

STAFF ONLINE-SAFETY ACCEPTABLE USE AGREEMENT

This agreement forms part of the Staff Code of Conduct and applies to school systems, accounts and devices, approved remote working, personal devices used for school purposes and online conduct connected with ReFocus.

I agree that I will:

- use ReFocus technology, accounts and information only for authorised professional purposes and follow the Online Safety Policy, Staff Code of Conduct, Data Protection Policy and safeguarding procedures
- keep credentials secure, use strong unique passwords and multi-factor authentication where provided, never share accounts, and lock or log off devices when unattended
- use only approved software, cloud storage, communication platforms, removable media and AI tools; I will not install software, alter security settings or attempt to bypass filtering or monitoring
- report immediately any loss, theft, phishing, malware, mistaken disclosure, suspected data breach, unsafe AI output, filtering or monitoring failure, or other cyber-security concern
- use school-approved accounts and platforms for all communication with pupils and school business, and never contact current pupils through personal social media, personal email or personal messaging accounts
- not use a personal device to photograph, record or store information about pupils; any authorised image or recording will use school equipment and follow consent, safeguarding and data-protection requirements
- not access, create, request, store or distribute illegal, abusive, discriminatory, sexual or otherwise harmful content; suspected illegal imagery will not be viewed, copied, forwarded, printed or deleted and will be reported immediately to the DSL
- provide active supervision when pupils use technology and report safeguarding concerns immediately; I understand that filtering and monitoring do not replace professional vigilance
- not use a personal phone for personal reasons in front of pupils; limited authorised operational use, such as multi-factor authentication, will follow school expectations
- protect confidential, personal and special-category data, use secure transfer arrangements, minimise data and never place school information in personal email, consumer storage or an unapproved service
- check online and AI-generated material for accuracy, bias, suitability and copyright; remain professionally accountable for final work; and not use AI to make an unauthorised automated decision about a pupil or colleague
- follow assessment and intellectual-property rules, disclose AI use where required and never enter identifiable pupil, safeguarding, confidential or examination information into an unapproved AI tool
- behave professionally online inside and outside work and not breach confidentiality, professional boundaries, safeguarding expectations or bring ReFocus into disrepute
- return school equipment, information and access credentials as directed and in good condition, subject to reasonable wear and tear.

Monitoring and privacy

I understand that ReFocus filters and monitors use of its systems, networks, accounts and managed devices for safeguarding, security and operational purposes. Monitoring will be proportionate and handled in accordance with the staff privacy notice and applicable data-protection law, including the UK GDPR, Data Protection Act 2018 and Data (Use and Access) Act 2025.

Breaches and reporting

I understand that a breach may result in restriction of access, safeguarding action, investigation or action under the staff disciplinary procedure. Action will be fair and proportionate. I will raise concerns through the DSL, Headteacher, data-protection or IT reporting routes, or the Whistleblowing Policy as appropriate.

Declaration

I confirm that I have read and understood this agreement, have had an opportunity to ask questions and agree to follow it.

Name: _____

Signature: _____ Date: _____

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