

# Acceptable Use Policy

## 1. Staff and Volunteers

### School Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of ICT in their everyday work.

The school will do what it can to ensure that staff and volunteers will have access to ICT to enhance their work, to enhance learning opportunities for pupils learning and will, in return, expect staff and volunteers to agree to be responsible users.

### Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

For my professional and personal safety:

- I understand that the school may monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (eg laptops, email, VLE etc) out of school.
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use in an appropriate manner.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person (Kat, Aaron or Andy).

I will be professional in my communications and actions when using school ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission. Images taken on non school equipment should only be downloaded using school equipment and then deleted from the original device. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (eg on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.

- I will not use chat and social networking sites in school for personal use. I will not share information that could compromise the school's duty to provide the highest possible standard of education or bring the school's reputation into distribute.
- I will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities. The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school: Where permission needs to be sought please see the headteacher.
- When I use my personal hand held / external devices (PDAs / laptops / mobile phones / USB devices, tablets etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. This includes downloading photographs on school computers. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not use personal email addresses on the school ICT systems for pupils personal data.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I will ensure that my data is regularly backed up.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I understand that GDPR requires that any staff or student / pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and / or the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff/volunteer name \_\_\_\_\_

Signed \_\_\_\_\_

Date\_\_\_\_\_

## 2. Pupils

The Croft Primary School is committed to safeguarding and promoting the welfare of children. All pupils use computer facilities including Internet access as an essential part of learning, as required by the national curriculum, therefore, gaining pupils' and parents' agreement to e-safety rules is important.

This is to be obtained once a year at the same time as checking home and emergency contact details. To ensure clarity, the e-safety Rules appropriate to the age of the pupil will be included with the letter to parents.

A list of pupils whose parents have not consented for Web publication of works and photographs will be kept in the office and each class will be aware of who from there class has not been given permission.

# **Our computing rules (KS2)**

**I will only use the school computers if I have asked permission**

**I will not have drinks or food near the computer**

**I will not look at or delete other people's files**

**I will make sure that an adult knows when I am on the internet**

**I will not download anything without an adult's permission**

**I will close the laptop and report anything I am not comfortable with to my teacher immediately.**

**Any messages I send to people on the internet will be polite and responsible**

**I will remember that I am not allowed to use everything on the internet**

**I will not bring in data pens or CDs from outside school and try to use them on the school computers.**

**I understand that the school may check my computer files and may monitor the internet sites I visit.**

**I will not give my full name, my home address or telephone number to anyone online.**

**I understand that if I deliberately break these rules I will not be allowed to go on the computers.**

# **Our computing rules (KS1)**

**I must ask before I use the computers**

**I will not have drinks or food near the computer**

**I will only look at my own files**

**I will not download anything without an adult's permission**

**If I see something that I don't like I will shut the laptop and talk to a teacher**

**I understand that the school may check what I do on the computer**

**I will not give information about myself to anyone online.**

**I understand that if I deliberately break these rules I will not be allowed to go on the computers.**

# The Croft Primary School

## Computing Rules

*All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum.*

*Both pupils and their parents/carers are asked to sign to show that the computing Rules have been understood and agreed.*

*Pupil:*

*Class:*

### **Pupil's Agreement**

- I have read and I understand the school computing Rules.
- I will use the computer, network, mobile phones, Internet access and other new technologies in a responsible way at all times.
- I know that network and Internet access may be monitored.

*Signed:*

*Date:*

### **Parent's Consent for Internet Access**

I have read and understood the school computing rules and give permission for my son / daughter to access the Internet.

I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task. I understand that the school cannot be held responsible for the content of materials accessed through the Internet.

*Signed:*

*Date:*

*Please print name:*

Please complete, sign and return to the school.