Castle Hill Primary School
Acceptable Use Policy
Policy

Reviewed on: March 2021

Next Review date: March 2022

Reviewed by: ICT Coordinator & Headteacher

Review frequency: Annually

As a committed member of UNICEF and a follower of the conventions
in everything we do, we are a rights respecting school.
Therefore in writing this policy, we relate to Articles 1,2,13,17,19,36

School Policy

New technologies have become integral to the lives of adults and children alike, in and out of school. The internet and other digital information and communication technologies are powerful tools, which open up new opportunities for everyone. These technologies are constantly changing and growing. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning as well as being an important part of society in the current 'digital age'. All users should have access to safe internet access wherever possible.

This Policy is intended to ensure:

- That staff and volunteers and students will be responsible and stay safe while using the internet and other communication technologies for educational, personal and recreational use.
- That staff are protected from potential risk in their use of ICT in their everyday work.
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk in accordance with county guidelines.

The school will try to ensure that students / pupils have good access to ICT to enhance their learning and will, in return, expect the students / pupils to agree to be responsible users. Please note that whilst the school cannot control internet use outside of the school premises they will endeavour to support parents with their responsibilities in keeping their children safe by providing safety information to them. They also will be encouraged to refer to the UK Safer Internet Centre and Thinkuknow for advice.

Expectations of Pupils and Staff

For the school to ensure internet safety the following expectations will apply to all staff and pupils. When reading this policy, reference should also be made to the Castle Hill Policy on Safeguarding children (which is located in the School Office or on the website) as well as Annex C of the Keeping children safe in education document.

Staff and Volunteers

All staff must understand that school systems must only be used in a responsible way, to ensure that there is no risk to their safety and to the security of the systems and other users. They will recognise the value of the use of ICT to enhance learning and will ensure that students receive opportunities to gain from the use of ICT. They will, where possible, educate the young people in their care to be safe users of technology and will embed e-safety in their work.

For their professional and personal safety staff:

° Understand that the school will monitor their use of the ICT systems, email and other digital communications.

°Understand that the rules set out by this agreement apply to use of the school ICT systems (eg laptops, email, see-saw etc) both in and out of school.

°Understand that school ICT systems are primarily intended for educational use and will only be used for personal or recreational use within the policies and rules set by the school.

°Will not disclose their username or password to anyone else, nor will they try to use any other person's username or password.

°Will immediately report any illegal, inappropriate, suspicious or harmful material or incident that they become aware of to the appropriate person.

°Will use encrypted memory sticks, signed out from the school office, for reports/medical reports or any document containing a child's personal data that needs protecting.

In order to communicate and act as a professional and responsible user of school ICT systems staff:

°Will not access, copy, remove or otherwise alter any other user's files, without their express permission.

° Will communicate with others in a professional manner and will not use any aggressive or inappropriate language.

°Will appreciate that others many have different opinions.

°Will only communicate with students, parents and other professionals using official school systems (such as email accounts and text service). Any such communication must be professional in tone and manner.

°Will ensure that when they take or publish images of others it will be with their permission. Images will be taken/downloaded using school equipment and not personal devices without express permission.

°Will ensure that information shared on chat or social networking sites never compromises the school's duty to provide the highest possible standard of education or

bring the school's reputation into dispute. Staff who have any concerns about any school matter should follow school current guidelines and policies to resolve issues and not networking sites. Where possible, users will use a separate account not their personal account.

°Will report all contacts through networking sites which may concern them to the headteacher.

°Will not engage in any online activity that may compromise their professional responsibilities.

°Will ensure that they have permission to use any original work of others in their own work.

°Where work is protected by copyright, they will not download or distribute copies without the appropriate permissions.

In order to keep the school systems and themselves safe when using personal devices in school, staff:

°**Will check all content before it is used with children to ensure it is appropriate for them.**

°Will follow the rules set out in this policy in the same way as if they were using school equipment and will ensure such devices are protected by up to date anti-virus software and are free from viruses.

° Will not use personal email addresses on the school ICT systems for any personal data relating to students or other staff.

° 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.

