



IT ACCEPTABLE USE AGREEMENT

SEN TRUST SOUTHEND
KINGSDOWN SCHOOL
LANCASTER SCHOOL
ST. NICHOLAS SCHOOL
THE ST. CHRISTOPHER SCHOOL

CREATED:	FEBRUARY 2026
REVIEWED	MARCH 2026
NEXT REVIEW DATE:	AUGUST 2027

Andy Monk
IT Manager

1 IT Acceptable Use Agreement

Introduction

The SEN Trust Southend promotes the positive use of technology and assists in developing pupil's knowledge and understanding of digital devices and the internet. We have a duty of care to safeguard pupils when using technology in our schools. This agreement is designed to ensure that all staff, governors, volunteers, visitors and contractors understand their professional responsibilities when using any form of IT whilst working for SEN Trust Southend.

Agreement

I understand my role and responsibility in using IT (including data) and related technologies such as email, the internet and mobile devices at SEN Trust Southend, as detailed below:

- I will only use the SEN Trust Southend email/internet/intranet/learning platform and other related technologies for professional purposes or for uses deemed reasonable by the Headteacher.
- I am aware that all network and internet activity is logged and monitored and can be made available, on request, to the Headteacher in the event of allegations of misconduct.
- I will not attempt to bypass security or monitoring and will report any damage, loss or malfunction of any devices loaned to me.
- I will protect school IT resources by careful and considerate use of equipment and networks, reporting faults and minimising the risk of introducing computer malware the system.
- I will not access, attempt to access, store, or share any data which I do not have express permission for.
- I will report any suspected security incidents, notifications, or security alerts from antivirus systems, firewalls, or malware protection, promptly, to the IT Support Team.
- I will not write or upload any defamatory, objectionable, copyright infringing or private material, including images and videos of pupils, parents or staff on social media or websites in any way which might bring the SEN Trust Southend into disrepute.
- I will never use school devices and networks / internet / platforms / other technologies to browse, access, download or send material that is offensive, extremist, illegal, copyright infringing, or in any way inappropriate for an educational setting.
- I will only use authorised communication channels to post information to parents and pupils.
- I will only use the approved, secure email system for any SEN Trust Southend business.
- Photographs of staff, pupils and any other members of the SEN Trust Southend community will not be used outside of the internal SEN Trust Southend IT network unless written consent has been granted by the subject of the photograph or their parent/guardian.
- I will not install software onto the SEN Trust Southend network unless I have received express permission from the IT Support Team.
- I will ensure that personal data is kept secure and is used appropriately, whether on SEN Trust Southend premises, taken off SEN Trust Southend premises or accessed remotely.
- I will not store school-related data on personal devices, storage, or cloud platforms.
- I will not divulge any SEN Trust Southend related passwords and I will comply with SEN Trust Southend IT security procedures.
- I will not give out my own personal details, such as mobile phone number, personal e-mail address and social networking identities to parents or pupils.
- I will report any incidents of concern regarding pupil's safety to the Designated Safeguarding Lead at my school.
- I will support and promote E-Safety, helping pupils be safe and responsible in their use of ICT and related technologies.

Name: _____

Signature: _____

Date: _____