

Acceptable Use Policy



Policy developed by Mr Grogan (Headteacher) and Mr Simmons (Computing Leader): October 2021

Policy approved by Governors: November 2021



Chair of Governors



Headteacher

Policy shared with staff and shared on the school website: November 2021

'Never settle for less than your best'

ACCEPTABLE USE POLICY

Our school motto

Never settle for less than your best.

Our Vision

Following in the footsteps of Jesus, each member of our community will flourish as resilient, respectful and adaptable individuals prepared for life's journey. Along the way we will encourage and inspire each other to continue growing as beacons of light in our own lives and the wider world.

Our Mission Statement

St. George's Central seeks to provide quality education rooted in the Christian faith, serving the spiritual, moral, and educational needs of the community of which it is part.

Introduction

Whilst our school promotes the use of technology, and understands the positive effects it can have on enhancing learning and community engagement, we must also ensure that children, staff, volunteers, contractors and visitors use technology appropriately. Any misuse of technology will not be taken lightly and will be reported to the headteacher in order for any necessary further action to be taken.

This acceptable use agreements are designed to outline users responsibilities when using technology, whether this is via personal devices or school devices, on or off the school premises, and applies to all staff, volunteers, contractors and visitors. Agreements intend to ensure:

- that users 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 users are protected from potential risk in their use of ICT in their everyday work.

Our school will ensure that staff, volunteers and community users will have access to ICT to enhance their work, to enhance learning opportunities for pupils learning and will, in return, expect staff, volunteers and community users to agree to be responsible users. Users are asked to read 'their' document carefully, and sign to show they agree to the terms outlined. Please see below for the different Acceptable Use Agreement Forms within this policy:

Appendix 1: Acceptable Use Agreement Form for Staff, Volunteer and Community Users

Appendix 2: Acceptable Use Agreement Form for children in EYFS and KS1

Appendix 3: Acceptable Use Agreement Form for children KS2

Appendix 4: Acceptable Use Home-School Agreement Form for the loan of digital devices from school

Appendix 5: Parent/Carer Data Agreement/Consent Form

The use of digital/video images plays an important part in learning activities. Children and members of staff may be using digital or video 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, school social media platforms and also in the public media. The school will comply with GDPR regulations and request parents/carers permission before taking images of members of the school. We will also ensure that when images are published that the children cannot be identified by the use of their names. Parents/carers are requested to sign the Parent/Carer Data Agreement/Consent Form (**Appendix 5**) to allow the school to take and use images of their child. This form **will not** be reissued at the start of each school year. We will re-issue the form every three years. You are asked to inform us in writing if you would like to make any changes for your child within the three year period, before the form is re-issued.

'Never settle for less than your best'

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St George's Central CE Primary School and Nursery



Acceptable Use Agreement Form for Staff, Volunteer and Community Users

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 recognise the value of the use of digital technology for enhancing learning and will ensure that children receive opportunities to gain from the use of digital technology. I will, where possible, educate the children in my care in the safe use of digital technology and embed online safety in my work with children.

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 out of school and my use of personal equipment in school 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 and/or the Local Authority and in the event of illegal activities the involvement of the police.

For my professional and personal safety:

- I understand that the school will monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, etc.) out of school, and to the transfer of personal data (digital or paper based) out of school.
- I understand that the school digital technology 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 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 Computing 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 social networking sites in school in accordance with the school's Social Media guidelines.
- I will only communicate with children 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 (laptops/tablets/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 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 not try to upload, download or access any materials which are illegal 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.

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- 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, unless permission is gained from the Headteacher to do so.
- I understand that data protection policy requires that any staff or student / 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 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 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 or the 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 digital technology 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 member: _____ (printed name)

Role: _____

Staff member: _____ (signed)

Date: _____

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Acceptable Use Agreement Form for children in EYFS and KS1

Parent/Carer section

Parent/Carers Name _____

Child's Name: _____

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

Parents/carers are requested to read and sign the permission form below and return it to show their support of the school in this important aspect of the school's work.

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

I understand that my child's teachers will go through an Acceptable Use Agreement and they will sign the agreement in class (see below).

I understand my child will have received, or will receive, online 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 children 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 online safety.

Parent/carers signature: _____

Date: _____

Child's section (completed in school)

Please make sure you read and understand the following statements. If there's anything you're not sure of, ask your teacher or an adult in your class:

- I will ask a teacher or suitable adult if I want to use the computers/tablets.
- I will be aware of 'stranger danger', when I am communicating on-line.
- 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.

Child's signature: _____

Date: _____

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Acceptable Use Agreement Form for children in KS2

Parent/Carer section

Parent/Carers Name _____

Child's Name: _____

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

Parents/carers are requested to read and sign the permission form below and return it to show their support of the school in this important aspect of the school's work.

