Acceptable use (of IT) Policies

Responsibility✝Respect✝Perseverance✝Courage✝Hope✝Compassion✝Trust✝Forgiveness✝Truthfulness✝Thankfulness✝Friendship✝Peace

Explore✝Enjoy✝Excel

Our vision

Our vision statement 'Explore, Enjoy, Excel together; be amazing' captures the ambition that we have for our children to be the best that they can be. We believe that every child is created uniquely and so it is our role to make sure that their individual gifts are nurtured so that children can reach their aspirations, believe in themselves and work together to achieve great things.

Our vision finds its root in Psalm 139, verse 14: 'I will praise you because I am fearfully and wonderfully made'.

Our vision motivates us to be a school community who through our vision and values create warm, supportive, positive relationships, allowing every person (staff, pupils, parents, governors and more) to 'be amazing' and 'be the best that they can be.'
Statement/Principles

Introduction:

1. The following policies define how information technology will be safely used at St Mary's Primary School by its various users.

2. The Acceptable Use Policy (AUP) is broken down into several specific policies which define the rights and responsibilities of the following groups:
    i. Parents/Carers
    ii. Staff & Volunteers
    iii. KS1 Pupils
    iv. KS2 Pupils

3. These policies define acceptable practice by each group, and individuals are expected to sign and return the appropriate form to demonstrate that they understand and agree with the policy.

4. **Parents/Carers** will only need to sign the policy once, usually when their child enters the school.

5. **Staff and Regular Volunteers** will be asked to sign the policy as part of their induction.

6. **Supply Teachers** will be asked to familiarise themselves with the policy which will be available in the class supply pack.

7. **Occasional Volunteers** are not given access to school IT resources, so will only be asked to sign the policy if their work involves the use of technology

Breaches of this policy will be dealt with in accordance with the E-safety Policy.

Parent/Carer Acceptable Use of IT Policy

Required Review Frequency	Every three years
Next Review Due:	May 2025
Committee Responsible:	C&S
Document Location	School

Version	Approved By	Date of Approval	Key Changes
1.0	C&S	May 2023	No changes
	C&S	May 2025	No changes

Technologies open up new learning opportunities and can promote creativity, effective learning collaboration and communication. They can promote more effective communications between parents/carers and the school in order to support young people with their learning. This Acceptable Use Policy is intended to ensure:

- You are aware of what the school is doing to help your child become a responsible user of technology and stay safe at school
- You are aware of the importance of e-safety and are able to support your child with keeping safe and behaving well online at home

The school will aim to ensure your child has good, safe access to ICT for learning and, in return, expects your child to use the equipment responsibly.

Content
- We only allow children to use age appropriate web sites in schools as using sites for older users can increase the risks to them. We accept that you may allow them to use sites that they are not old enough for at home. If this is the case then we would hope that you will be monitoring their use and will deal with any issues that arise
- The school takes every reasonable precaution, including monitoring and filtering systems, to ensure that your child is safe when they use technology at school. The school cannot be held responsible for the nature and content of all materials that are accessible using technology as security systems cannot protect against everything

Contact
- Children and members of staff may use digital devices to record learning activities. These images may be used in lessons or to celebrate success through being published in newsletters, on the school website, 'X' or occasionally in the public media
- The school 'X' account will be used to celebrate learning and share events

- The school will comply with the Data Protection Act and ask your permission, through this policy, before taking images. We will also ensure that when images are published the young people cannot be identified by the use of their names, e.g. by publishing names alongside. Permission for children's images to appear on 'X' will be explicitly sought
- If you take images at school events which include children, other than your own, you will need to follow these guidelines. Your child should also only take and use images with permission
- School policy requires that staff do not make contact with parents or children through personal social networking sites or personal e-mail addresses but only through agreed school systems. This being the case we hope you will respect this by not requesting to be friends with staff on social networking sites and will understand if staff refuse any friend requests that are made.

