

Ladywood Primary School



Acceptable Use Policy November 2021

Background

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. 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. In order to ensure the security of school systems and data the school will ensure that:
 - all devices have the latest OS software installed
 - devices which are no longer required are totally wiped (factory reset) before being sold or given to another person.
 - Only verified apps are installed onto devices
 - 2 factor authorisation is used to access school based emails

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

Staff Acceptable Use Policy Agreement

As a professional organisation with responsibility for children's safeguarding it is important that all staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the school's computer system in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using Information Communication Technology and the school systems, they are asked to read and sign this Acceptable Use Policy.

This is not an exhaustive list and all members of staff are reminded that ICT use should be consistent with the school ethos, other appropriate policies and the Law.

- I understand that Information Systems and ICT include networks, data and data storage, online and offline communication technologies and access devices. Examples include mobile phones, digital cameras, Ipads, email and social media sites.
- I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff and only for educational use. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.

- I will respect system security and I will not disclose any password or security information. I will use a 'strong' password (A strong password has numbers, letters and symbols, with 8 or more characters).
- I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the system manager.
- I will not store any personal information on the school computer system that is unrelated to school activities, such as personal photographs, files or financial information.
- I will respect copyright and intellectual property rights and will gain necessary permissions where required.
- I have read and understood the school e-Safety policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces.
- I will report all incidents of concern regarding children's online safety to the Designated Safeguarding Lead. I will report any accidental access, receipt of inappropriate materials, filtering breaches or unsuitable websites to the Business Manager.
- I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware or if I have lost any school related documents or files, then I will report this to the ICT Support Team (Code Green) as soon as possible.
- My electronic communications with pupils, parents/carers and other professionals will only take place via work approved communication channels e.g. via a school provided email address or telephone number*. Any pre-existing relationships which may compromise this will be discussed with the Senior Leadership team.

* As a result of the COVID-19 pandemic and as staff have been required to work from home it is recognised that it may not be possible to ensure that all calls come from the school number. In this situation staff are able to use personal mobile phones. Parents should be advised that this will happen and staff must ensure that functionality to with-hold their number is used and that their call history is cleared regularly so that data is not stored on their device.

- When sending school emails to outside agencies/contacts, I will ensure encryption is used to protect email content and data. I will ensure that emails are sent to the correct person, if errors occur I will report these to the Business Manager.
- I will not open any attachments to emails if the source is known and trusted.
- My use of ICT and information systems will always be compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. My use of ICT will not interfere with my work duties and will be in accordance with the school AUP and the Law.
- I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role or the school into disrepute.

- I will promote e-Safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.
- If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with the Head Teacher.
- I understand that my use of the information systems, Internet and email may be monitored and recorded to ensure policy compliance.
- I understand that the school may maintain a record of all staff who access school data on personal devices.

Ladywood Primary school recognises the benefits that can be achieved by allowing staff to use their own devices when working, whether that is at home, on site or while travelling. This includes laptops, smart phones, tablets and any other connected device which connects to school systems. The practice is commonly known as 'bring your own device' or BYOD. The school is committed to supporting staff in this practice and ensuring as few technical restrictions as responsibility possible are imposed on accessing school provided services on BYDB, whilst maintaining data security and GDPR compliance. Staff using personal devices for school business should also read and accept the school's BYOD Policy.

The School may exercise its right to monitor the use of information systems, including Internet access and the interception of e-mails in order to monitor compliance with this Acceptable Use Policy and the School's Data Security Policy. Where it believes unauthorised and/or inappropriate use of the service's information system or unacceptable or inappropriate behaviour may be taking place, the School will invoke its disciplinary procedure. If the School suspects that the system may be being used for criminal purposes or for storing unlawful text, imagery or sound, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read and understood and agree to comply with the Staff ICT Acceptable Use Policy.

Signed: Print Name: Date:

Accepted by: Print Name:

Pupil Acceptable Use Agreement Form

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 not be granted to school ICT systems.

Background

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. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy, in conjunction with the school's e-safety 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. For example, pupils should:
 - Use a password to keep their information secure
Older children who may need to set-up their own passwords should try to use a 'strong' password (A strong password has numbers, letters and symbols, with 8 or more characters).
 - NEVER give out their login or password details, or other personal details of any kind, which may identify them, their friends or their location.
- 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 ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

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

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment in school eg mobile phones, cameras etc
- I use my own equipment out of school in a way that is related to me being a member of this school eg communicating with other members of the school e.g. through social networks, mobile phones, accessing school email, Learning Platform, website etc.

Name of Pupil

Group / Class

Date

Acceptable Use Policy for Young Children

This is how we stay safe when we use computers:

- I will ask a teacher / an adult if I want to use the computer.
- I will only use activities that the teacher /an adult has told or allowed me to use.
- I will take care of the computer and other equipment.
- I will ask for help from the teacher / an adult if I am not sure what to do or if I think I have done something wrong.
- I will tell the teacher / an 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.

Signed (child):.....

Signed (parent):

Parent / Carer Acceptable Use Policy Agreement

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. 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.
- 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 ensure that pupils will have good access to ICT 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 to show their support of the school in this important aspect of the school's work.

Permission Form

Parent / Carers Name

Student / Pupil Name

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

I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, safety education to help them understand the importance of safe use of ICT - 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 son's / daughter'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 promote positive, safe and responsible behaviour on the internet. I will inform the school if I have concerns over my child's e-safety.

Signed

Date