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.
- 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.
- making informed decisions to ensure any online safety resources used with children are 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.

Mobile phones and smart devices

25. I will ensure that my use of mobile phones and smart devices is compatible with my professional role, does not interfere with my duties, and takes place in line with the staff behaviour policy/code of conduct, safeguarding and related policies and the law.
26. I will model safe and professional use of mobile phones and smart devices and will support the St Edmund's School's expectations for children.
27. Where mobile phones or smart devices are used for professional purposes, such as authentication, learning activities, recording rewards or sanctions, or other agreed tasks, I will use St Edmund's School - provided devices where available. Where staff are permitted to use personal devices for professional purposes, this must be formally agreed by St Edmund's School and managed in line with St Edmund's School policy.
28. Any use of a personal mobile phone or smart device for professional purposes, or in exceptional circumstances, must be transparent, necessary, proportionate and approved by the Head or other designated leader. Use must not compromise supervision, safeguarding, confidentiality, professional boundaries, data protection or the learning environment.

Online communication, including use of social media

29. I will ensure that my use of communication technology, including social media, is compatible with my professional role, does not interfere with my work duties, and takes place in line with the child protection policy, staff behaviour policy/code of conduct, social media policy and the law.

30. I will protect myself, my professional reputation and the reputation of St Edmund's School online. I will not discuss or share data or information relating to children staff, St Edmund's School business or parents/carers on social media.
31. My electronic communications with current and former children and parents/carers will be transparent and open to scrutiny and will only take place within clear and explicit professional boundaries.
- I will ensure that all electronic communications take place in a professional manner via St Edmund's School -provided communication channels and systems, such as a St Edmund's School email address, user account or telephone number.
 - I will not use personal accounts, personal profiles, personal phone numbers, private messaging apps, gaming accounts or other personal communication channels to contact or communicate with children or their families, unless this has been formally approved, risk assessed and recorded by leaders.
 - I will not share any personal contact information or details with children, such as my personal address, email address or phone number.
 - I will not share personal information about my private life with children online, through messaging, social media, gaming platforms, apps or other digital communication channels. I will maintain appropriate professional boundaries in all digital communication.
 - I will not add, follow, accept or respond to friend requests, direct messages or other personal online communication from current or former children, or their parents/carers, where this is linked to my role, the St Edmund's School, or could blur professional boundaries. Any attempted contact will be reported to my line manager and/or the DSL.
 - Any pre-existing links, relationships or situations that affect how I apply the AUP or other relevant policies will be discussed with the DSL and/or Head. This is to help safeguard children, staff and the wider St Edmund's School community by ensuring professional boundaries, safeguarding expectations and communication arrangements are clear.
 - Where digital communication with children or families is required, I will follow the St Edmund's School's expectations about when communication should take place, including any agreed arrangements for out-of-hours contact, emergency communication or role-specific responsibilities.

Policy concerns

32. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, terrorist material or adult pornography covered by the Obscene Publications Act.
33. I will not access, create, transmit, display, publish, forward, discuss, send, share or show any material or content that may be harmful, inappropriate, adult, offensive, unprofessional, or likely to harass, cause offence, inconvenience or needless anxiety to any other person. This applies when using St Edmund's School systems, St Edmund's School devices, personal devices, personal accounts, messaging apps, online platforms, social media or shared spaces. It includes content shared in staff rooms, offices, online

groups or other staff communication spaces, where this takes place on St Edmund's School premises, during working time, or in any context linked to my role.

- 34. I will not engage in online or digital behaviour linked to my role that compromises safeguarding, professional boundaries, confidentiality, data protection, public confidence in my professional conduct or my ability to carry out my role.
- 35. I will report and record any concerns about the welfare, safety or behaviour of children or parents/carers online to the DSL in line with St Edmund's School child protection policy.
- 36. I will report concerns about the welfare, safety, conduct, or behaviour of staff, including online, digital, device-related or technology-linked concerns, to the Head, in line with St Edmund's School safeguarding policy, staff behaviour policy/code of conduct, low-level concerns procedures and/or allegations against staff policy.