Conduct
- Your child is expected to behave well online as they are expected to during all other school activities
- Bullying is not tolerated in any form and this includes online 'Cyber-bullying'
- Your child will be asked to sign the attached Acceptable Use Agreement which sets out clear expectations of behaviour when working online. We hope you will talk to your child about this.
- Your child will be taught about e-safety and keeping safe using technology
- They should only use their own log in for systems and to keep their details private. Your child is responsible for anything their log in is used for
- Your child's use of ICT in school will be monitored and we will contact you if we have e-safety concerns

Problems
- We can only take responsibility for e-safety issues that happen in school, or at home when children are using sites recommended by the school. However, the school retains the right to sanction children in school for serious breaches of e-safety/ cyber-bullying at home where these have had a detrimental effect on learning or has brought the school's reputation into disrepute
- You are obviously responsible for your child's safety online when at home and we would hope you will be discussing e-safety with your child and monitoring their use of computers and mobile phones
- Any issues you are made aware of with use of technology in school should be reported immediately to a child's teacher so that appropriate steps can be taken
- If your child does not behave appropriately online then the school will take steps to deal with this as with any other issue with behaviour

Permission Form
We request that you sign the permission form below to show your support of the school in helping to keep your child safe. By signing this form you are agreeing that:

- Your child can use school IT systems for systems
- You have read and discussed the rules with your child
- You understand the rules that your child should be following when using IT in school and this also applies to their use of their mobile phone
- You give permission for taking and using images of your child for learning purposes

Parent/Carer Acceptable Use of IT Policy – Agreement Form

I have read and understand the Parent/ Carer Acceptable Use of IT Policy and have explained the key points to my child.

Parent/Carers Signature

Date

Student/Pupil Name

Home Use of the Internet

We hope you will reinforce the e-safety messages when your child uses the internet at home. Some ways that you could do this are listed here to support those of you who may not be aware of all the issues. You will want to make sure that your child has appropriate supervision for their age. With the large number of mobile devices, it is now very difficult to supervise all access to the internet, however you will want to ensure that you discuss what is appropriate. This means setting appropriate rules for using IT at home. The school rules could be a starting point.

Content
- Make sure content is appropriately filtered for younger users
- Make sure your child knows that a protection system does not stop all unsafe content, and they need to tell you if they access something inappropriate or get an upsetting message

Contact
- Talk about the need to be polite online and that they should not use bad language or comments which might upset others
- Discuss the fact that e-mails/messages/ social media posts can be intercepted and forwarded on to anyone (including parents, head teacher or future employer)
- Make sure they know they should not open messages if the subject field is offensive or if they do not recognise who it is from and that the safest thing to do is to delete it without opening it
- Monitor children's online gaming, including on games consoles as these often contain unfiltered communication with strangers

Conduct
- Talk to your child about the fact that any information published on the web/ social media can be read by anyone and that they should only post things they would be happy for anyone to read.
- Check that they are old enough for the sites/apps/ games they are using. If you allow them to use a site/app/game, they are not old enough for ensure that you have access to what they are doing so that you can monitor it
- Make sure that family computers are password protected and have anti-virus software which is regularly updated
- Make sure that digital devices used by the child (tablets, phones, games consoles) have parental controls set to filter and block inappropriate content
- Ensure that your child knows not to leave computers logged on with their username or logged on to sites with personal details entered as others could use them. Discuss usernames and talk about how to choose them carefully to protect their identity
- Talk about the information children should keep private to stop them being contacted including full name, address, telephone no, school, places they go regularly, etc. Check information that younger users are publishing to ensure that they are not putting themselves at risk. This includes any personal information which could lead to someone being able to contact them
- Ask your child about the sites they are visiting, apps that they are using & games which they are playing
- Talk about the need to use the safety and privacy features of sites/apps/ devices to only give access to people they know and being careful who they add as friends
- Make sure they know that downloading copyrighted games/ media without paying for it is illegal
- Discuss how to recognise commercial uses of the internet e.g. iTunes, mobile phone downloads, etc. Remind them they should not respond to offers they have not requested as these could be scams, result in costs or be trying to find out their personal information. Remind them that they should not purchase or download anything that costs money without asking permission and that they should not use someone else's identity to buy things online

Problems

- Make sure they know that if they get any problems with using computers or get an offensive or worrying message/post/ e-mail, they should not reply but should save it and tell you
- Please tell the school of any concerns that you have or anything that they could help to address through teaching

Staff (and Volunteer) Acceptable Use of IT Policy

Required Review Frequency	Every three years
Next Review Due:	May 2025
Committee Responsible:	C&S
Document Location	School

Version	Approved By	Date of Approval	Key Changes
1.0	C&S	May 2025	Mobile storage devices are no longer permitted. Social Media use School 'X' account

Policy Context

Technologies and the internet, including social media, are powerful tools which open up new opportunities for learning and teaching. They can motivate learners, promote creativity, and support effective learning, assessment and engagement with parents. They also bring opportunities to enhance teaching, increase staff efficiency and provide opportunities for staff to benefit from professional development through networking and collaboration. All users have an entitlement to good, safe access to IT and the internet. This Acceptable Use Policy is intended to ensure that:

- Staff and volunteers are responsible users and stay safe while using technologies
- School IT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- Staff are protected from potential risk from the use of IT in their everyday work and work to ensure that young people in their care are safe users

Acceptable Use Policy Agreement

Content
- I know that all school IT is intended for educational use, and I will only use the systems for this purpose
- I will not upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, politically/ religiously extreme material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others
- I will not make large downloads or uploads that might take up internet capacity
- I understand that our school only uses services which mean that my data is stored in the UK (e.g. Cloud storage systems) where data includes information about children
- Staff may use cloud storage systems (Dropbox, Apple Cloud, etc.) for learning resources which do not make reference to children but do so at their own risk

- Mobile storage devices (flash drives etc.) **should not be used under any circumstances**

Contact
- I will communicate online in a professional manner and tone, and I will not use aggressive or inappropriate language
- I will only communicate with students/pupils and parents/carers using official school systems.
- Members of staff should ensure that their use of social media, either for work or personal purposes, is appropriate at all times.
- I am aware that any communication or social media post could be forwarded to an employer or governors, and that disciplinary action could be taken against me where the school is brought into disrepute
- I will only use chat and social networking sites for school purposes that are approved by the school
- 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 only use my own usernames and passwords which I will choose carefully so they cannot be guessed easily. I will not use any other person's username and password
- I will only communicate via the school 'X' account after having received training on how to do this safely
- I will not contact parents/ children via the school 'X' account - the school policy is for 'X' to only to be used by children over the age of 13

Conduct
- I will use school equipment only for the purposes of learning and teaching
- I will not engage in any on-line activity that may compromise my professional responsibilities or compromise the reputation of the school or its members. This includes use of the school e-mail account, logo or my school role
- I will ensure that my data is regularly backed up.
- I will ensure that data kept in cloud storage does not contain personal data relating to children e.g. addresses, DOB, etc.
- I understand that data protection requires that any personal data that I have access to must be kept private and confidential, except when I am required by law or by school policy to disclose it to an appropriate authority
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the school personal data policy. I will not send personal information by e-mail as it is not secure
- Where personal data is transferred outside the secure school network, it must be encrypted
- I will not try to bypass the filtering and security systems in place
- I will only use my personal ICT in school for permissible activities and I will follow the rules set out in this agreement
- I will only save images of children on non-school equipment where there is a specific educational reason which has been sanctioned by the school. These images will be kept only as long as necessary to complete the agreed task and no images of children will be kept on personal devices for extended periods of time
- When I have used my personal device to record video/ images, I will delete the image as soon as I have saved it to, for example, X, etc.
- I will only take images or video of pupils/staff where it relates to agreed learning activities and will ensure I have parent/staff permission before I take them. If these are to be published online or in the media, I will ensure that parental/staff permission allows this
- Where these images are published (e.g. on the school website, X, etc.,) I will ensure it is not possible to identify the people who are featured by name or other personal information

- I understand my photograph may be used on the school web site, which means that it could be copied by others. I know that where it is used my photograph will not be accompanied by any personal details. Staff have the right to request that their image does not appear on the school website
- When I use my teacher laptop at home, I will ensure resources cannot be accessed or copied by anyone else and that no one else uses the laptop
- I will not install or store programmes on a school device unless I have permission
- I will not try to alter computer settings, unless this is allowed in school policies
- I will not cause damage to IT equipment in school and will immediately report any damage or faults involving equipment or software, however this may have happened
- I will not access, copy, remove or otherwise alter any other user's files, without their permission
- I will ensure that I have permission to use the original work of others in my own work and will credit them if I use it. Where work is protected by copyright, I will not download or distribute copies (including music and videos)

Promoting Safe Use by Learners
- I will model safe use of technologies and the internet in school
- I will educate young people on how to use technologies safely according to the school teaching programme
- I will take immediate action in line with school policy if an issue arises in school that might compromise learner, user or school safety; or if a child reports any concerns
- I will monitor learner behaviour online when using technology and deal with any issues that arise

Problems
- I will immediately report any illegal, inappropriate or harmful material; or incident I become aware of, to the e-safety co-ordinator and head teacher
- If I believe a member of staff is infringing this policy, or putting themselves or others at risk, I will report this to the head teacher
- **If I believe a young person may be at risk I will follow the child protection procedures.**
- **If I believe a young person may be being bullied, I will follow the anti-bullying procedures.**

Sanctions
I understand that breaches of the policy will result in the following sanctions:
- Illegal activities– suspension and reported to police (See E-safety Policy)
- Unacceptable activities – Formal Disciplinary Action (See Disciplinary Policy)

Name: _____

Staff/Volunteer Acceptable Use Agreement

I understand that I must use school IT systems in a responsible way, to ensure that there is no risk to my safety or to the safety of other staff and pupils or to the security of the IT systems.

