

RDUTC Staff Acceptable Use Policy (AUP) 2025

This agreement sets out expectations for all staff, contractors, and volunteers using RDUTC systems, devices, and online services. It supports the E-Safety Policy v2 (2025), RDUTC Personal Data Policy and Staff Code of Conduct.

- I will use all school ICT systems, email, internet, and devices for professional or authorised educational purposes only.
- I will uphold RDUTC's professional standards online and not use personal social-media, messaging, or gaming platforms to contact students.
- I understand all network and internet activity may be monitored and logged for safeguarding and security purposes.
- I will follow UK GDPR 2018 requirements when handling data.
- I will keep information secure, use strong passwords, and enable multi-factor authentication where available.
- I will report any data breach, loss of device, or unauthorised access to the Data Protection Officer (DPO) - Head of School immediately.
- I understand that breach drills may be undertaken to test readiness.
- I will complete annual cyber-security and online-safety training.
- I will not install unauthorised software or connect unapproved hardware.
- I will lock or log off devices when unattended.
- I will ensure any personal (BYOD) device used for school work connects through the filtered network.
- I will only use approved AI and digital tools for educational or administrative purposes.
- I will check for accuracy, bias, and data-privacy implications before using AI-generated content.
- I will not input personal, confidential, or sensitive data into AI systems.
- I will follow the RDUTC E Safety Policy and report any misuse.
- I understand RDUTC filtering systems block access to illegal or harmful material, including content identified by IWF and CTIRU lists.
- I will not attempt to bypass filters or monitoring systems.
- I will report any inappropriate content or safeguarding concern to the DSL or Online Safety Lead.
- I will use only school-approved platforms to communicate with students or parents.
- I will maintain a professional tone and avoid sharing or posting anything that could bring RDUTC into disrepute.
- I will seek permission before sharing school-related images or data online.
- I will immediately report any safeguarding, cyber-security, or e-safety concern.
- I understand that breaches of this agreement may lead to disciplinary action in line with RDUTC policies.

I confirm that I have read, understood, and agree to follow the RDUTC Staff Acceptable Use Agreement (2025) and all related policies.