The New Walk School *Bespoke support. Brighter futures.*

Acceptable Use Agreement (Staff)

The New Walk School policy framework

Policy	Acceptable Use Agreement (Staff)	**Version**	V1
Issue date	08 May 2026	**Next review**	08 May 2027
Policy owner	Headteacher	**Approved by**	Directors of The New Walk School Ltd

1. About The New Walk School

The New Walk School is an independent specialist day school for pupils aged 7 to 19 who have Social, Emotional and Mental Health (SEMH) needs, autism spectrum conditions, learning difficulties and communication difficulties. The school is located on New Walk in Leicester — a setting with a long-standing association with academic life — and is operated by The New Walk School Ltd, a Company Limited by Guarantee.

The majority of our pupils hold an Education, Health and Care Plan (EHCP) and many have experienced previous educational placements that did not meet their needs. Our offer combines a broad academic curriculum with an in-built therapeutic provision rooted in the PACE model — Playfulness, Acceptance, Curiosity and Empathy — developed by Dr Dan Hughes. PACE is a relational approach designed to build trust, regulate distress and create the safety from which learning can take place. It informs how every adult in the school speaks to, listens to and works with our pupils.

3. Purpose

This Agreement sets out the school's expectations for staff use of school IT systems, devices and online services. It is signed at induction and re-signed annually. It is read alongside the Online Safety, Data Protection and Staff Code of Conduct policies.

4. Acceptable use

- School devices and accounts are used for school purposes.
- Personal use is limited and must comply with this Agreement.
- Strong passwords are used and not shared. Multi-factor authentication is enabled where available.
- Staff log out or lock devices when leaving them.
- Software is installed only via the school's IT process.
- Staff use only school-approved tools to handle pupil data.

5. Communication with pupils and families

- Staff communicate with pupils and families only through school channels — school email, school phone, the school's communication platforms.
- Staff do not use personal email, personal phone numbers, personal social media accounts or personal messaging apps to communicate with pupils.
- Communication with families outside working hours is avoided unless safeguarding requires it.

6. Photography and recording

Staff do not photograph or record pupils on personal devices. Photographs and recordings are taken on school equipment only, and only for purposes for which consent has been given.

7. Filtering and monitoring

Staff understand that school systems are filtered and monitored. Attempts to bypass filtering are not permitted. Concerns about a colleague's online behaviour should be raised under the Managing Allegations and Low-Level Concerns Policy.

8. AI tools

Use of generative AI tools is permitted only via school-approved platforms and only for purposes that do not involve uploading pupil personal data unless the platform has been formally approved by the DPO. Staff verify AI-generated content before use.

9. Reporting and breach

Staff report any actual or suspected security incident, lost device or data breach to the IT lead and the DPO without delay. Breach of this Agreement may be a disciplinary matter.

10. Declaration

By signing this Agreement, the staff member confirms that they have read, understood and will comply with it, and that they have read the Online Safety Policy, the Data Protection Policy and the Staff Code of Conduct.

Monitoring and review

This policy is reviewed annually by the Headteacher in consultation with the senior leadership team and the Directors of The New Walk School Ltd. It will be reviewed earlier where there is a material change in legislation, statutory guidance or the operational needs of the school. The most recent version is held on the school's policy register and is made available to parents, carers and staff on request.

Linked policies and documents

This policy should be read alongside the school's wider policy suite, including: Safeguarding and Child Protection; SEND; Behaviour and Relationships; Anti-Bullying; Equality, Diversity and Inclusion; Health and Safety; Curriculum; and Complaints.