Ellwood Primary School

Acceptable Use Policy Agreement

(Referenced from E Safety guidance SWGfl)

Date of Policy: November 2017

Reviewed: September 2018

Signed D.Milford   November 17   Headteacher

Staff (and Volunteer) Acceptable Use Policy Agreement

Together with Ellwood Primary School Policies for Child Protection, Behaviour, Anti-Bullying, Health and Safety, Equality Act 2010, Confidentiality and Safer Working Practices (DfE), Working Together to Safeguard Children 2018 and Keeping Children Safe in Education September 2018, it forms our Policy for Safeguarding.

Ellwood Community Primary School fully recognises its responsibilities for child protection. Our policies applies to all staff, governors, volunteers, workers and regular visitors to our school and adults are informed of where to find the Gloucestershire Safeguarding Children Board (GSCB) procedures (www.gscb.org.uk). All staff, college placements and volunteers are made aware of the Safer Working Practices Document – copies in Staff Handbooks (in each classroom) and staffroom.

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 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.

- That pupils will use ICT systems in a responsible way and stay safe whilst accessing online content and services.

The school will try to ensure that pupils, staff and volunteers will have good access to ICT to enhance their work and learning opportunities and will, in return, expect all pupils, staff and volunteers to agree to be responsible users.

Staff and Volunteer 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 pupils 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 (eg laptops, email, VLE etc) out of school, and to the transfer of personal data (digital or paper based) out of school.
- I understand that the school ICT 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 understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

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 not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (eg on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use chat and social networking sites in school in accordance with the school's policies.
- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner. I have been made aware of the risks attached to using their personal email addresses / mobile phones / social networking sites for such communications)
- I will not engage in any on-line activity that may compromise my professional responsibilities.

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:
- When I use my mobile devices (PDAs / laptops / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. 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 ICT systems.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, 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 ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or 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. Requests for any changes are to be made to the Headteacher who will then liaise with the IT Technician.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School // LA Personal Data Policy. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.
- I understand that data protection policy requires that any staff or pupil 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 / academy 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.

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 the 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 off the premises and my use of personal equipment on the premises 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. This could include a warning, a suspension, referral to Governors / Local Authority and in the event of illegal activities the involvement of the police.

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 / Volunteer Name

Signed

Date

Pupil Acceptable Use Policy 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 (pupil)   …………………………………..

Signed (parent):   ....

Pupil 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.
I will only use the school's ICT equipment and tools (including computers, ipads, cameras, etc.) for schoolwork. If I need to use the school's computers for anything else, I will ask for permission first.

- I will only use the Internet if a teacher or teaching assistant is in the room with me.
- I will only delete my own files unless my teacher gives me permission to delete someone else's. I will not look at other people's files without their permission.
- I will keep my passwords private and tell an adult if I think someone else knows them.
- I will only open website links or email attachments from people who I know or that my class teacher has approved. If I am unsure about an attachment or e-mail, I will ask my teacher for help.
- I will not give my own personal details such as name, phone number or home address or any other personal details that could be used to identify me, my friends or my family.
- I will never post photographs or video clips of people without permission and never include names with photographs or videos.
- I will never arrange to meet someone I have only ever previously met online. It could be dangerous.
- I will not deliberately look for, save or send anything that could be unpleasant or upsetting. If I find anything via Internet, e-mail or mobile phone that is upsetting or makes me feel uncomfortable, I will tell a teacher or responsible adult.

I will do my best to follow these rules because I know they are there to keep me and my friends safe. If I don't follow these rules, my teacher may:

- Speak to me about my behaviour.
- Speak to my parents about my use of technology.
- Not allow me to use laptops/ipads/computers to access the internet or particular programmes.
- Take other action to keep me (and others) safe.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will may not be granted to school systems.

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 use my own devices in the school (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc.
- I use my own equipment out of the school / academy in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, blogs, websites etc.

Name of Pupil: ....

Class: ....

Signed: ....

Parent Signature   ....

Date: ....

