

Robert Arkenstall Primary School

Acceptable Use Policy

It is the aim of Robert Arkenstall Primary School to provide a broad curriculum and education of the highest quality within a happy, safe, secure and stimulating environment, which enables each child to experience success; to equip them with skills as thoughtful, caring and active citizens, eager to explore the possibilities of the world.

pursue possibilities; love learning

This policy is published on the School website, stored on the Network: Staff Share and is available on request from the school office

Governor Committee	Full Governing Body
Reviewer	R Fisher
Ratified	March 2021
Review period	2 years
Next review due	March 2023

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Background

We must accept that the use of technology has transformed learning, entertainment and communication for individuals and for all who work with children or young people. However, the use of technology can also bring risks. All who work with technology should have an entitlement to be safe at all times.

Scope and Purpose

The primary purpose of this policy is to clarify for employees, governors and others associated with the school (referred to in this document as school representatives) how all users should conduct themselves when using technology (established, new or emerging) related to the school setting, including both adults and pupils. If followed it should minimise any risk that any user may place themselves, pupils or adults in through unacceptable use of technology. This will, in turn, avoid situations where safeguarding issues may arise, the school setting be brought into disrepute or professional relationships compromised.

Acceptable Use

All pupils and school representatives are expected to use network and digital technology systems in a responsible manner. Staff and pupils will be expected to use the resources for the purposes for which they are made available. Users are to take due care with the physical security of hardware they are using. Users will accept personal responsibility for reporting any misuse of the network to the Headteacher /Chair of Governors. Users are expected to abide by the guidance and agreement contained within this policy.

Employees should be aware that the use of technology in a manner contrary to this policy may result in disciplinary action.

Acceptable Use Guidance and Agreement for School Representatives**Use of school based equipment**

When using the school's ICT equipment and other information systems, I have understood and will comply with the following statements:

- I will access the internet and other ICT systems using an individual username and password, which I will keep secure. I will not never allow other users to access the internet through my username and password. I will lock my workstation when not in use. I will report any suspicion, or evidence that there has been a breach of my personal security in relation to access to the internet or ICT systems, to the e-safety coordinator.
- I will ensure that I use a suitably complex password for access to the internet and ICT systems.
- I will not share my passwords.
- I will seek consent from the e-safety coordinator/ Headteacher prior to the use of any new technologies (hardware, software, cloud-based services) within school.
- I will not search for, download, upload or forward any content that is illegal or that could be considered an offence by another user. If I encounter any such material I will report it immediately to the e-safety coordinator/Headteacher.
- I will take a professional and proactive approach to assessing the effectiveness of the internet content-filtering platform in relation to the educational content that can be viewed by the pupils in my care.
- 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, I will report this to the network manager / e-safety coordinator.

- I understand my personal responsibilities in relation to the Data Protection Act and the privacy and disclosure of personal and sensitive confidential information.
- I will take reasonable precautions to ensure that any devices (laptops, tablets, cameras, removable media or phones) are stored in a secure manner when taken off site (car / home/ other location). Devices will not be stored in a car overnight or left in sight when not in use, e.g. by an open window or on the back seat of a car.
- I will only use school-owned or provided portable storage (USB sticks, SSD cards, portable hard drives etc. without specific permission from a member of senior leadership team).
- I will ensure that any personal or sensitive information taken off site will be situated on a school-owned device with appropriate technical controls such as encrypted memory stick.
- I understand that school laptops, although password protected, are not encrypted and therefore no personal or sensitive information should be stored on them (all teachers have access to unlimited, secure online storage. See computing coordinator.)
- I will not download or install any software from the internet or from any other media which may compromise the school network or information situated on it without prior authorisation from the network manager.
- I understand that the use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990 and breaches will be reported to the appropriate authorities.
- I understand that my files, communications and internet activity may be monitored and checked at all times to protect my own and others' safety, and action may be taken if deemed necessary to safeguard me or others.

Social Networking

- I will abide by the guidelines set out in the school's Social Media Policy.

Managing digital content

- I will demonstrate professional, safe and responsible behaviour when creating, using and storing digital images, video and sound within school.
- I will only use school equipment to create digital images, video and sound. Digital images, video and sound will not be taken without the permission of participants; images and video will be of appropriate activities and participants will be in appropriate dress. No resources will be published online without the permission of the staff and pupils involved as detailed in the e-safety Policy/ Home School Agreement.
- Under no circumstances will I use any personally-owned equipment for video, sound or images without prior consent from a member of the Senior Leadership Team.
- When searching for images, video or sound clips, I will ensure that I or any pupils in my care are not in breach of any copyright licencing.
- I will ensure that any images, videos or sound clips of pupils are stored on the school network and never transferred to personally-owned equipment.
- I will ensure that any images taken on school-owned devices will be transferred to the school network (storage area/server) and deleted as soon as possible from the memory card.
- I will model safe and responsible behaviour in the creation and publishing of online content within the school learning platform and any other websites. In addition to this I will encourage colleagues and pupils to adopt similar safe behaviour in their personal use of blogs, wikis and online publishing sites.

Email

- I will use my school email address for all correspondence with staff, parents or other agencies and I understand that any use of the school email system will be monitored and checked. I will under no circumstances use my private email account for any school-related business.
- Communication between staff and pupils or members of the wider school community should be professional and related to school matters only.
- I will ensure that any posts made on websites or via electronic communication, by either myself or the pupils in my care, will not damage the reputation of my school.

