

Charlestown Community
Primary School



Acceptable
Usage Policy

Reviewed: September 2024

Charlestown Community Primary School **Acceptable Usage Policy**

Educational Technology has become and will continue to be, an integral part of 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 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 usage 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 Educational Technologies in their everyday work
- The use of Home Learning devices and Home Learning technologies, such as Zoom and Google Meet calls, if Home Learning is required by the school or the Government.

The school will try to ensure that staff and volunteers will have good, or better access to Educational Technologies to enhance their work, to enhance teaching and learning opportunities for pupils and will, in return, expect staff and volunteers to agree to be responsible users. We strive for 'forward thinking' teaching and learning.

Charlestown Community Primary School

Staff, Governor and Visitor - Acceptable Usage Agreement

Educational Technologies (including data) and the related technologies such as email, 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 Educational Technology.

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 or Digital Lead.

When using the school's ICT systems and accessing the internet in school, or outside school on a work device...

- I will not use the device in any way that could harm the school's reputation.
- I will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role.
- I will only use the school's email, Internet, Learning Platform/s (such as Seesaw, Zoom, Google Meet or Google Classroom) and any related Educational Technologies for professional purposes or for uses deemed acceptable by the Head Teacher or Governing Body.
- I will comply with the System Security and not disclose any passwords provided to me by the school or other related authorities.
- I know that the school will filter and monitor the websites I visit.
- I will use a password manager of my choice, to ensure that my passwords are kept secure. (For school owned devices, we recommend Dashlane, which is installed on school iPads and offers free use up to 25 passwords.)
- I will not share my password/s with others or log in to the school's network using someone else's logins.
- I will ensure that all electronic communications with pupils or parents and staff are compatible with my professional role, using the appropriate channels as outlined in the Online Safety and Social Media Policies. I will not use any improper language when communicating online, including in emails and any other messaging.
- I will not give out my own personal details, such as mobile phone number, personal email address, personal Social Media account details, to pupils or parents.
- I will only use the approved, secure Google Mail email system, school phone system (3CX) or School Spider (where appropriate) for any school business.
- I will ensure that personal data (such as data held on information systems, including but not limited to SIMs, Medical Tracker and School Spider) 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 Teacher or Governing Body. Personal or sensitive data taken off site must be encrypted, e.g. on a password secured laptop, by using a school issued encrypted USB Drive, or by using secured Google Drive files. The use of USB Drives is no longer recommended and the use of Google Drive and Google Shared Drives is preferred.
- I will not install any hardware or software without permission of the Head Teacher, Digital Lead and/or Network Manager.

- I will not browse, access, download, upload, attempt to access or distribute any inappropriate material including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)
- 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 and in line with the school's Data Protection Privacy Notices.
- I will read and use the Privacy Notice lists of children who cannot have their information shared by the school for various reasons, regularly. I know that I have access to this as part of a shared document within Google Drive. I will maintain this whilst uploading photographs to SeeSaw.
- 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 is 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 Online Safety, Data Security, Cyber Security and Data Protection policies and help pupils to be safe and responsible in their use of Educational Technologies.
- If I am a member of teaching staff, I will ensure that I monitor the use of the children's iPads at all times, using Apple Classroom, when they are being used in the area I work or with the children I work with.
- I will only use personal electronic devices, including, but not limited to Smartphones, Smartwatches, Fitbits and other technologies, in an appropriate manner, as set out in the Online Safety Policy, whilst pupils are present.
- I will not use personal electronic devices, including, but not limited to Smartphones, Smartwatches, Fitbits and other technologies, for the taking of photographs, videos or audio on the school premises.
- I will ensure that any school owned devices that are registered to me, will be updated when required, or when instructed to do so by the Network Manager and/or the Digital Lead.
- I will not promote private businesses, unless that business is directly related to the school.
- I will inform the designated safeguarding lead (DSL) and their deputies, and the Network Manager, if a pupil informs me they have found any material that might upset, distress or harm them or others, and will also do so if I encounter any such material.
- I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.
- I will follow the school's policies on Safeguarding, Whistleblowing, Online Safety, Social Media Policy and Mobile Phone Policies, as well as any other related policies.