Policy compliance and breaches

- 37. If I have any queries or questions regarding safe and professional practice online, either in St Edmund's School or off site, I will raise them with the DSL and/or the Head.
- 38. I understand that St Edmund's School may exercise its right to monitor the use of its devices and information systems to check policy compliance and help ensure the safety of children and staff.
 - This includes monitoring all St Edmund's School -provided devices and St Edmund's School systems and networks including St Edmund's School -provided internet access, whether used on or offsite and may include the interception of messages and emails sent or received via St Edmund's 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.
 - Staff will be informed about the nature, purpose and extent of monitoring through this AUP, relevant policies, privacy information and/or staff guidance.
- 39. I understand that if St Edmund's School believes that unauthorised and/or inappropriate use of St Edmund's School devices, systems or networks is taking place, St Edmund's School may invoke its disciplinary procedures as outlined in the [staff behaviour policy/code of conduct].
- 40. If I find myself in a situation where my online contact, device use, recording, image use or AI use could be misinterpreted, I will report this promptly to the [DSL/headteacher/manager] so it can be recorded and managed transparently.
- 41. Any breach or concern involving online contact, device use, images, recordings, social media, AI use, confidentiality, data protection or professional boundaries must be reported to the Head and/or DSL without delay, even if it appears minor, accidental or unlikely to meet the harm threshold.
- 42. I understand that if St Edmund's School believes that unprofessional or inappropriate online or technology-related activity may have compromised safeguarding, professional boundaries,

confidentiality, data protection, public confidence in professional conduct or my ability to carry out my role, the concern will be considered fairly, proportionately and confidentially, in line with relevant safeguarding, staff behaviour, low-level concerns, allegations, data protection and disciplinary procedures. Where the concern may meet the harm threshold, advice will be sought and/or a referral made to the Local Authority Designated Officer (LADO) in line with local allegations procedures. Where it does not meet this threshold, it will still be recorded and responded to appropriately.

- 43. Where a concern involves personal data, confidential information, safeguarding information, images, recordings, AI tools, transcription tools or unauthorised sharing, the DPO/data protection lead will be informed promptly so that any data protection, information governance or reporting requirements can be considered.
- 44. I understand that if St Edmund’s School suspects criminal offences have occurred, the police will be informed where appropriate.
- 45. I understand that this AUP cannot cover every possible situation. If I am unsure whether any use of technology, online communication, image use, recording, personal device use, social media, AI tool or digital contact is appropriate, I will seek advice from the DSL and/or Head before taking action. I will act in a way that safeguards children, protects professional boundaries, and is open to scrutiny.

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

Name:

Signed:

Date (DDMMYY):.....

Visitor/Volunteer Acceptable Use of Technology Policy

As a professional organisation with responsibility for safeguarding, it is important that visitors and volunteers understand our expectations for safe, lawful and responsible technology use while on site, when using [St Edmund's School](#) systems, or when acting in a role connected to the [St Edmund's School](#). This AUP helps [St Edmund's School](#) explain expectations around safeguarding, professional conduct, data protection, image use, mobile phones, online communication and reporting concerns.

Policy scope

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems, services, devices or information provided by the St Edmund's School, or accessed by me as part of my role, visit or activity with [St Edmund's School](#). It also applies to personal devices or accounts where their use takes place on site, involves St Edmund's School community, is linked to my role or visit, or could affect safeguarding, confidentiality, data protection, professional boundaries or the reputation of the [St Edmund's School](#).
2. I understand that this AUP should be read and followed in line with relevant [St Edmund's School](#) policies, including the staff behaviour policy/code of conduct, child protection policy, visitor/volunteer procedures, image use policy and mobile phone/smart device policy.
3. I am aware that this AUP does not provide an exhaustive list; visitors and volunteers should ensure that all technology use is consistent with St Edmund's School ethos, [St Edmund's School](#) staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.
4. I will not upload, download or access any materials which are illegal, including but not limited to child sexual abuse material, criminally racist material, terrorist material or adult pornography covered by the Obscene Publications Act.
5. I will not access, create, transmit, display, publish, forward, discuss, send, share or show any material or content that may be harmful, inappropriate, adult, offensive, unprofessional, or likely to harass, cause offence, inconvenience or needless anxiety to any other person. This applies when using [St Edmund's School](#) systems, [St Edmund's School](#) devices, personal devices, personal accounts, messaging apps, online platforms, social media or shared spaces, where this takes place on [St Edmund's School](#) premises, during my visit/volunteering activity, or in any context linked to my role.
6. I will not engage in any online activity, digital communication or behaviour that could compromise safeguarding, professional boundaries or the reputation of the [St Edmund's School](#).

Data and image use

7. Where I have access to personal data, confidential information, safeguarding information, [St Edmund's School](#) systems, records or devices, I will only access, use or share this information where

it is necessary for my agreed role, visit or activity and in line with data protection legislation and [St Edmund's School](#) procedures. I will not copy, download, photograph, record, forward or share information unless this has been authorised.

