Charlestown Community Primary School

Acceptable Use Policy

2016

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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 of 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 creatively 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 try to ensure that staff and volunteers will have good 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.

Staff, Governor and Visitor
Acceptable Use Agreement / Code of Conduct

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Head teacher.

 ➤ I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed acceptable by the Head or Governing Body
 ➤ I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities
 ➤ I will ensure that all electronic communications with pupils or parents and staff are compatible with my professional role
 ➤ I will not give out my own personal details, such as mobile phone number, personal e-mail address, personal Twitter account, or any other social media link, to pupils or parents
 ➤ I will only use the approved, secure e-mail system(s) for any school business
 ➤ I will ensure that personal data (such as data held on SIMs software) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body. Personal or sensitive data taken off site must be encrypted, eg on a password secured laptop
 ➤ I will not install any hardware or software without permission of the head teacher
 ➤ I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory
 ➤ Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member
 ➤ Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Head teacher
 ➤ I will support the school approach to online safety and not upload or add any images, video, sounds or text linked to or associated with the school or its community'
 ➤ I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Head teacher
 ➤ I will respect copyright and intellectual property rights

- I will ensure that my online activity, both in school and outside school, will not bring the school, my professional reputation, or that of others, into disrepute
- I will support and promote the school's e-Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies
- I will not use personal electronic devices (including smart watches) in public areas of the school between the hours of 8.30am and 3.30pm, except in the staff room and where there are signs to indicate this.
- I will follow the school's policies on Safeguarding, Whistleblowing, Social Media and Networking Policy, and Mobile Phone Policy.

User Signature

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout the school

Signature …………………………………… Date ……………………

Full Name ……………………………………..(printed)

Job title …………………………………………………………………………

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Key Stage 1 Pupils:

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E-safety for learners in KS1
I want to feel safe all the time.
I agree that I will:
- always keep my passwords a secret
- only open pages which my teacher has said are OK
- only work with people I know in real life
- tell my teacher if anything makes me feel scared or uncomfortable on the internet
- make sure all messages I send are polite
- show my teacher if I get a nasty message
- not reply to any nasty message or anything which makes me feel uncomfortable
- not give my mobile phone number to anyone who is not a friend in real life
- only email people I know or if my teacher agrees
- only use my school email
- talk to my teacher before using anything on the internet
- not tell people about myself online (I will not tell them my name, anything about my home and family and pets)
- not upload photographs of myself without asking a teacher
- never agree to meet a stranger

Anything I do on the computer may be seen by someone else.
I am aware of the CEOP report button and know when to use it.

 Signed …………………………………………………..

Date:…………………………………………………

Team:……………………………………………………

Key Stage 2 Pupils:

E-safety for learners in KS2

When I am using the computer or other technologies, I want to feel safe all the time.

I agree that I will:

- always keep my passwords a secret
- only use, move and share personal data securely
- only visit sites which are appropriate
- work in collaboration only with people my school has approved and will deny access to others
- respect the school network security
- make sure all messages I send are respectful
- show a responsible adult any content that makes me feel unsafe or uncomfortable
- not reply to any nasty message or anything which makes me feel uncomfortable
- not use my own mobile device in school unless I am given permission
- only give my mobile phone number to friends I know in real life and trust
- only email people I know or approved by my school
- only use email which has been provided by school
- obtain permission from a teacher before I order online
- discuss and agree my use of a social networking site with a responsible adult before joining
- always follow the terms and conditions when using a site
- always keep my personal details private. (my name, family information, journey to school, my pets and hobbies are all examples of personal details)
- always check with a responsible adult before I share images of myself or others
- only create and share content that is legal
- never meet an online friend without taking a responsible adult that I know with me

I am aware of the CEOP report button and know when to use it.

I know that anything I share online may be monitored.

I know that once I share anything online it is completely out of my control and may be used by others in a way that I did not intend.

Signed…………………………………………………….

Date: ……………………………………………………… Team:……………………………

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Parent / Guardian:
Charlestown Community Primary School
Parent /Guardian name:……………………………………………………….

Pupil name: …………………………………………………………………….

Pupil's class: ……………………………………

As the parent or legal guardian of the above pupil(s), I grant permission for my child to have access to use the Internet, the Virtual Learning Environment, school Email and other ICT facilities at school. I know that my daughter or son has signed a form to confirm that they will keep to the school's rules for responsible ICT use, outlined in the Acceptable Use Policy (AUP). I also understand that my son/daughter may be informed, if the rules have to be changed during the year.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using a filtered internet service; secure access to email, employing appropriate teaching practice and teaching e-safety skills to pupils.

I understand that the school can check my child's computer files, and the Internet sites they visit. I also know that the school may contact me if there are concerns about my son/daughter's e-safety or e-behaviour. I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.

I am aware that the school permits parents/carers to take photographs and videos of their own children in school events and that the school requests that photos/videos are not shared on any social networking site such as Facebook if the photos/videos contain images of other children. I will support the school's approach to e-Safety and will not upload or add any pictures, video or text that could upset, offend or threaten the safety of any member of the school community

 Parent's signature:…………………………………………… **Date:**………………….

Parent of:……………………………………………………………… **Team:**………………..

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