

# CHBP School Federation



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*'As a federation, and as individual schools, we are committed to the wellbeing of all of our community - this is an integral part of each school's culture and ethos. Policies are formulated and implemented with this in mind, placing the wellbeing of all at the forefront at all times.'*

## **Acceptable Use Policy Staff/Governors**

### **September 2025**

### **What is an AUP?**

We ask all children, young people and adults involved in the life of the CHBP Federation 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 each school site and outside of school).

This AUP is reviewed annually, and I will be asked to sign it upon entry to each 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 Federation's approaches, strategy and policy as detailed in the full Online Safety Policy.

### **Where can I find out more?**

All staff, governors and volunteers should read CHBP Federation's full Online Safety Policy 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 Andy Griffiths (DSL), Jo Porter (DDSL) or another member of the Safeguarding Team, or the Computing or PSHE leaders.

### **What am I agreeing to?**

1. I have read and understood CHBP Federation's Online Safety policy and agree to uphold the spirit and letter of the approaches outlined there, both for my behaviour as an adult and enforcing the rules for children. I will report any breaches or suspicions (by adults or children) in line with the policy without delay.
2. I understand it is my duty to support a Federation safeguarding approach and will report any behaviour which I believe may be inappropriate or concerning in any way to the Designated Safeguarding Lead, Andy Griffiths.
3. I will follow the guidance in the safeguarding and online-safety policies for reporting incidents: I understand the principle of 'safeguarding as a jigsaw' where my concern might complete the picture. I have read the sections on handling incidents and concerns about a child in general, sharing nudes and semi-nudes, upskirting, bullying, sexual violence and harassment, misuse of technology and social media.
4. I will take a zero-tolerance approach to all forms of child-on-child abuse, not dismissing it as banter - this includes bullying, sexual violence and harassment - and maintain an attitude of 'it could happen here'.
5. I will be mindful of using appropriate language and terminology around children when addressing concerns, including avoiding victim-blaming language.
6. I understand the responsibilities listed for my role in the Federation's Online Safety policy. This includes promoting online safety as part of a Federation approach in line with the RSHE curriculum, as well as safeguarding considerations when supporting pupils remotely.

## 7. During remote learning:

- I will not behave any differently towards students compared to when I am in school. I will never attempt to arrange any meeting, including tutoring session, without the full prior knowledge and approval of the Federation, and will never do so directly with a pupil. The same applies to any private/direct communication with a pupil.
- I will not attempt to use a personal system or personal login for remote teaching or set up any system on behalf of the Federation without SLT approval.
- I will not take secret recordings or screenshots of myself or pupils during live lessons.
- I will conduct any video lessons in a professional environment as if I am in school. This means I will be correctly dressed and not in a bedroom / impossible to tell that it is a bedroom if this is unavoidable (e.g. even if the camera slips). The camera view will not include any personal information or inappropriate objects and where possible to blur or change the background, I will do so.
- I will log and report any issues for live lessons immediately to the Designated Safeguarding Lead, Andy Griffiths, if anything inappropriate happens or anything which could be construed in this way. This is for my protection as well as that of students

8. I understand that in any periods of home learning, school closures or potential lockdowns, there is a greater risk for grooming and exploitation as children spend more time at home and on devices; I must play a role in supporting educational and safeguarding messages to help with this.

9. I understand that Federation systems and users are protected by security, monitoring and filtering services, and that my use of Federation devices, systems and logins on my own devices and at home (regardless of time, location or connection), including encrypted content, can be monitored/captured/viewed by the relevant authorised staff members.

10. I understand that I am a role model and will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including social media, e.g. by:

- not sharing other's images or details without permission
- refraining from posting negative, threatening or violent comments about others, regardless of whether they are members of the Federation community or not.

11. I will not contact or attempt to contact any pupil or to access their contact details (including their usernames/handles on different platforms) in any way other than Federation-approved and Federation-monitored ways, which are detailed in the Online Safety Policy. I will report any breach of this by others or attempts by pupils to do the same to the Executive Headteacher or Heads of School.

12. Details on social media behaviour, the general capture of digital images/video and on my use of personal devices is stated in the full Online Safety policy. If I am not sure if I am allowed to do something in or related to the schools, I will not do it and seek guidance from the DSL.

13. I understand the importance of upholding my online reputation, my professional reputation and that of the Federation), and I will do nothing to impair either. More guidance on this point can be found in the staff handbook and Online Safety Policy.

14. I agree to adhere to all provisions of the Data Protection Policy at all times, whether or not I am on site or using a Federation device, platform or network, and will ensure I do not access, attempt to access, store or share any data which I do not have express permission for. I will protect my passwords/logins and other access, never share credentials and immediately change passwords and notify the Executive Headteacher or Head of School, if I suspect a breach. I will only use complex passwords and not use the same password as for other systems.

15. I will not store Federation-related data on personal devices, storage or cloud platforms. I will use the server to store my work, respecting licencing, intellectual property and copyright rules at all times. If I need to use USB keys or hard drives as back-up storage, they will be encrypted.

16. I will never use Federation devices and networks/internet/platforms/other technologies to access material that is illegal or in any way inappropriate for an education setting. I will not attempt to bypass security or monitoring and will look after devices loaned to me.

17. I will not support or promote extremist organisations, messages or individuals, nor give them a voice or opportunity to visit the Federation. I will not browse, download or send material that is considered offensive or of an extremist nature.

18. I understand and support the commitments made by pupils/students, parents and fellow staff, governors and volunteers in their Acceptable Use Policies and will report any infringements in line with Federation procedures.

19. I understand that breach of this AUP and/or of the school's full Online Safety Policy may lead to appropriate staff disciplinary action or termination of my relationship with the Federation and where appropriate, referral to the relevant authorities.

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 Federation's most recent online safety / safeguarding policies. I understand that failure to comply with this agreement could lead to disciplinary action.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Role: \_\_\_\_\_

Date: \_\_\_\_\_

To be completed by Executive Headteacher or Head of Schools

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

Systems: \_\_\_\_\_

Additional permissions (e.g. admin) \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Role: \_\_\_\_\_

Date: \_\_\_\_\_