8. I will not take, use, store or share images or recordings of children during lessons, visits, trips, events, performances, activities or celebrations unless this has been specifically authorised by St Edmund's School and is in line with St Edmund's School image use policy. Where authorised, images or recordings must only be taken, used, stored or shared using [St Edmund's School](#) approved equipment, accounts and systems, unless leaders have made a specific, risk-assessed decision otherwise. I will not take images or recordings of [children/pupils/students](#) for personal use or share them on personal devices, personal accounts, social media, messaging apps or online groups.

Classroom practice

9. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of [children](#).
10. Where I deliver or support remote/online learning, I will comply with St Edmund's School policies.
11. Where I am supporting [children](#), I will reinforce safe and appropriate technology use and will follow staff instructions and [St Edmund's School](#) policies.
12. If I witness or suspect accidental or deliberate access to illegal, inappropriate or harmful material by any member of St Edmund's School community, I will report this to a Designated Safeguarding Lead (DSL) and [\[IT provider/staff\]](#), in line with St Edmund's School Safeguarding policy.
13. 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.
14. I will not record, transcribe, livestream, use AI note-taking tools, recording bots or automated meeting summary tools during any meeting, visit, lesson, activity or professional discussion unless this has been specifically authorised by St Edmund's School and is in line with safeguarding, confidentiality, consent and data protection expectations.

Use of mobile phones and smart devices

15. In line with St Edmund's School mobile phone and smart device policy, I will model safe and appropriate use of mobile phones and smart devices while on site. I will not use my own mobile phone or smart device in front of [children](#) unless this has been agreed by St Edmund's School and is directly linked to my role, visit or volunteering activity. I will follow the [St Edmund's School's](#) expectations about where and when mobile phones and smart devices may be used or stored.

Online communication, including the use of social media

16. I will ensure that my online conduct, reputation and use of technology are compatible with my role within the [St Edmund's School](#). This includes my use of email, text, social media, social networking, gaming and any other personal devices or websites.
17. Any electronic communication with [children](#), parents/carers or staff as part of my role, visit or volunteering activity will take place within clear professional boundaries and be transparent and open to scrutiny.
- Communication will take place using [St Edmund's School](#) approved channels, such as a [St Edmund's School](#) -provided email address, account, platform or telephone number.
 - I will not use personal devices, personal email, personal social media, private messaging apps, gaming accounts or personal phone numbers to contact [children](#) or their families unless this has been formally approved, risk assessed and recorded by leaders.
 - Any pre-existing relationships, links or situations that may affect how I apply this AUP will be discussed with the DSL and/or [Head](#).
18. I will respect confidentiality and will not post, comment on, discuss or share information online about [children](#), staff, families, incidents, activities or anything I become aware of through my role, visit or volunteering activity. This includes comments, images, videos, recordings or information shared on personal social media, messaging apps, online groups or community forums.

Policy compliance, breaches or concerns

19. If I have any queries or questions regarding safe and professional practice online either in [St Edmund's School](#) or off site, I will raise them with the Designated Safeguarding Lead and/or the [Head](#).
20. I understand that St Edmund's School may exercise its right to monitor the use of its devices and information systems to check policy compliance and help ensure the safety of [children](#) and staff.
- This includes monitoring all [St Edmund's School](#) -provided devices and [St Edmund's School](#) systems and networks, including [St Edmund's School](#) -provided internet access, whether used on or offsite, and may include the interception of messages and emails sent or received via [St Edmund's 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.
21. I will report and record any concerns about the welfare, safety or behaviour of [children](#) or parents/carers online to the DSL, in line with St Edmund's School child protection policy.
22. I will report concerns about the welfare, safety, conduct or behaviour of staff, including online, digital, device-related, image-related or technology-linked concerns, to the [Head](#) in line with St Edmund's School safeguarding policy, staff behaviour/code of conduct, low-level concerns procedures and/or allegations against staff policy.

23. I understand that if St Edmund's School believes that illegal, unauthorised or inappropriate use, unacceptable behaviour, or a breach of this AUP has taken place, action may be taken in line with relevant safeguarding, behaviour, complaints, volunteer, contractor, visitor, data protection, low-level concerns or allegations procedures, as appropriate. This may include ending or restricting access to the site, systems or activities, informing an employer/agency/organisation, seeking advice from the LADO, informing the DPO/data protection lead, or contacting the police where appropriate.
24. Any breach or concern involving online contact, device use, images, recordings, social media, AI use, confidentiality, data protection or professional boundaries must be reported to the [DSL](#) without delay, even if it appears minor, accidental or unlikely to meet the harm threshold.
25. Where a concern involves personal data, confidential information, safeguarding information, images, recordings, AI tools, transcription tools or unauthorised sharing, the Data Protection Officer (DPO) will be informed promptly so that any data protection, information governance or reporting requirements can be considered.
26. I understand that this AUP cannot cover every possible situation. If I am unsure whether any use of technology, online communication, image use, recording, personal device use, social media, AI tool or digital contact is appropriate, I will seek advice from the DSL and/or [Head](#).