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

I understand that my child's teachers will go through an Acceptable Use Agreement and they will sign the agreement in class (see below).

I understand my child will have received, or will receive, online 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 children 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 online safety.

Parent/carers signature: _____

Date: _____

Child's section (completed in school)

Please make sure you read and understand the following statements. If there's anything you're not sure of, ask your teacher or an adult in your class:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will be aware of 'stranger danger', when I am communicating on-line.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions than me.

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- I will not take or distribute images of anyone without their permission.
- I understand that school systems and users are protected from accidental or deliberate misuse. If I see anything that I am unsure of, I will immediately report it to a trusted adult.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- 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 St George's Central CE Primary School and Nursery 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).

Child's signature: _____

Date: _____

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Acceptable Use Home-School Agreement Form for the loan of digital devices from school

*Your child has been provided with a loan digital device Laptop to support continued learning.
Please read and sign this home-school agreement.*

The device has been purchased by the Department for Education and ordered by St George's Central CE Primary School and Nursery. It is the property of the school and must be returned to school when it fully reopens, or earlier if any part of this agreement is not kept to. (If the school wishes to extend the loan period this will be subject to a further agreement).

I _____, parent/carer of _____, confirm the following:

1. I understand that the device has been provided for the use of my child to help with keeping up school work while schools are partially closed. I understand that the device may be recalled if I do not ensure that my child has sole use of the device, or if my child does not use it to engage with school.
2. I will ensure that the device is returned to the school as soon as it fully reopens, unless a new agreement is made.
3. I understand that arranging internet connectivity for this device is my responsibility.
4. I will ensure that the device is cared for properly during the period of the loan, including:
 - Keeping food and drink away from the device at all times
 - Not allowing it to be taken outside of the home, except for return at the end of the loan period
 - Not allowing any software to be downloaded onto the device except for the purposes of education.
 - Ensuring that it is used in a place where it can rest securely on a desk or other level surface without risk of falling or being dropped.
 - Ensuring that it is used in accordance with the online safety advice provided with the device.
 - Ensuring that it is in a safe place when not in use and protected from accidental damage.
 - Letting the school know immediately in the event of any problems with the device.
5. I take full responsibility for any damage or loss caused by not following this agreement.
6. I understand that technical records on the device (such as internet history) can be viewable by the school.

Printed name:.....(Parent/Carer)

Signed:.....(Parent/Carer)

Date:.....

Asset Number (school to complete):

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St George's Central CE Primary School and Nursery

Parent/Carer Data Agreement/Consent Form

Once completed, please return this form to the school, or nursery office

Please be aware that from time to time we are required to share your data, or your child's data, to enable you to access school services or to share good news about our school – this includes the use of photographs or videos of your child. Please complete the following:

Child's Name:

Year:

I give consent for St. George's Central CE Primary School and Nursery to share data with the following organisations:				
Organisation/Services	Data shared	For what purpose?	Which children?	Tick
Tucasi	Names, school details, dietary requirements and email addresses	School lunches and online payments	All	
Parent Mail	Names and mobile phone numbers	Text Message Service	All	
Intrahealth/Community nurses	Names and pupil details	NHS Services	All	
K and S Rourke Photography	Photographs of pupils, names and pupil details	School photographs	All	
Inventry	Names and pupil details	Attendance information	All	
BDP Creative Solutions	Pupil photographs	School prospectus.	All	
Displays in classrooms and around school	Pupil photographs	Sharing learning	All	
Local Newspapers	Pupil photographs	Sharing school updates	All	
School newsletter	Pupil photographs/links to film clips	Sharing school updates	All	
Facebook	Pupil photographs/film clips	Sharing school updates	All	
Twitter	Pupil photographs/film clips	Sharing school updates	All	
Vimeo	Pupil photographs/film clips	Sharing school updates	All	
School website	Pupil photographs/film clips	Sharing school updates	All	
Seesaw	Names and email addresses pupil data, parental comments	Sharing school updates and providing home learning	All	
You Tube	Pupil photographs/film clips	Sharing learning	All	

Please note:

*You will be removed from these school services, and we will not be able to use photos or clips of your child, if consent is not given by indicating a tick in the boxes and signing below.

*You have the right to withdraw your consent at any time by informing the school office in writing.

*All photographs taken will be deleted from devices immediately after being shared online/used for displays.

*We are required to issue this form now to ensure we are compliant with data regulations which were brought into effect in May 2018. This form will not be reissued at the start of each school year. We will re-issue the form every three years. Please inform us in writing if you would like to make any changes for your child within the three year period, before the form is re-issued.

Printed name:.....(Parent/Carer)

Signed:.....(Parent/Carer)

Date:.....

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