



Holywell Church of England Primary School

Acceptable use Policy

Written by: Claire Macdonald

(adapted from guidance from Cambridge County Council in March 2015, updated in July 2017 and added children's AUP June 2019)

Date: June 2019

Review date: September 2021

Expanding our Horizons with Contagious Enthusiasm

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 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.

At Holywell Church of England Primary School, we aim to promote the knowledge and understanding of all elements of e - safety ensuring the responsible, safe and secure use by all stakeholders.

ICT Access Control

- The use of ICT resources will be for directed purposes
- Users will access and amend files and documents using their password which will be confidential at all times
- Key fobs (where appropriate) will be used to access centrally hosted data off site
- Hardware encrypted memory sticks will be used to store and transfer information
- School data may not be transferred onto any equipment not owned by the school
- The Headteacher and Governing Body reserves the right to look at all files on the school system and approve access by users
- Anti-virus software will be regularly updated through central hosting

Managing the Internet Safely

- The school provides Internet access exclusively for administration and educational purposes
- County firewall software provides anti-virus protection
- Filtered access for both adult and child use is provided by Irvin Knight ICT Solutions
- All Internet access by pupils is supervised by a member of staff or other responsible adult
- No pupil, member of staff or community user is permitted to access material that is illegal or potentially offensive using school systems
- The copyright and intellectual property rights of material using the school system will be respected

Use of Internet by Pupils

- Children will at appropriate times be given access to the Internet as an information source, a communications tool and a publishing medium
- Parents/Carers will be asked to review the Acceptable use policy with their children and return a reply slip to state that they have done so throughout the school annually. This will be completed at the start of each academic year (see Appendix 1)

Use of e mail

- The school e mail system will be used for school purposes only
- Pupils will be given e-mail access through Purple Mash, they can then send and receive e-mails from other pupils within the school
- Any user of the school e-mail systems must not communicate inappropriate or offensive material.

Internet Chat

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication forums that have been approved by the school, e.g. within the Learning Platform ThinkUknow (a CEOP accredited website.)
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat is forbidden

Digital Publishing

The school has its own web site. Ultimate responsibility for the content of the site rests with the Headteacher in line with the following guidelines

- The school is registered under the Data Protection Act
- Parent / carer permission will be sought before publication of photos and videos generated or identified by the school
- Personal information will only be published with parent / carer permission
- Individual pupils will not be identifiable by full name at any time

Incident Reporting

- All staff and pupils have a responsibility to report e safety or e security incidents
- In order to maximise school e- safety, all incidents will be brought to the attention of senior staff and recorded in an Incident Book (stored accordingly with Headteacher) and dealt with effectively and promptly

Mobile IT hardware e.g. laptops in transit

- Mobile IT resources are to be stored in a locked compartment e.g car boot when in transit (insurance requirement)
- Mobile IT resources e.g laptops are to be used exclusively for school purposes

Disposal of hardware

- All obsolete hardware will be safely and securely disposed of
- All obsolete hard drives will be wiped prior to safe disposal

The school will try to ensure that staff will have good access to ICT to enhance their work, to enhance learning opportunities for our young people and will, in return, expect staff to agree to be responsible users.

Acceptable Use Policy Agreement (Staff)

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 the young people 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 will 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, iPads, 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 within the policies and rules set down by the school.
- 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 Headteacher
-

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 and in accordance with the school's policy on the use of digital / video images. I will only use my personal equipment to record these images if it is password protected.
- I will not engage in any on-line activity that may compromise my professional responsibilities or bring the school into disrepute.
- I will only communicate with young people and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- If the data on any device is breached I will report it to the Headteacher immediately.
-

The school has the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my personal hand held / external devices (iPads/PDAs / laptops / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- 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 understand the importance of regularly backing up my work.

- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, 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 install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School Personal Data Policy. Where personal data is transferred outside the secure school network, it must be encrypted.
- I understand that data protection policy requires that any staff or young person's 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
- It is my responsibility to understand and comply with current copyright legislation.

