

*Ramsgate Holy Trinity C.E.(Aided) Primary School*



## Acceptable Use Policy

<b>Approved by:</b>	Learning & Development Committee	<b>Date:</b> 29.4.2021
<b>Reviewed:</b>	April 2021	
<b>Next review due :</b>	Spring 2023	

## Acceptable Use Policy

### Staff Acceptable Use Policy Agreement –

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.

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

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 (e.g. laptops, email, Showbie, TeacherShare and PupilShare, iPads, etc.) out of school.
- I understand that the school ICT systems are solely 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 or another member of the Senior Leadership Team.
- Private devices will not be used to hold personal data of pupils.

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 or another member of the Senior Leadership Team immediately.

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

- Personal equipment (such as phones, iPads) must not be used to photograph, record or video children unless the Headteacher or Deputy Headteacher has given permission to do so.
- I understand that all school equipment and access to the school's intranet must be kept secure (e.g. devices must not be left in the car overnight and access by unauthorised users must be prevented).
- 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 as well as saving it onto the school's server in TeacherShare.
- I will not attempt 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 nor will I attempt to download materials that may cause harm or distress to others. I will not try to use any apps 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 or has been cleared by the school's IT support (SNS).
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I understand that it is my responsibility to keep the school's equipment safe and access to the school's intranet safe (e.g. locking computers when leaving a work station and not leaving equipment overnight in the car).
- I will only transport, hold, disclose or share personal information about myself or others as outlined in the school's Data Protection 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.

- Should I have to use my own hand-held devices to take photos of school events – in exceptional circumstances only -, I will transfer the photos as soon as possible onto the school's system and delete the images immediately. Under no circumstances am I allowed to transfer these images onto my own computer, etc., or to keep them on a portable device.

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.

### **Use of mobile phones by staff**

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present or during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room) unless there are exceptional circumstances, for instance having to contact emergency services. The headteacher/deputy headteacher will decide on a case-by-basis whether to allow for special arrangements.

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 as well as my use of personal equipment in school or in situations related to my employment by the school and on social media.
- 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. Any breach of this policy will be dealt with in accordance with other school policies and government guidance (e.g. Staff Disciplinary Policy and Online Safety Policy) and should be reported to the Headteacher or Governing Body.

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

## **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

Signed by the class

## **Acceptable Use Policy Agreement – KS2**

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

#### **For my own personal safety:**

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc )
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

#### **I understand that everyone has equal rights to use technology as a resource and:**

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.

- 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 use the school system or devices for internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so. I will act as I expect others to act toward me.
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

**I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school**

- I am not permitted to use my own personal devices (mobile phones / USB devices etc) in school unless if I have permission (home learning share).
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I 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 immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.

**When using the internet for research in school or at home for recreation, I recognise that:**

- I should 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 try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

**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 Mrs Price. 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.

**Please sign below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement**

I have read and understand the above and agree to follow these guidelines when:

- I use the school system and devices;
- I only use my own devices in the school with permission;
- I use my own equipment out of the school in a way that is related to me being a member of this school.

Names

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