I have read, understood and agreed to comply with [\[school/setting name\]](#) visitor/volunteer Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.

Name of visitor/volunteer:

Signed:

Date (DDMMYY).....

Wi-Fi Acceptable Use Policy

This template is for Wi-Fi internet access by guest users, which may include staff personal devices, visitors, volunteers, contractors, external professionals and, where appropriate, pupils/students using approved devices.

As a professional organisation with responsibility for safeguarding children, all users must understand the boundaries and expectations when using St Edmund's School Wi-Fi. Users are expected to use Wi-Fi safely, lawfully and responsibly, and to take reasonable steps to protect devices, data and information systems from infection, unauthorised access, damage, loss, abuse and theft.

This is not an exhaustive list. All users are reminded that technology use should be consistent with St Edmund's School ethos, relevant policies and the law.

1. St Edmund's School provides Wi-Fi for educational and professional use only.
2. Use of the Wi-Fi falls under [St Edmund's School](#) Acceptable Use of Technology Policy (AUP), the child protection policy, behaviour policy/code of conduct, data protection/security policies and any other relevant policies. All [children](#), staff, visitors and volunteers using the Wi-Fi must comply with these expectations.
3. St Edmund's School reserves the right to limit, restrict, withdraw or manage Wi-Fi access where necessary to maintain safeguarding, security, network reliability or fair use of network resources.
4. [St Edmund's School](#) owned information systems, including Wi-Fi, must be used lawfully. I understand that the Computer Misuse Act 1990 makes it a criminal offence to gain unauthorised access to computer material, gain unauthorised access with intent to commit or facilitate further offences, or modify computer material without authorisation.
5. I will take reasonable steps to ensure that any personal device connected to [St Edmund's School](#) Wi-Fi is appropriately secure, for example by using security updates, antivirus protection where appropriate, and secure passwords/PINs.
6. I will respect system security and will not share passwords, Wi-Fi access details or security information. I will not attempt to bypass [St Edmund's School](#) security, filtering or monitoring systems, or download unauthorised software, applications or files.
7. I will not use [St Edmund's School](#) Wi-Fi to access, create or share illegal or harmful content, compromise another person's safety or privacy, interfere with systems, or breach relevant [St Edmund's School](#) policies.

8. I will not use [St Edmund's School](#) Wi-Fi to access, store, send or share confidential, personal or safeguarding information unless this has been specifically authorised and is in line with [St Edmund's School](#) data protection and safeguarding procedures.
9. Staff using [St Edmund's School](#) Wi-Fi on personal devices remain subject to the staff behaviour policy/code of conduct, Staff AUP, mobile phone/smart device policy, data protection expectations, and relevant safeguarding and disciplinary procedures.
10. St Edmund's School takes reasonable and proportionate steps to manage the security of its Wi-Fi service. However, no wireless or internet service can be guaranteed to be free from all risk. Where personal devices are permitted to connect to St Edmund's School Wi-Fi, users do so at their own discretion and are expected to keep their devices secure. Any concerns about Wi-Fi security, filtering, monitoring or device safety should be reported to the DSL or identified technical contact.
11. I will report any online safety concerns, filtering breaches, security concerns, or access to inappropriate materials to the Designated Safeguarding Lead [\[name\]](#) or identified technical contact as soon as possible. If I have any queries about safe behaviour online, I will speak to the DSL, identified technical contact or [Head](#).
12. I understand that activity carried out through [St Edmund's School](#) Wi-Fi may be monitored and recorded to check policy compliance, protect systems and help keep users safe, including where the Wi-Fi is accessed using a personal device. This does not mean that St Edmund's School can monitor other activity or information held on the personal device. Monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.
13. If St Edmund's School suspects that unauthorised or inappropriate use, unacceptable behaviour, a data protection concern, a safeguarding concern or criminal activity may have taken place, access may be restricted or withdrawn and the concern may be managed in line with relevant St Edmund's School procedures. Where appropriate, this may include informing the DSL, Data Protection Officer, Head, LADO or police.

I have read, understood and agreed to comply with [St Edmund's School](#) Wi-Fi Acceptable Use Policy.

NameSignedDate (DDMMYY).....