- I will seek permission if I need to synchronise any school email account with a personally-owned handheld device.
- I will take care in opening any attachments sent by email. I will only open emails and associated attachments from trusted senders.
- Emails sent to external organisations will be written carefully and if necessary authorised before sending to protect myself. As and when I feel it necessary, I will carbon copy (cc) the head teacher, line manager or another suitable member of staff into the email.
- I will ensure that I manage my email account, delete unwanted emails and file those I need to keep in subject folders.
- I will access my school email account on a regular basis to ensure that I respond in a timely manner to communications that require my attention.

Mobile phones and devices

- I will adhere to the content set out in the school's Mobile Phones and Devices policy.

Learning and teaching

- In line with every child's legal entitlement I will ensure I teach age appropriate e-safety curriculum.
- I will support and promote the school e-safety policy at all times. I will model safe and responsible behaviour in pupils when using ICT to support learning and teaching.
- I will ensure that I am aware of my individual responsibilities relating to the safeguarding of children within the context of e-safety and know what to do in the event of misuse of technology by any member of the school community.
- I understand the importance of respecting and acknowledging copyright of materials found on the internet and will model best practice in the creation of my own resources at all times.

**Once you have read and understood these guidelines please sign the register
in the Safeguarding / Child Protection folder.**

Other Related Policies

This policy should also be read in relation to the following documentation:

- Safeguarding and Child Protection Policy
- Data Protection Policy
- Confidentiality Policy
- Social Media Policy
- Mobile Phones and Devices Policy
- Online Safety Policy
- Disciplinary Policy for all School Staff

Guidance documents include:

- *Guidance for Safer Working Practice for adults who work with children and young people.*
- *Keeping Children Safe in Education.*
- *Guidance on Issues of Confidentiality.*
- *Professional boundaries in relation to your personal internet use and social networking online.*
- *Guidance on Use of Photographic Image and Videos of Children in School.*

Appendix 1 Statement to be signed in the Safeguarding folder

Acceptable Use and Confidentiality Agreements

I accept and undertake to read and abide by the guidelines of the Acceptable Use Policy and agree to use the setting technology and my own devices within these guidelines.

I accept and undertake to read the Confidentiality Policy and agree to abide by the guidance related to this setting.

Appendix 2

Robert Arkenstall

Acceptable Use Agreement KS2

- **I will not send any messages that could be unkind or could upset anyone else. I'm aware that all information sent and received through educational school-based systems is recorded.**
- I will use the school's ICT equipment and tools (including computers, cameras, iPads etc.) for schoolwork and homework. If I need to use the school's computers for anything else, I will ask for permission first.
- I will only use the Internet with the permission of a teacher or teaching assistant and if they are 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 know that my teacher can change my school-based internet resource passwords if needed.
- I will only open e-mail attachments from people who I know or an adult has approved. If I am unsure about an attachment or e-mail, I will ask an adult for help.
- I will not give my own personal details such as surname, phone number or home address or any other personal details that could be used to identify me, my friends or my family. If I have to use an online name I will make one up!
- I will never post photographs or video clips of people I know without permission and never include names with photographs or videos.

- I will not behave to others online in a way I know to be unkind, upsetting or annoying e.g 'trolling,' or 'hacking' (these examples are not exhaustive when using school-based resources either at home or at school).
- 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:

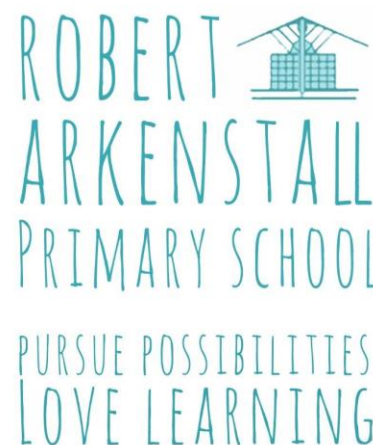
- Speak to me about my behaviour.
- Speak to my parents about my use of technology.
- Remove me from school research internet resource communities or groups.
- Turn off my accounts for a little while or permanently.
- Not allow me to use laptops / computers to access the internet or particular programmes.
- Take other action to keep me (and others) safe.

Pupil's name: _____

Pupil's signature: _____

Date: _____

APPENDIX 3



Dear Parent / Carer,

Re: Acceptable Use Policy

As part of our computing and broader curriculum, we subscribe to a number of education web-based resources.

The web-based resources used by school provide children with a safe and secure online environment to explore the use of messaging, blogging, discussion groups and uploading work. Children may be given passwords to access them at home and at school, helping bridge the link between home-school learning. In addition to the taught computing curriculum, teachers will be using the facility to provide access to a range of learning resources across the curriculum.

Being a good e-citizen is an important part of learning in our school - teaching children to be safe and responsible online.

As part of our introduction to the technology, the children will be discussing and signing an acceptable use agreement for all digital technology in school.

I enclose a copy of this for your information.

As computing co-ordinator, Mr Hodge will oversee the use of school systems – ensuring the children are confident to use them appropriately.





Yours sincerely,

Kate Bonney
Headteacher

Head Teacher Mrs K Bonney | **Robert Arkenstall Primary School**, Camping Close, Haddenham, Ely, Cambs, CB6 3UA
Tel 01353 740253 | email office@robertarkenstall.co.uk | www.robertarkenstall.co.uk

APPENDIX 3

Robert Arkenstall EYFS KS1 Agreement Form

<h1>Think Before You Click!</h1>	
<p>S</p> 	<p>I will only use the Internet and email with an adult there.</p>
<p>A</p> 	<p>I will only click on icons and links when I know they are safe.</p>
<p>F</p> 	<p>I will only send friendly and polite messages.</p>
<p>E</p> 	<p>If I see something I don't like on a screen, I will always tell an adult.</p>
<p>Child's Name:</p> <p>I have discussed this with my child to explain what is expected of them and so they know what to do if there is an issue</p> <p>Signature:</p>	