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 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 Name

Date

Pupil Acceptable Use Agreement

(Foundation / KS1)

This is how we stay safe when we use computers:

- I will ask a teacher or suitable adult if I want to use the computers / tablets
- I will only use activities that a teacher or suitable adult has told or allowed me to use
- I will take care of the computer and other equipment
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong
- I will tell a teacher or suitable adult if I see something that upsets me on the screen
- I know that if I break the rules I might not be allowed to use a computer / tablet



Acceptable Use Agreement – EYFS/KS1 Pupils

THINK BEFORE YOU CLICK

S	Surfing: I will only use the Internet with adult supervision
A	Access: I will only click on icons and links when I know they are safe
F	Friendly: I will only send friendly and polite messages
E	Eeek! If I see something I don't like on a screen, I will always tell an adult

My Name	
My Signature: (or Parent/Guardian's Signature)	
Parent/Carer's Name:	



Acceptable Use Policy Agreement – KS2

I will only use the school's ICT equipment and tools for school work or home learning and if I need to use the school's computers for anything else, I will ask for permission first.

- I will not bring equipment in from home (including memory sticks) without permission from my teacher.
- I will only use the Internet if an adult is in the room with me.
- I will not look at other people's files without their permission.
- I will keep my passwords private and tell an adult if I think someone else knows them. I know that my teacher can change my passwords (X Tables Rock stars, Purple Mash and Fiction Express) if needed.
- I will only open e-mail attachments from people who I know or an adult has approved. If I am unsure about an attachment or email, I will ask an adult for help.
- I will only send friendly, polite messages.
- I will not give my own personal details such as surname, phone number or home address or any other personal details that could be used to identify me, my friends or my family. If I have to use an online name I will make one up!
 - I will never post photographs or video clips without permission from my teacher.
 - I will never arrange to meet someone I have only ever previously met online. It could be dangerous.
 - I will not deliberately look for, save or send anything that could be unpleasant or upsetting. If I find anything via Internet or e-mail that is upsetting or makes me feel uncomfortable, I will tell a teacher or responsible adult. I will do my best to follow these rules because I know they are there to keep me and my friends safe.

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

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community. (Examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I may be subject to action from the Headteacher. This may include loss of access to the school network / internet, suspensions, contact with parents and in the event of illegal activities involvement of the police.

If I don't follow these rules, my teacher may:

- Speak to me about my behaviour.
- Speak to my parents about my use of technology.
- Remove me from online communities or groups.
- Turn off my access for a little while.
- Not allow me access to use laptops / computers to access the internet or particular programmes for a while.
- Take other action to keep me (and others) safe.

I am signing below to show that I understand and will try to abide by these rules.

Pupil Name _____ Pupil Signature _____ Date _____

Adoption and annual review of the I.T Acceptable Use Policy

This policy was adopted at a meeting of:	
Held on:	10 th March 2015 Updated July 2017 Updated June 2019
Print name: Signed on behalf of the FGB:	

	Print Name	Signed of behalf of the FGB	Date
This policy was reviewed on:			
This policy was reviewed on:			
This policy was reviewed on:			
This policy was reviewed on:			
This policy was reviewed on:			

Appendix 1:

Dear Parent/Carer,

Use of Internet by Pupils. Your child/children will at appropriate times be given access to the Internet as an information source, a communications tool and a publishing medium. The Internet is fast becoming a major source of educationally useful material and the primary distribution medium for a wide range of organisations. The potential to support the classroom teacher and the learner is significant and will continue to grow.

There are well publicised concerns regarding access to material on the internet that would be unsuitable for school pupils. Whilst it is impossible to ensure that a pupil will not access such material, the school in liaison with Cambridgeshire County Council, is taking all reasonable steps to minimise a pupil's access to unsuitable material. These include:

- Use of a filtered Internet Service to prevent access to internet sites with undesirable material
- The requirement that wherever possible, all Internet access during school hours will be supervised by a member of staff or another responsible adult
- Education of pupils as to the potential legal consequences of accessing certain types of materials.

We would ask you to read the school's policy for Acceptable Use of ICT, and discuss it with your child in a way you feel appropriate to their age and understanding.

REPLY SLIP – ACCEPTABLE USE POLICY June 2019

Parental response form

Name of Child(ren) _____

- I have read the attached letter and understand that the school will endeavor to take all reasonable steps to restrict access to unsuitable material on the Internet.
- I have read the attached Acceptable Use Policy and have discussed it with my child.

Signature of Parent /Carer _____

Date _____