

Castle Hill Primary School Acceptable Use Policy



Last reviewed: September 2025

Reviewed by: Computing Lead & Head Teacher

Approved by: Full Governing Board

K. A. Stanick

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*

Schools 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.

This policy should be read in conjunction with:

- Keeping Children Safe in Education
- Early Help Offer
- The school Behaviour and Cyberbullying Policy
- Anti-Bullying and Hate Incidents Policy
- Relationships and Sex Education Policy
- Staff Code of Conduct
- The safeguarding response to 'Children who go Missing in Education'
- Specific guidance about the role of designated safeguarding lead
- (including the identity of the designated safeguarding lead and deputies)
- Working Together to Safeguard Children
- Guidance for Safer Working Practice
- Safe Recruitment Good Practice Guide
- Attendance Policy
- Safeguarding Policy
- Data Protection Policy
- Health and Safety Policy
- Complaints Policy

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 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.
- Will check all content before it is used with children to ensure it is appropriate for them.
- Understand that the rules set out by this agreement apply to use of the school ICT systems (e.g. 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 not post photographs or videos of pupils on their personal social media accounts.
- Will not engage with pupils/parents/carers via personal social media accounts.
- Will immediately report any illegal, inappropriate, suspicious or harmful material or incident that they become aware of to the appropriate person.
- If using a USB stick, it must be encrypted.

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 may 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 and only under exceptional circumstances.
- Files will be deleted from personal devices as soon as practicable.

- 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 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.
- Ensure that personal mobile phones are kept out of sight during lessons and only used in non-pupil contact areas e.g. the staff room.
- 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 coordinator 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 event of illegal activities the involvement of the police.

Expectations 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 devices 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 and to share access on Seesaw with their class .

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.

E- Safety Agreement EYFS and KS1

I will follow these rules to use computers, tablets and the internet safely at school.

Staying Safe

- My teachers will watch what I do on computers, tablets and the internet to keep me safe.
- I understand that people online are not always who they say they are. I will only talk to people online if a grown up says it's OK.
- I will not share my name, address, passwords or pictures without asking a grown up first.
- If I see something that makes me feel worried or upset, I will tell a grown up straight away.
- I will only use apps, games or websites my teacher says are safe.

Using Technology Kindly

- I will be kind when using technology, just like I am in real life.
- I will take care of the computers and tablets I use.

Making Good Choices

- I will ask a grown up before I use someone else's pictures or work.
- I will take breaks from screens and do other fun things too.
- I know that I can say no / please stop to anyone online who makes me feel sad or uncomfortable.
- I will ask for help from a grown up if I am not sure what to do or if I think I may have done something wrong.

What Happens If I Forget the Rules

- If I forget the rules, I may not be able to use device in school.
- My teacher will help me learn to make better choices next time.

Signed: Date:.....

E- Safety Agreement KS2

I agree to use the school's digital systems safely and responsibly to protect me, other learners and the school.

Keeping Safe Online

- The school will check how I use devices and the internet to keep everyone safe.
- I will be careful when talking to people online and will only talk to people I know and trust.
- I will not share personal information like my name, address, usernames, passwords or photos without asking a trusted adult.
- If I see or hear something online that worries or upsets me, I will tell a trusted adult straight away.
- I will not meet people I have met online.

Using Computers and the Internet Sensibly

- I will only use devices, apps and sites that I am allowed to, and will check if I am unsure.
- I will always ask permission and check with a trusted adult before using someone else's work, music or pictures.
- I will make sure the information I find online is true by checking carefully.
- I will only use apps or tools, like AI, that my teacher has said are OK, and I will ask for help if I'm unsure.
- I will tell a trusted adult about any damage to devices or if anything else goes wrong.
- I will not click on any unexpected messages or links (even if these look as though they are from people that I already know).

Being Respectful and Responsible

- I will treat others kindly online, just as I do in real life.
- I will make good choices about what I share online to protect myself and others.
- I will spend a healthy amount of time using devices and make time for other activities too.
- I will always think about how my behaviour online could affect me, my friends, and my school.

What Happens If I Break These Rules

- If I don't follow these rules, my teacher may stop me from using computers or devices, speak to my parents, or take other actions to help me make better choices in the future.

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

- I use the school systems and devices (both in and out of school)
- I am out of school and involved in any online behaviour that might affect the school or other members of the school.

Signed: Date: