

Acceptable Use Policy

2025 - 2026



Aims of the Policy:

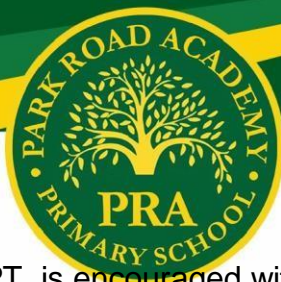
The purpose of this Acceptable Use Policy is to ensure that the use of digital technologies, both for educational and personal use, is carried out responsibly and safely by all users within Park Road Academy. This policy aims to:

- Ensure that staff and pupils are aware of the safe and responsible use of digital technologies, including the internet, school systems, and communication platforms.
- Protect the security and integrity of the school's systems and data.
- Promote responsible use of AI technologies such as ChatGPT to reduce staff workload while maintaining ethical standards.
- Ensure compliance with data protection laws, including UK GDPR, safeguarding sensitive information.
- Enable safe and effective communication between staff, parents, and pupils through approved platforms, such as Tapestry.

Communication and Use of Tapestry

Tapestry is the primary platform used by Park Road Academy to communicate with parents and guardians. It allows staff to share updates, class information, and private messages on each child's individual page, ensuring effective engagement with families.

- **Private Child Pages:** Teachers and staff are responsible for sharing updates on each child's learning and progress through secure, private pages accessible only by authorised users.
- **Class Pages:** General class announcements and information will be posted on the class pages, accessible to parents.
- **Responsible Use:** Staff must ensure that all information shared is accurate, respectful, and compliant with GDPR regulations. Personal data must not be shared on public platforms.



Use of AI and ChatGPT

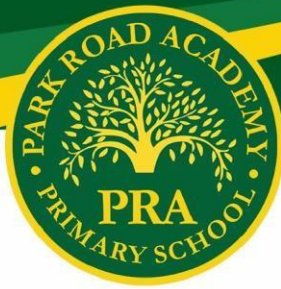
The use of AI tools, such as ChatGPT, is encouraged within the school to reduce staff workload and enhance teaching practices. However, responsible use is crucial to maintaining ethical standards:

- **Responsible AI Usage:** AI tools should only be used to assist with research, lesson planning, and administrative tasks. The use of AI to generate pupil assessments or reports without human oversight is prohibited.
- **Ethical Considerations:** Staff are reminded that AI is a tool to enhance, not replace, critical thinking and professional judgment. Plagiarism and misuse of AI tools will not be tolerated.
- **Workload Reduction:** AI tools may be used to streamline administrative tasks, such as drafting lesson plans or creating automated responses, provided they adhere to the school's standards of professionalism.

Updated AI and Generative Tools Use (DfE 2025 Guidance)

In line with the latest guidance from the Department for Education (2025), Park Road Academy recognises both the opportunities and the responsibilities involved in using generative AI tools in education.

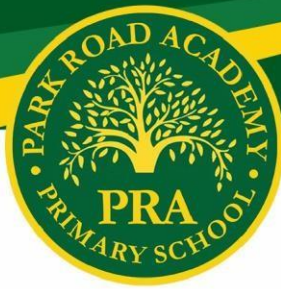
- Generative AI tools (e.g., ChatGPT, Microsoft Copilot, Google Gemini) must only be used by staff for professional and administrative support—not to replace professional expertise or decision-making.
- Staff must not input any personal or identifiable data into generative AI systems. Any use of AI tools must comply with UK GDPR and data protection laws.
- AI must not be used to mark or assess student work or generate pupil reports without teacher oversight and critical review.
- Pupils are only permitted to use AI tools within a supervised, structured educational task approved by SLT or the Computing Lead.
- Copyright and intellectual property must be respected when using or inputting school or pupil work into AI tools.
- All staff are encouraged to report concerns, inaccuracies, or suspected misuse and must undertake relevant AI training provided by the school.
- AI tools will continue to be reviewed annually alongside wider digital safeguarding practices to ensure safe and responsible integration into education.



Web Filtering and Monitoring

To ensure the safe use of the internet within the school, Park Road Academy employs a robust web filtering and monitoring system.

