ICT Acceptable Use Policy for Wood Green Academy
(Staff/Governors/Visitors) 2025-2026

All staff (teaching and non-teaching) at Wood Green Academy, as well as governors and visitors who use ICT facilities, equipment, and online services, or who connect to the academy network, are required to accept the following Acceptable Use Policy.

Wood Green Academy actively monitors all ICT use, including websites visited, internet searches, messages sent/received, apps and files viewed, created, or downloaded. This includes all websites accessed, including secure (HTTPS) websites, and any personal devices connected to the academy's network.

In accepting this policy, all users agree to the following:

1. Inappropriate Content

- I will not view, store, or share inappropriate content on any academy device, network drive, or online storage provider. This includes (but is not limited to):
    - Any files or messages containing unsuitable content or offensive language.
    - Any files which violate copyright law, such as downloaded/ripped content like videos, music, or software.
    - Any files or messages that promote any activity contrary to the ethos of Wood Green Academy (e.g., bullying, racism, terrorism).
    - Any games, with the exception of those related to teaching and learning.

2. Account Security

- I will not allow other users to use any of my login details and will keep my logins, IDs, and passwords secret. This includes colleagues, family members, and friends.

3. Device Security

- I will not allow anyone (other users, family members, friends, etc.) to use devices loaned to me by the Academy, as all activity is logged and monitored.
- I will ensure that my WGA electronic device(s) are logged out or "screen-locked" when left unattended.

4. Responsible Internet Use

- I will use the internet responsibly and will not visit websites that may contain materials considered inappropriate.
- I will not tamper with computer settings or attempt to bypass restrictions put in place for my safety, including the use of proxy sites or VPNs to access sites blocked by the academy.

5. Communication

- I will not send, display, or print offensive or inappropriate content, including messages, images, sounds, or videos.
- I will not use obscene, harassing, or threatening language in any form of communication (e.g., emails).

6. Respect for ICT Resources

- I will not damage ICT facilities or take ICT equipment from rooms without prior permission.
- I will only install software and apps on academy devices for which I have permission and only when the appropriate license is in place.
- I will not intentionally damage computer software (e.g., by knowingly introducing a virus) and will take preventive measures (e.g., not opening or downloading email attachments from unknown sources).
- I will not intentionally waste resources (e.g., printing multiple copies of the same document).

7. Personal Devices

- Staff must not use personal devices for the purpose of taking or storing photographic, audio, or video recordings of any other member of the WGA community (students, teaching staff, support staff). Exceptions may be granted, but only when authorised by a member of the Senior Leadership Team, IT Manager, or Head of eLearning.

8. Online and Social Media

- Staff must not capture (screen recordings, screenshots, audio capture, physical recordings), communicate, and/or distribute content that includes image, video, audio, or textual reference to other members of the Wood Green Academy community. Exceptions may be granted in line with the WGA Social Media Policy, when authorised by a member of the Senior Leadership Team, Network Manager, or Head of eLearning.

9. Privacy and Respect

- I will not use personal devices to record or store media of other WGA community members without their consent.
- I will not use academy devices to record or store media of other WGA community members unless directed by senior staff.
- I will not capture or distribute media from online sources that reference WGA community members without permission.

10. Reporting Concerns

- I will report anything that makes me feel uncomfortable or worried to a relevant member of senior staff.
- If I receive inappropriate messages, images, or videos, I will not respond but will save and report them immediately.

11. Personal Information and Online Safety

- I will not give out personal information without academy or parental permission.
- I will not use school email or user details to sign up for social media or other online services.
- I will not claim internet-sourced material as my own in my work.

12. Authorized Use of AI

- Staff members are permitted to use AI technologies (e.g., Microsoft CoPilot using WGA sign-in credentials) for educational and professional purposes in alignment with their roles and responsibilities within WGA. This can include, but is not limited to, the creation of resources, analysis of data, and support for the assessment of learner work. Any AI-generated content must be clearly cited as such for all users and audiences (including learners).

   Data Privacy and Security

- Staff should handle AI-generated data with the same level of care and confidentiality as other sensitive information. DO NOT enter personal details of staff or learners into AI. If using AI to support data analysis, personal identifying features must not be used.

Assessment

- When using AI to support the assessment of learner work, it cannot be used for summative assessment or for the provision of attainment grades or scores. AI can be used to generate formative feedback. Staff must conduct sample checking and make learners aware of the use of AI for the generation of any assessment, providing opportunities for learners to challenge and query the efficacy of the AI-generated feedback. Staff using AI for assessment must have undertaken relevant CPD before doing so.

Ethical Considerations

- Users must be aware of and adhere to ethical considerations when using AI technologies, ensuring that their actions respect human rights, diversity, and the well-being of individuals.

Transparency and Accountability

- When using AI systems with learners and colleagues, staff should strive to understand and communicate the capabilities and limitations of the technology.
- Users must be accountable for the outcomes of AI applications under their control, taking responsibility for any decisions or actions influenced by AI technologies.

Avoiding Discrimination and Bias

- Staff should be mindful of the potential biases inherent in AI algorithms and take steps to mitigate any discriminatory outcomes.
- Regularly review and assess AI systems to identify and address biases that may arise during usage.

Reporting Concerns

- Any concerns related to the ethical use, privacy, or security of AI technologies should be promptly reported to the relevant line manager or senior member of staff at WGA and the IT Helpdesk.

I understand that if I fail to comply with this policy, I may be denied access to the computer network and/or other online services for a period determined by the Headteacher or senior staff. Further disciplinary action may be taken depending on the nature of the offence.