° Will not try to upload, download or access any materials which are illegal, inappropriate or may cause harm or distress to others.

°Will not install programmes of any type, store programmes on a computer or alter settings without permission from the Computing co-ordinator or headteacher.

°Will not disable or cause damage to any school equipment or equipment belonging to others.

°Will only transport, hold, disclose or share personal information about myself or others, as outlined in this policy.

°Understand that data protection policy requires that any staff or student data to which they have access, will be kept private and confidential, except when it is deemed necessary (required by law or school policy) to disclose such information to an appropriate authority.

°Will immediately report any damage, loss or faults involving equipment or software to the headteacher or Computing co-ordinator however it may have happened.

Staff are responsible for their actions in and out of school and therefore:
°Understand that this Acceptable Use Policy applies not only to their work and use of school ICT equipment in school, but also applies to their use of school ICT equipment out of school and their use of personal equipment in school or situations related to their employment by the school.

° Understand that if they fail to comply with this Acceptable Use Policy Agreement, they could be subject to disciplinary action. This could include a warning, suspension, referral to Governors and/or the Local Authority and in the vent of illegal activities the involvement of the police.

Name:
Job Title:
Signed:
Date:

Expectation of Pupils

In order to keep themselves safe when using school ICT systems pupils:

° Will use the internet only when supervised by an adult.

° Will never enter any personal information about themselves or anyone else into the internet.

° Will only use internet sites they have been directed to use by the class teacher. If researching a topic, children will use websites related to that specific topic.

° Will not share personal information or passwords with others.

° Will never open emails from someone they don't know.

° Will report anything that makes them uncomfortable.

° Will not use chat rooms or social media sites that are inappropriate for their age.

° Will write polite and appropriate emails.

° Will not play games not related to their task or which contain inappropriate content as deemed by the class teacher.

° Will not file share (using peer-to-peer software) content which is not their own.

° Will not make any downloads from an internet site without permission.

° No mobile phones, tablets or personal electronic device should be in classrooms. If a mobile device is brought to school it will be handed in to the school office where it can be collected at the end of the day.

° Will sign and adhere to the school's e-safety agreement.

° Understand that if they fail to follow the rules set out by the e-safety agreement there will be consequences, as judged appropriate by the class teacher or headteacher.

Expectations of Parents

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

Agreement to the e-safety rules is to be obtained once a year at the same time as checking home and emergency contact details. It will include, among other things, permission to publish photographs.

A list of students whose parents have not consented for web publication of works and photographs and for internet access will be held in the office and be accessible to staff so that they can refer to it when appropriate.

Remote Learning

Where learning from home is required; parents, pupils and staff will refer to the Castle Hill Remote Learning Policy. All above information will still apply to school devices and use of personal devices to access school systems. Please also use advice from the NSPCC, UK Safer Internet Centre, thinkuknow and other resources provided in the government's online safety during remote education guidelines. These can be found at https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19 .

E-Safety Agreement
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 only use apps and websites that the teacher has said we can use.
- We can search the internet with an adult.
- We <u>always</u> ask if we get lost on the Internet.
- We can send and open messages together.
- We only message or talk to people we know and we are always polite and friendly.
- We don't share any information about ourselves on the internet.
- We don't share passwords with other people.
- We only put sensible and safe posts on See-Saw.

I understand these rules and agree to follow them.

Class

Signed

Date

E-Safety Agreement
Key Stage 2

Think then Click

These rules help us to be safe and responsible internet users.

- We ask permission before using the Internet.
- We do not go on anything that we are not old enough for.
- We only go on apps or websites approved by our teachers.
- We only use apps, programmes and websites that an adult has chosen.
- We tell an adult straight away if we see anything we are uncomfortable with.
- We immediately close any webpage we are not sure about.
- We only send and open e-mails or messages from people an adult has approved.
- We send e-mails and messages that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not use Internet chat rooms.
- We only put sensible and safe posts on See-Saw.
- If we have to bring mobile devices into school, we leave them in the office.

I understand the rules above and agree to be a responsible internet user.

Name

Class

Signed

Date