



Acceptable Use of Technology Policy

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use Woodventurers IT systems in a professional, lawful, and ethical manner. To ensure that members of staff understand their professional responsibilities when using technology and provide appropriate curriculum opportunities for learners, they are asked to read and sign to accept the staff Acceptable Use of Technology Policy (AUTP).

Our AUTP is not intended to unduly limit the ways in which members of staff teach or use technology professionally, or indeed how they use the internet personally, however the AUTP will help ensure that all staff understand Woodventurers expectations regarding safe and responsible technology use, and can manage the potential risks posed. The AUTP will also help to ensure that Woodventurers systems are protected from any accidental or deliberate misuse which could put the safety and security of our systems or members of the community at risk.

Policy Scope

I understand that this AUTP applies to my use of technology systems and services provided to me or accessed as part of my role within Woodventurers both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras, and email as well as IT networks, data and data storage, remote learning and online and offline communication technologies.

I understand that Woodventurers Acceptable Use of Technology Policy (AUTP) should be read and followed in line with Woodventurers staff code of conduct.

I am aware that this AUTP does not provide an exhaustive list; all staff should ensure that technology use is consistent with the Woodventurers staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

Use of Woodventurers Devices and Systems

I will only use the equipment and internet services provided to me by the Woodventurers for example, mobile phones, and internet access, when working with learners. I understand that I may only use my personal device for photos of learner's

work and these photos must not be taken in session time and therefore not include any learners. Where I am using my own phone for safeguarding purposes or to seek information as part of a learning package I will do so responsibly and in line with safeguarding policies.

I understand that any equipment and internet services provided by my workplace is intended for educational use and should only be accessed by members of staff.

Data and System Security

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 respect Woodventurers system security and will not disclose my password or security information to others.

I will not open any hyperlinks or attachments in emails unless they are from a known and trusted source. If I have any concerns about email content sent to me, I will report them to the programme coordinator.

I will ensure that any personal data is kept in accordance with the Data Protection legislation, including GDPR in line with Woodventurers 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 Woodventurers 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 Woodventurers

Where possible, I will use Woodventurers learning platform and devices to upload any work documents and files in a password protected environment. Where it is not possible to use a Woodventurers learning platform or device, any documents which contain Woodventurers related sensitive or personal information, including images, files, videos, and emails stored on any personal devices, such as laptops, digital cameras, and mobile phones will not be stored longer than necessary. When personal data is no longer needed to fulfil the aim of the work eg Learning Journal/certificates, I agree to delete them from my personal device.

I will not use Woodventurers IT system to store personal information irrelevant to my role within the organisation.

I will ensure that Woodventurers 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.

If I have lost any Woodventurers related documents or files, I will report this to the programme coordinator as soon as possible.

Any images or videos of learners will only be used as stated in the camera and image use policy and in line with parental permissions.

- I understand images of learners must always be appropriate and should only be taken with Woodventurers provided equipment and taken/published where learners and their parent/carer have given explicit consent.

I will promote online safety with the learners 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 learners feel comfortable to say what they feel, without fear of getting into trouble and/or be judged for talking about something which happened to them online.
- involving the Designated Safeguarding Lead (DSL) as part of planning online safety lessons or activities to ensure support is in place for any learners who may be impacted by the content.
- make informed decisions to ensure any online safety resources used with learners is appropriate.

I will report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the DSL in line with Woodventurers safeguarding policies.

If I am unable to monitor a learner's use of technology and have concerns about a possible monitoring breach, I will contact the DSL and report concerns.

I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text, or music are protected, I will not copy, share, or distribute or use them.

Use of Social Media and Mobile Technology

I will ensure that my online reputation and use of IT and information systems are compatible with my professional role and in line with the staff code of conduct. This includes my use of email, text, social media and any other personal devices or mobile technology.

I will take appropriate steps to protect myself online when using social media

I am aware of Woodventurers expectations with regards to use of personal devices and mobile technology, including mobile phones

I will not discuss or share data or information relating to learners, staff, Woodventurers business or parents/carers on social media.

I will ensure that my use of technology and the internet does not undermine my professional role or interfere with my work duties and is in accordance with Woodventurers code of conduct and the law.

My electronic communications with current and past learners 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 Woodventurers approved and/or provided communication channels and systems.

I will not share any personal contact information or details with learners, such as my personal email address or phone number.

I will not add or accept friend requests or communications on personal social media with current or past learners and/or parents/carers.

If I am approached online by a learner or parents/carer, I will not respond and will report the communication to my line manager and Designated Safeguarding Lead (DSL).

Any pre-existing relationships or situations that compromise my ability to comply with the AUP will be discussed with the DSL and/or programme coordinator

If I have any queries or questions regarding safe and professional practice online either in sessions or off site, I will raise them with the DSL and/or the programme coordinator.

I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.

I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.

I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of Woodventurers into disrepute.

Policy Compliance

I understand that Woodventurers may exercise its right to monitor the use of information systems, including internet access and the interception of emails, to monitor policy compliance and to ensure the safety of learners and staff. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.

Policy Breaches or Concerns

I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the DSL in line with Woodventurers child protection policy.

I will report concerns about the welfare, safety, or behaviour of staff to the programme leads, in line with the allegations against staff policy.

I understand that if Woodventurers believe that unprofessional or inappropriate online activity, including behaviour which could bring Woodventurers into disrepute, is taking place online, Woodventurers may invoke its disciplinary procedures.

I understand that if Woodventurers suspects criminal offences have occurred, the police will be informed.

Version Number	4
Review Cycle	Annual
Date of ratified policy	Feb 25
Date of Next Review	To move to September 2026
Related Policies	Behaviour policy Complaints policy Critical Incident plan First Aid policy Health and Safety policy Intimate Care policy Physical Intervention and/or Use of Reasonable Force policy Protocol for children not collected from school at the end of the school day/activity Safer Recruitment policy Staff Code of Conduct/Safer Working Practice/ Tutor Handbook Staff Discipline and Grievance procedures Supporting Pupils with Medical Conditions policy Whistleblowing policy
Other Relevant Documents	Keeping Children Safe in Education (KCSiE): Sept 2024 Guidance for Safer Working Practice for those working with children and young people in education settings (May 2019) Guidance from Cambridgeshire Authority: Record Keeping Guidance to take account of GDPR: Sept 2018 Record Keeping Guidance from Cambridgeshire Authority (GDPR): Sept 2018 Working Together to Safeguard Children: July 2018 Disqualification under the Childcare Act 2006: statutory guidance for local authorities, maintained schools, academies and free schools (July 2018) Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers: July 2018 Multi-agency statutory guidance on female genital mutilation: April 2016 Advice for practitioners: March 2015 The Prevent Duty, Departmental advice for schools and childcare providers June 2015 Revised Prevent Duty Guidance for England and Wales: April 2021 Education Child Protection Record Keeping Guidance Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings: Oct 2015 What to do if you're worried a child is being abused: Advice for practitioners" Mar 2015 Sexting in schools and colleges: Responding to incidents and safeguarding young people" published by the UK Council for Child Internet Safety (UKCCIS) – Sharing nudes and semi-nudes: advice for education settings working with children and young people (UKCIS, December 2020) The Equality Act 2010 and 2021 update When to call the Police guidance Responding to Prejudice Related Incidents Policy