- **Trafford and Infinity Computing:** Web filtering is managed through Trafford's local authority and ICT support partners, Infinity Computing, ensuring that inappropriate content is blocked.
- **Smoothwall Monitoring:** In addition to local authority filtering, Smoothwall is used to monitor and filter the use of electronic devices by children, ensuring that access to harmful or inappropriate websites is prevented.
- **Supervision:** Staff must supervise children when using the internet, and any concerns about content should be reported immediately to the ICT support team.



GDPR Compliance

Park Road Academy is committed to ensuring that all personal data is handled in compliance with the Data Protection Act 2018 and UK GDPR regulations.

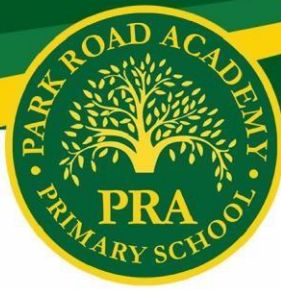
- **Data Handling:** Staff must handle personal data, including pupil records, photographs, and communications, in a way that complies with data protection regulations. Personal data must only be accessed by authorised individuals and must be stored securely.
- **Data Breaches:** Any suspected data breach must be reported immediately to the school's Data Protection Officer to ensure swift and appropriate action.
- **Consent:** Photographs and information about children must not be shared without prior parental consent, and only within the scope permitted.

Mobile Phone Use

The use of mobile phones within Park Road Academy is restricted to ensure the safety, privacy, and focus of all pupils and staff. The following guidelines apply:

- **Staff Use:** Mobile phones may only be used by staff in designated areas, such as the Staff Room, during break or lunch times. Mobile phone use is not permitted in classrooms, playgrounds, or other areas where children are present, except in the case of an emergency by SLT members.
- **Pupil Use (Year 5 & Year 6):** Pupils in Year 5 and Year 6 may bring mobile phones to school for safety purposes, such as enabling them to walk home. However, these phones must be switched off and stored away during school hours and while on school grounds.
- **Emergencies:** In case of emergencies, SLT members may use their mobile phones on school grounds. All other staff should follow school procedures for emergency situations.

Failure to adhere to these rules may result in the confiscation of the device or other appropriate disciplinary action.



Online Safety Curriculum

At Park Road Academy, Online Safety is a critical part of the Computing curriculum. It is taught across all year groups to help children understand how to use the internet safely and responsibly.

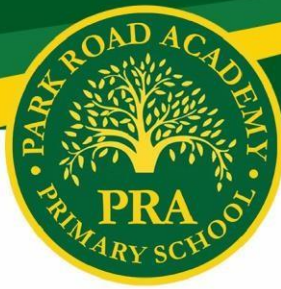
- **Half-Termly Lessons:** Online Safety is taught once every half-term as part of Computing lessons, covering topics such as digital footprints, cyberbullying, privacy settings, and safe communication.
- **Internet Safety Assemblies:** The school partners with external organisations, such as Google's 'Be Internet Legends' program, to host assemblies and workshops, reinforcing the importance of safe online behaviour.
- **Parent Involvement:** Resources and guidance are provided to parents through the school's communication channels, helping them to support their child's safe internet use at home.

Consent for Photos and Videos

- **Photo and Video Use:** Staff must ensure they have proper consent before taking photos or videos of pupils for school-related activities. These images must only be used for educational purposes or school promotion and should not be shared outside of the approved platforms (e.g., Tapestry, X – formerly Twitter and school website) without explicit parental consent.

Cyberbullying and Online Behaviour

- **Cyberbullying Prevention:** Cyberbullying will not be tolerated, and all incidents will be taken seriously. Pupils and staff are expected to treat each other with respect in all online interactions, both within and outside of the school environment.



Consequences of Misuse

Failure to adhere to this policy may result in disciplinary actions, including but not limited to:

- Temporary or permanent suspension of internet access within the school.
- Reporting serious breaches to the Headteacher or safeguarding lead.
- Further actions in line with the school's disciplinary procedures for both staff and pupils.

Policy written by: T. Smart

Date: September 2025

Ratified by the Governing Body:

To be reviewed: September 2026