I understand that these rules are in place to enable me to use IT safely and that if I do not follow them I may be subject to disciplinary action. I agree to use IT by these rules when:

- I use school IT systems at school or at home when I have permission to do so
- I use my own IT (including mobile phone) in school
- I use my own IT out of school (including mobile phone) to use school sites or for activities relating to my employment by the school

I know that the school will monitor my use of the school IT systems and communications.

Problems

- I will immediately report any illegal, inappropriate or harmful material; or incident I become aware of, to the e-safety co-ordinator or head teacher
- If I believe a member of staff is infringing this policy, or putting themselves or others at risk, I will report this to the head teacher
- **If I believe a young person may be at risk, I will follow the child protection procedures**
- **If I believe a young person may be being bullied, I will follow the anti-bullying procedures**

Use of Staff Images on School Publicity and Web sites

- I understand my photograph may be used on the school web site, which means that it could be copied by others. I know that where it is used my photograph will not be accompanied by any personal details.

Staff/Volunteer Name	
Signed	
Date	

Rules for Keeping Safe with ICT

Key Stage One

- I will ask a teacher when I want to use the computer or contact people using IT.

- I will only use a computer when an adult is present.

- I will only use the web sites, apps and games that I am allowed to.

- I will keep my password secret and not tell it to anyone.

- I will be polite and friendly when I use the computer to contact people.

- I will keep my personal details secret and not tell anybody about my home, family and pets. I will keep my friend's details secret too.

- I know that things I put up on the internet can be seen by anyone and I will not upload anything without asking an adult first

- I will not take or share pictures of anyone without asking them first.

- I will check information I find online as it might not be true.

- I know that I should not buy anything online.

- I will tell a teacher (or adult I trust) if I find anything on a computer/ tablet/ phone or a message that is mean, upsetting or worrying.

- I will tell a teacher (or adult I trust) if I know of anyone that is behaving badly online or if I know anyone may be being bullied.

I will use IT by these rules when:

- I use school ICT or my own in school

- I use my own ICT out of school to for school activities

If I deliberately break these rules, then I know that there will be consequences.

Rules for Keeping Safe with ICT
Key Stage Two

Content
- I will use clear search words so that I find the right information
- I know that some content may not be filtered out and what to do if I find something worrying
- I will double check information I find online

Contact
- I know that I need to behave well online as in real life and be polite and friendly
- I know that if I am rude or bully someone online at home, I may get into trouble at school
- I will not open messages if the subject field is not polite or if I do not know who it is from
- I am careful about what I send as messages can be sent on to my parents or head teacher
- I know that I must have permission to communicate online and will make sure my teacher/parents know who I communicate with
- I will talk to an adult if an online friend wants to meet me and never arrange to meet anyone without permission
- I know that anything I put up on the internet can be seen by anyone
- If I bring my mobile phone to school I will give it to the teacher at the beginning of the day and not use it at all in school

Conduct
- I will not use IT in school (including my own) without permission from my teacher
- I will choose my user names and passwords carefully to protect my identity and I will not share them. I will not ask computers to remember my password
- I know I must keep my personal details and those of others private
- I will not visit unsafe sites or register for things I am not old enough for
- I will log off sites when I have finished
- I know that I should not buy anything on line without permission
- I will not use anyone else's work or files without permission
- Where work is protected by copyright, I will not try to download copies
- I will not take or share pictures of anyone without their permission

Problems
- I will not try to change computer settings or install programmes
- I will not damage equipment and will tell a teacher if equipment is broken or not working
- I will tell a teacher or adult I trust if I find anything on a computer or message that is unpleasant or makes me feel uncomfortable
- I will tell a teacher or adult I trust if I know of anyone that is behaving badly on line or anyone may be being bullied

I agree to use ICT by these rules when:

- I use school IT or my own in school (including my mobile phone when allowed)
- I use my own IT (including mobile phone) out of school to use school sites or for school activities

I understand that if I break these rules there could be the following consequences:

(1) I might have a sanction in class e.g. missed playtime etc.
(2) I might not be allowed to use the internet or other applications in school
(3) I might be sent to the Head Teacher and my parents called into school
(4) I could be excluded if I damage things, share inappropriate material, cyber-bully or break the law