Acceptable Usage Agreement
Adult Signature - Staff, Governor and Visitor

I agree to follow this Acceptable Usage Agreement and to support the safe and secure use of Educational Technologies throughout the school.

Staff, Governor or Visitor Signature:	
Full Name (Printed):	
Job Title (Printed):	
Date:	

Charlestown Community Primary School

Early Years Pupils - Acceptable Usage Agreement

When using laptops, iPads and other mobile technologies, I agree that I will:

- keep passcodes and passwords a secret.
- only open apps and web 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 when using the device.
- not share personal information (my name or anything about my life at home or school) with anyone who is not a friend in real life.
- talk to my teacher before using anything on the internet.
- not upload photographs of myself without asking a teacher .
- never agree to meet a stranger.

If learning from home, I know that I should:

- only use the Zoom or Google Meet link sent by my teacher to see my teacher, class and year group.
- keep myself muted when on a Zoom or Google Meet lesson.
- ask any questions I have using the chat function, when I am muted.
- keep my camera on when on a Zoom or Google Meet lesson.
- not take screenshots or photographs of the screen during any live learning session, such as on Seesaw, Zoom or Google Classroom.

I know that anything I do on the laptops and iPads may be seen by someone else.

I know what the CEOP report button is and know when to use it.

Acceptable Usage Agreement

EYFS Child Signature

I agree to follow this Acceptable Usage Agreement.

Name, written by the Child:	
Child's Full Name (Printed):	
Date:	
Class:	

Charlestown Community Primary School

Key Stage One Pupils - Acceptable Usage Agreement

When using laptops, iPads and other mobile technologies, I agree that I will:

- always keep passcodes and passwords a secret.
- only open apps and web pages which my teacher has said are allowed.
- only work with people I know in real life.
- tell my teacher if:
 - I select a website or app by mistake
 - I receive messages from people I don't know
 - I find anything that makes me feel scared or uncomfortable.
- make sure all messages I send are polite and only send them when my teacher allows.
- show my teacher if I get a nasty message, straight away.
- 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.
- talk to my teacher before using any apps or websites.
- not tell people about myself online (I will not share personal information, which includes telling them my name, anything about my home, family and pets).
- not take any photographs without my teacher's permission and the permission of the people I am taking photographs of.
- not upload photographs of myself or others without asking a teacher.
- never agree to meet a stranger.

If learning from home, I know that I should:

- only use the Zoom or Google Meet link sent by my teacher to see my teacher, class and year group.
- keep myself muted when on a Zoom or Google Meet lesson.
- ask any questions I have using the chat function, when I am muted.
- keep my camera on when on a Zoom or Google Meet lesson.
- not take screenshots or photographs of the screen during any live learning session, such as on SeeSaw, Zoom or Google Classroom.

I know that anything I do on the laptops and iPads may be seen by someone else.

I know what the CEOP report button is and know when to use it.

Acceptable Usage Agreement

KS1 Child Signature

I agree to follow this Acceptable Usage Agreement.

Name, written by the Child:	
Child's Full Name (Printed):	
Date:	
Class:	

Charlestown Community Primary School

Key Stage Two Pupils - Acceptable Usage Agreement

When using laptops, iPads and other mobile technologies, I agree that I will:

- always use the school's systems and the internet responsibly and for educational purposes only
- always keep passcodes, usernames and passwords secure.
- only use, move and share personal data securely, in ways I am shown.
- only visit sites which are appropriate or I am told to go to.
- only work in collaboration with people in my class, year group or school, which my teacher has shown me, and will deny access to others.
- respect the school network security.
- make sure all messages I send are respectful.
- show a trusted adult any content that makes me feel unsafe or uncomfortable.
- not reply to any nasty messages or anything which makes me feel uncomfortable, and I will show a trusted adult the message.
- not use my own mobile device in school, unless I am given permission to do so.
- (if I am in Year 5 or 6) hand my own mobile device to the school for safe keeping each day, if it is brought into school.
- only give my mobile phone number to friends I know in real life and trust.
- only use the email address which has been provided by school, for school work (if I have access to a school email address) and I will only email people I know or people who have been approved by school.
- discuss and agree my use of a social media site with a responsible adult at home before joining them, but I know that social media apps and websites have age restrictions which don't allow me to join or use them.
- always keep my personal information private (this information could include: my name, family information, journey to school, my pets and hobbies).
- not take any photographs without my teacher's permission and the permission of the people I am taking photographs of.
- not upload photographs of myself or others without asking a teacher who will need to check whether the people or their parents have consented on the schools Privacy Notices.
- only create and share content that is legal.
- never meet an online friend without taking a responsible adult that I know with me.
- always log off or shut down a device when I've finished working on it.

If on Home Learning live lessons:

- only use the link sent by my teacher/s.
- I will keep myself muted unless asked to speak.
- I will ask any questions I have using the chat function, when I am muted.
- I will keep my camera on.
- I will not take screenshots or photographs of the screen.

I know that anything I do on the laptops and iPads is monitored by school and can be seen by someone else.

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

I know what the CEOP report button is and know when to use it.

Acceptable Usage Agreement

KS2 Child Signature

I agree to follow this Acceptable Usage Agreement.

Name, written by the Child:	
Child's Full Name (Printed):	
Date:	
Class:	

Charlestown Community Primary School

Parent/Carer - Acceptable Usage Agreement

As the parent or legal guardian of the pupil/s named below, I grant permission for my child to have access to use the Internet, the Learning Platform/s, school email address and other Digital Technologies at school and as part of any Home Learning if and when required, such as SeeSaw, Zoom, Google Meet and Google Classroom. I know that my child/ren have signed a form to confirm that they will keep to the school's rules for responsible use of Digital Technologies, outlined in the school's Acceptable Use Agreement. I also understand that my child/ren will be informed, if the rules are changed during the course of 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 them from accessing inappropriate materials in school. These steps include using a filtered internet service; secure access to email which is monitored by school, employing appropriate teaching practice and teaching Online Safety skills to pupils. I understand that at school, the internet is filtered and monitored at all times, but if learning at home, this filtering and monitoring is my responsibility, as the parent/carers.

I understand that the school can check my child/ren's computer files and the websites they visit. I also know that the school may contact me if they have concerns about my child/ren's Online Safety or behaviour online. I will support the school by promoting safe use of the Internet and Digital Technologies at home for homework and for any Home Learning that is required, such as SeeSaw, Zoom, Google Meet and Google Classroom. I will inform the school if I have any concerns over my child's Online 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** including but not limited to: Facebook, X (or Twitter), Instagram, TikTok etc., if the photos/videos contain images of **other children**. I will support the school's approach to Online 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.

Should teaching need to take place online, the school asks that when using our online platforms, such as SeeSaw, Zoom, Google Meet or Google Classroom for any online learning, screenshots or photographs of the screen are not taken, as other children and teachers will be present, and this would be unacceptable. During Live Learning sessions, we also ask that parents/carers are not interrupting the teaching input. Instead, please support your child as much as possible but without asking any questions to the teacher directly. The children should be the ones who are asking questions.

Acceptable Usage Agreement
Parent/Carer Signature

I agree to follow this Acceptable Usage Agreement.

Parent/Guardian Signature:	
Parent/Guardian Full Name (Printed):	
I am the Parent/Guardian of the Pupil's Named here (Printed):	

Charlestown Community Primary School Acceptable Usage Policy

Policy updated:	September 2024
Policy Agreed:	
To be reviewed:	September 2026, or earlier if required
Policy produced by:	Paul Higginbotham, Digital Lead
Signed:	
Designation:	Chair of Governing Body