Responding to incidents of misuse – flow chart

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                              ┌──────────────────────┐
                              │ Online Safety Incident │
                              └──────────┬───────────┘
                    ┌────────────────────┴──────────────────────┐
                    ▼                                            ▼
        ┌──────────────────┐                      ┌──────────────────────┐
        │ Unsuitable       │                      │ Illegal materials or  │
        │ Materials        │                      │ activities found or   │
        └────────┬─────────┘                      │ suspected             │
                 ▼                                 └──────────┬───────────┘
    ┌──────────────────────┐          ┌───────────────┬──────┴──────────┬─────────────────┐
    │ Report to the        │          ▼               ▼                 ▼
    │ person responsible   │   ┌──────────────┐ ┌──────────────┐ ┌──────────────┐
    │ for Online Safety    │   │ Illegal      │ │ Illegal      │ │ Staff/       │
    └──────────┬───────────┘   │ Activity or  │ │ Activity or  │ │ Volunteer or │
               ▼               │ Content (No  │ │ Content      │ │ other adult  │
    ┌──────────────────────┐   │ immediate    │ │ (Child at    │ └──────┬───────┘
    │ If staff/volunteer   │   │ risk)        │ │ Immediate    │        │
    │ or child/young       │   └──────┬───────┘ │ Risk)        │        ▼
    │ person, review the   │          ▼         └──────┬───────┘ ┌──────────────┐
    │ incident and decide  │   ┌──────────────┐        │         │ Report to    │
    │ upon the             │   │ Report to    │        └────────▶│ Child        │
    │ appropriate course   │   │ CEOP         │                  │ Protection   │
    │ of action, applying  │   └──────────────┘                  │ team         │
    │ sanctions where      │                                     └──────┬───────┘
    │ necessary            │                                            ▼
    └──────────┬───────────┘                                  ┌──────────────────┐
               ▼                                              │ Call professional │
    ┌──────────────┐  ┌──────────────┐                        │ strategy meeting  │
    │ Debrief on   │  │ Record       │                        └────────┬─────────┘
    │ online       │  │ details in   │                                 ▼
    │ safety       │  │ incident log │                        ┌──────────────────┐
    │ incident     │  └──────┬───────┘                        │ Secure and        │
    └──────┬───────┘         ▼                                │ preserve evidence │
           ▼          ┌──────────────┐                        └────────┬─────────┘
    ┌──────────────┐  │ Provide      │                                 ▼
    │ Review       │  │ collated     │                        ┌──────────────────┐
    │ policies and │  │ incident     │                        │ Await CEOP or     │
    │ share        │  │ report logs  │                        │ Police response   │
    │ experience   │  │ to LSCB and/ │                        └────────┬─────────┘
    │ and practice │  │ or other     │              ┌──────────────────┴────────┐
    │ as required  │  │ relevant     │              ▼                           ▼
    └──────┬───────┘  │ authority as │   ┌──────────────────┐    ┌──────────────────────┐
           ▼          │ appropriate  │   │ If no illegal     │    │ If illegal activity   │
    ┌──────────────┐  └──────────────┘   │ activity or       │    │ or materials are      │
    │ Implement    │                     │ material is       │    │ confirmed, allow      │
    │ changes      │                     │ confirmed then    │    │ police or relevant    │
    └──────┬───────┘                     │ revert to         │    │ authority to complete │
           ▼                             │ internal          │    │ their investigation   │
    ┌──────────────┐                     │ procedures        │    │ and seek advice from  │
    │ Monitor      │                     └──────────────────┘    │ the relevant          │
    │ situation    │                                             │ professional body     │
    └──────────────┘                                             └──────────┬───────────┘
                                                                            ▼
                                                                 ┌──────────────────────┐
                                                                 │ In the case of a      │
                                                                 │ member of staff or    │
                                                                 │ volunteer, it is      │
                                                                 │ likely that a         │
                                                                 │ suspension will take  │
                                                                 │ place prior to        │
                                                                 │ internal procedures   │
                                                                 │ at the conclusion of  │
                                                                 │ the police action     │
                                                                 └──────────────────────┘
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