



## **Broomhaugh Church of England First School E-safety - Acceptable Use Policy**

At our school we believe that ICT and the Internet are very positive and powerful tools which enhances the teaching and learning that can take place in school. ICT can make ideas clearer, it can make learning quicker, it can be fun, creative, and be enjoyed by pupils working independently or with others.

At Broomhaugh Church of England First School we have computers, laptops, exciting software, digital cameras, video cameras, ipad access, other special ICT equipment, and Internet access which can all be used for teaching and learning.

Generally, teachers will direct children in how to use these tools, but sometimes pupils will be encouraged to use them creatively to explore tools.

### **WHY WE NEED RULES FOR THE ACCEPTABLE USE OF ICT AND THE INTERNET IN SCHOOL**

Our school wants all pupils to be able to use ICT and the Internet creatively, responsibly and independently. Age appropriate Acceptable Use Agreements have been prepared to share with pupils and help them learn what they can do, and what they must not do, when using ICT and the Internet in school. The e-safety teaching is also directed to inform the children how to stay safe when using ICT out of school also.

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote 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 systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

This Policy includes:

- Parent and Carers Acceptable Use Policy and Agreements– use of the internet and digital images and video
- Pupil Acceptable Use Agreements (EYFS / KS1 / KS2 – Our ICT Rules)
- Staff and volunteers Acceptable Use Policy and Agreements
- Community Users Acceptable Use Policy and Agreements

## Parent / Carer Acceptable Use Policy and Agreement

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

### This Acceptable Use Policy is intended to ensure:

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- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users. A copy of the Pupil Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

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## Parent / Carer Acceptable Use Agreement Internet / ICT Access Permission Form

Parent / Carers Name (please print):

Pupil's Name (please print):

As the parent / carer of the above pupil, I give permission for my child to have access to the internet and to ICT systems at school.

I understand that the school has discussed the Acceptable Use Agreement with my son / daughter and that they have received, or will receive, e-safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my child's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

Signed

Date

## Use of Digital / Video Images

The use of digital / video images plays an important part in learning activities. Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media.

The school will comply with the Data Protection Act and request parents' / carers' permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their full names.

In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other pupils in the digital / video images.

Parents / carers are requested to sign the permission form below to allow the school to take and use images of their children and for the parents / carers to agree.

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## Digital / Video Images Permission Form

Parent / Carer's Name:

Relationship to Pupil (e.g. mother / father)

Pupil's Name:

Please acknowledge below if you give consent for images / videos clips of your child to be taken by school and shared in the following places.

	School Website	School Twitter	Media Appearances (You would always be informed prior to event)	Press Releases (You would always be informed prior to event)
Photographs	Yes / No	Yes / No	Not Applicable	Yes / No
Video Clips	Yes / No	Yes / No	Yes / No	Not Applicable

**This consent will continue during your child's whole time at Broomhaugh First school but if you wish to change preferences please update us in school at any time.**

I agree that if I take digital or video images at, or of, – school events which include images of children, other than my own, I will abide by these guidelines in my use of these images.

Please initial

Signed

Date

## KS2 Pupil Acceptable Use Policy

# OUR ICT RULES

### This is how we stay safe when we use computers:

Our school has computers, ICT equipment and the Internet to help you with your learning. At Broomhaugh First School we want everyone to enjoy using ICT safely and sensibly. These rules will help you to do this.



- I will always be very careful when using any ICT equipment.
- I understand that ICT equipment is fragile and expensive.
- I will always leave a computer and ICT equipment as I found it.
- I will only log on to the computer network using my own username and password.
- I will not share my login details with anyone outside school.
- I will not change any settings on the computer without permission from my teacher.
- I will report any warning messages I see on the screen to an adult.
- I will not bring CD ROMs or data-sticks into school without teacher permission.
- I will only use the internet when given permission and supervised by my teacher.
- I will only send messages on authorised programmes that are polite and friendly.
- I know that making and sending nasty or naughty messages or material is wrong.
- I will immediately tell an adult if any upsetting or 'cyberbullying' messages sent to me at school or at home.
- I will not 'cyberbully' others.
- I must have permission to search the internet.
- I will tell my teacher what I am searching for, and the words I am using to search with.
- I will only look at or download material from the internet which is about the work I am doing.
- If I see something on the computer or internet that I know is wrong, not nice or upsets me, either at school or at home, I will tell an adult immediately. I know this can happen by accident and telling an adult can stop it happening again.
- I will not give my personal details, or the details of anyone I know, in an email or on a website. (These include full names, date of birth, home address, school name, any email addresses I know, computer passwords).



