



Acceptable Use Policy

This policy covers the acceptable use of computing by staff, volunteers and pupils.

1. Staff and Volunteers

School Policy

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 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 computing 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 computing in their everyday work.
- The school will try to ensure that staff and volunteers will have good access to computing to enhance their work, to enhance learning opportunities for *students / pupils* learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school computing systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the computing systems and other users. I recognise the value of the use of computing for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of computing. I will, where possible,

educate the young people in my care in the safe use of computing 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 computing systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school computing systems (e.g. laptops, email etc.) out of school.
- I understand that the school computing 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 appropriate person (E-Safety Officer or Head Teacher).
- I will only use my school encrypted memory stick in any computers and laptops in school.
- I will notify the Headteacher if my encrypted memory stick is lost or stolen.
- I will not share my encrypted memory stick password.
- I will only use my encrypted memory stick to save and store planning, data and any other pupil information.

I will be professional in my communications and actions when using school computing 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. Images taken on non-school equipment should only be downloaded using school equipment and then deleted from the original device. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the school website) it will not be possible to identify by name, or other personal information, those who are featured.
- In my personal use of chat and social networking sites, the information shared should never compromise the school's duty to provide the highest possible standard of education or bring the school's reputation into disrepute. Staff should report all contacts through networking sites which may concern them to the head teacher. Examples may include: child below 13 on Facebook requesting to be a friend or inappropriate comments by a parent directed to themselves.
- I will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.
- I will ensure I vet any websites or YouTube videos I wish to use in my lessons that the students will be viewing and that all are suitable for those involved.
- I will prepare all images I wish the students to use in any given curriculum subject. I understand it is a risk to allow students to search google images and that any word

typed in could lead to inappropriate images. Even if I have conducted prior research, I understand more images can be uploaded between the time I had viewed them to when the students view them. This could again lead to the viewing of inappropriate images.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school: Where permission needs to be sought please see the head teacher.

- When I use my personal hand held / external devices (PDAs / laptops / mobile phones / USB devices, tablets etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. This includes downloading photographs on school computers. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not use personal email addresses on the school computing systems for pupil's personal data.
- 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 ensure that my data is regularly backed up and encrypted, due to the possibility of loss of said data (e.g. USB sticks).
- I will not try to upload, download or access any materials which are illegal, 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 or passed through the necessary people (e.g. computing subject lead and IT technician).
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will immediately report any damage or faults involving equipment or software, however this may have happened to the IT technician.
- I understand that all my use of the internet and other related technologies can be monitored and logged and made available on request by the Headteacher.

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
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

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.

I understand the possible threat of students being susceptible to radicalisation and extremist groups:

- I understand that students may become susceptible to radicalisation through range social, personal and environmental factors.
- I know, through PREVENT training, the necessary steps I may have to take if I suspect the radicalisation of a student.
- I understand the purpose of WRAP (Workshop to Raise Awareness of PREVENT).
- I know to report suspected online terrorist content to the following link:
<http://www.gov.uk/report-terrorism>

Acceptable Use Policy

I have read and understand the above and agree to use the school computing 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 / Volunteer Name (sign below)

2. Pupils

The Woodlands Community Primary School is committed to safeguarding and promoting the welfare of children. All pupils use computer facilities including Internet access as an essential part of learning, as required by the national curriculum, therefore, gaining pupils' and parents' agreement to e-safety rules is important.

Key Stage 1

Think then Click

These rules help us to stay safe on the Internet

We only use the internet when an adult is with us.

We can click on the buttons or links when we know what they do.

We can search the Internet with an adult.

We always ask if we get lost on the Internet.

Think then Click

E-Safety Rules for Key Stage 2

- We ask permission before using the Internet.
- We only use apps, websites and videos that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We click on Hector if we see anything we are uncomfortable with.
- We immediately close any webpage we not sure about.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not share passwords with other people
- We do not use Internet chat rooms.
- We do not misuse or mistreat any school IT equipment.

Children Signature: