



St Margaret's Anfield CE Primary School

NAME OF POLICY: Acceptable Use Policy

DATE: February 2021

PRODUCED BY: Mr C Feeley

DOCUMENT STATUS

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New technologies have become integral to the lives of children and young people in today's society, both within schools and family life. The internet and other digital information and communications technologies are powerful tools, which open up new and often exciting opportunities. These technologies can generate discussion, promote creativity and stimulate awareness of context towards effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young people 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.

The school will try to ensure that pupils will have good access to ICT in order to enhance their learning and will, in return, expect the pupils 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.

For my own personal safety:

- I understand that the school will monitor my use of its ICT systems. This will also include all forms of digital communications.
- I will not share any of my usernames or passwords, nor will I use any other person's – intentional or otherwise – as it is important to respect everyone's digital possessions.
- I will be aware of "stranger danger" when I am communicating online.
- I will not disclose or share personal information about myself or others when on- line.
- When in the care of SMA and its staff; I will not make online contact with anyone outside of the SMA school community unless it is under the continual supervision of SMA staff.
- Outside of school, should I arrange to meet people in person that I have communicated with online, I will do so in a public place and take a parent/carer with me.
- I will immediately report to a responsible adult – such as a teacher, parent or carer - any unpleasant and/or inappropriate material, messages or anything that makes me feel uncomfortable when I see it on the internet or a personal device.

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

- I understand that the school ICT systems are predominantly used for educational purposes. I will not use the systems for personal or recreational use unless I have permission to do so.



- I will not try to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work, unless I have explicit permission from a SMA staff member.
- I will not use the school ICT systems for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission and supervision from a member of staff to do so safely.
- I will not steal, disable or cause damage of any nature to school equipment, or the equipment belonging to others. This includes both physical and digital possessions.

I will act as I expect others to act toward me:

- I will respect others peoples' work and property. I will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be respectful and responsible when I communicate with others, in both written and spoken word. I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions to me.
- I will not take, alter or distribute images of anyone without their permission. This includes, but is not limited to, any form of unwarranted photo-shopping and the creation of viral clips where people can be clearly identified.

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:

- Personal devices should only be brought into school under exceptional circumstances. Any such devices should be handed in at the beginning of the day to the main school office, collected at the end of the day and not accessed until off school grounds – as per the school's [mobile phone policy](#).
- 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 programs or software that might allow me to bypass the filtering and 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 attachments to emails or click on any web-links unless I know and trust the person or organisation I received it from, due to the risk of exposure to viruses or other harmful programs.
- I will not install or attempt to install programs of any type on a device, or store programs on a computer, nor will I try to alter computer settings.
- I will only use chat and social networking facilities with permission, supervision and at the agreed times.



When using the internet for research or 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 will be subject to disciplinary action. 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.



Acceptable Use Agreement for Staff & Volunteers

This Acceptable Use Agreement is intended to support the online safety within SMA and its individual staff and volunteers through:

- Staff and volunteers acting responsibly to stay safe while online and being good role models for younger users.
- Effective systems being in place for the online safety of all users and the security of devices, systems, images, personal devices and data.
- Staff and volunteers being aware of how they can protect themselves from potential risk in their use of online technologies.

The term “professional” is used to describe the role of any member of staff, volunteer or responsible adult.

For my professional and personal safety, I understand that:

- I should ensure that my online activity does not compromise my professional responsibilities, nor bring SMA into disrepute.
- My use of technology could be monitored.
- When communicating professionally I will use the technology provided by school (e.g. email). These rules also apply when using school’s technology at home or away from school premises.
- Personal use of school’s technology is only acceptable with permission.

For the safety of others:

- I will not access, copy, remove or otherwise alter any other user’s files, without authorisation.
- I will communicate with others in a professional manner.
- I will share other’s personal data only with their permission.
- I understand that any images I publish will be with the owner’s permission and follow the school code of conduct and safeguarding procedures.
- I will only use the school’s equipment to record any digital and video images if I have permission to do so.

For the safety and protection of SMA, I understand that:

- I will not try to access anything illegal, harmful or inappropriate.
- It is my responsibility to immediately report any illegal, harmful or inappropriate incident. I will not share my online personal information (e.g. social networking profiles) with any pupils and young people in my care, nor will I share them with parents, carers or past pupils.
- I will not deliberately bypass any systems designed to keep SMA safer.
- I will only transport, hold, disclose or share personal information about myself or others, as allowed by the personal data policies of SMA. Where personal data is transferred, externally, it must be encrypted.



- I understand that data protection policy requires that any personal 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 school policy to disclose such information to an appropriate authority.
- Personal passwords and those of other users should always be confidential.
- I will not download anything that I do not have the right to use.
- I will only use my personal device if I have permission and use it within the agreed rules.
- I will inform the appropriate person if I find any damage or faults with technology.
- I will not attempt to install programs of any type on any device belonging to school, without permission.

I have read and understand the Acceptable Use Policy and agree to use School's technology and my own devices when carrying out communications related to school within these guidelines. I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action.

Staff/Volunteer Name: _____

Signed: _____

Date: _____



Acceptable Use Agreement for Parents/Carers on behalf of pupils

Dear Parents/Carers,

As part of their learning and development, your child will have the opportunity to access a wide range of digital technologies; including but not limited to computers, tablets, games consoles and cameras. We recognise the value of using these digital technologies and the potential risks involved. We therefore have rigorous online safety policies and procedures in place. Full details of these policies are available on request.

In order to support us further in developing your child's knowledge and understanding about online safety, please read the "Pupil Acceptable Use Rules" attached and discuss these with your child. We then ask you to 'sign' and return the slip. We understand that some children are too young to give informed consent on his/her own; however, we feel it is good practice to involve them as much as possible in the decision-making process, and believe a shared commitment is the most successful partnership.

Hopefully you will find these rules provide an opportunity for further conversations between you and your child about safe and appropriate use of online and digital technologies, both in and outside of school.

Should you wish to discuss the matter further, please do not hesitate to contact me.

Yours sincerely,

Mr C Feeley
ICT, E-Safety and Acceptable Use Leader



Pupil Acceptable Use Rules

To stay safe when we use computers:

- I will ask an adult if I want to use a computer or tablet.
 - I will only use technology for activities that an adult has told or allowed me to access.
 - I will take care of all digital equipment.
 - I will ask for help from an adult if I am not sure what to do or think I have done something wrong.
 - I will tell a responsible adult if I see something that upsets me on the screen.
 - I know that if I break the rules, I may not be allowed to use the computer.
-

Name of Child: _____

As a parent/carer I have read and discussed the acceptable use rules with my child and confirm that he/she has understood what the rules mean.

- I give permission for my child to use the online and digital technologies.
- I understand that the school will take all reasonable precautions to ensure that my child will be safer when online; however, I understand that this manages risk but cannot eliminate it.
- I understand that the school will take appropriate action in the event of any incidents.
- I will encourage my child to adopt safe use of online and digital technologies, both within and outside school.

Name of Parent/Carer: _____

Name of Child: _____

Class: _____ **Date:** _____