## Tell an adult who works in school straightaway if:

- you are worried about anything to do with ICT or the Internet.
- you are worried you may have broken a rule.

## The adult will listen to you and help solve your problem.

- I will only use school digital and video cameras when given permission and supervised by my teacher.
- I will take respectful photos or video clips of others or myself, and only use these in my work at school.
- I understand that everything I do on a computer leaves a 'digital footprint'.
- I understand that the school can check my computer files, any learning platform/program that I have logged onto' and internet sites that I have visited at any time.

### IF I BREAK THE RULES:

I understand that if I break these rules on purpose one or more of the following will happen:

- I will be stopped from using the computers or ICT equipment for a period of time set by my teacher.
- If it is serious I will have to speak with Miss Ainsley, Headteacher, about my behaviour, and my parents will be informed.



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## KS2 PUPIL AGREEMENT

Name: .....

I agree to keep these rules.

I understand what will happen if I break these rules.

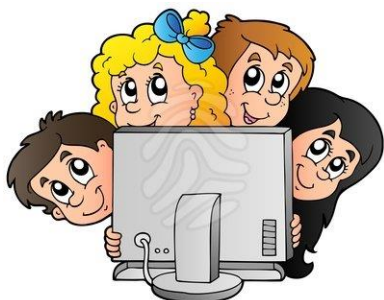
Signed (child) : ..... Date:.....

KS1 Pupil Acceptable Use Policy

OUR ICT RULES

This is how we stay safe when we use computers:

I will ask the adults teaching me if I want to use the computers



I will only use activities that the adult teaching me has told or allowed me to use.

I will take care of the computer and other equipment

I will ask for help from the adult teaching me if I am not sure what to do or if I think I have done something wrong.



I will tell the adult teaching me 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.

Signed (child):.....

Signed (parent): .....

# OUR ICT RULES

This is how we stay safe when we use computers:



I can use the computers or Interactive White Board if I have planned to do so.

I will always be very careful using computers and ICT equipment.



If I am not careful I will not be able to use the computers during planning time.

I will tell an adult if something comes up on the screen that I do not like.



Child's Name: \_\_\_\_\_

# Staff / Volunteers Acceptable Use Policy

New technologies have become integral to the lives of children and young people in today's society, both within school 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:**

- all adults 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.

The school will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for 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 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, 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, School 360 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 intended for educational use and that I will only use the systems for such purposes.
- 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) it will not be possible to identify by full name, or other personal information, those who are featured.
- I will not use chat or social networking sites in school.
- I will only communicate with 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.



## 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 ensure that any such devices are protected by up to date anti-virus software, are free from viruses and are encriptive if necessary ensuring data is safe.
- I will not use personal email addresses on the school ICT systems unless I have permission.
- 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 and saved on the shared server.
- I will never purposefully 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, without authorisation.
- I will not disable or cause any damage to school / academy 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 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 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.

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## Staff / Volunteers Acceptable Use agreement

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

## Acceptable Use Agreement for Community Users

### This Acceptable Use Agreement is intended to ensure:

- that community users of school digital technologies will be responsible users and stay safe while using these systems and devices
- that school systems, devices and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that users are protected from potential risk in their use of these systems and devices

### Acceptable Use Agreement

I understand that I must use school systems and devices in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems, devices and other users. This agreement will also apply to any personal devices that I bring into the school.

- I understand that my use of school systems and devices and digital communications will be monitored
- I will not use a personal device that I have brought into school for any activity that would be inappropriate in a school setting.
- I will not purposefully 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 immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
- I will not access, copy, remove or otherwise alter any other user's files, without permission.
- I will ensure that if I take and / or publish images of others I will only do so with their permission. I will not use my personal equipment to record these images, without permission. If images are published it will not be possible to identify by full name, or other personal information, those who are featured.
- I will not publish or share any information I have obtained whilst in the school on any personal website, social networking site or through any other means, unless I have permission from the school.
- I will not, without permission, 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 school device, nor will I try to alter computer settings, unless I have permission to do so.
- 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.
- 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 if I fail to comply with this Acceptable Use Agreement, the school has the right to remove my access to school systems / devices

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.

Name

Signed

Date