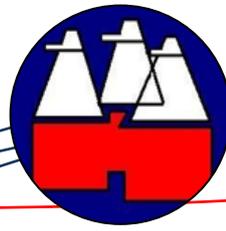


Paddock Wood Primary School

A school of excellence and enjoyment at the heart of its community



# **Acceptable Use Policy**

**Including Acceptable Use Agreements for the Internet, Email  
and other Technologies**

**April 2019**



## School Policy

Whilst exciting and beneficial both in and out of the context of education, much ICT, particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these Internet technologies.

Our school holds personal data on learners, staff and other people to help conduct our day-to-day activities. Some of this information is sensitive and could be used by another person or criminal organisation to cause harm or distress to an individual. The loss of sensitive information can result in media coverage, and potentially damage the reputation of our school. This could make it more difficult for our school to use technology to benefit our learners.

Everybody in the school has a shared responsibility to secure any sensitive information used in their day to day professional duties and even staff not directly involved in data handling should be made aware of the risks and threats and how to minimise them.

This policy and the Acceptable Use Agreements (for all staff, governors, visitors and pupils) are inclusive of both fixed and mobile internet; technologies provided by the school (such as PCs, laptops, mobile devices, webcams, whiteboards, Interactive TVs, digital video equipment, etc); and technologies owned by pupils and staff, but brought onto school premises (such as laptops, tablets, mobile phones and other mobile devices).

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the ICT Leader or Headteacher.



Acceptable Use Agreement: Foundation & KS1 Pupils

Acceptable Use Agreement for the Internet, Email and other Technologies

This is how we stay safe when we use computers:

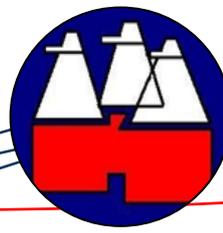
- I will ask a teacher or suitable adult if I want to use the computers
- I will only use activities that a teacher or suitable adult has told or allowed me to use
- I will take care of the computer and other equipment
- I will ask for help from a teacher or suitable adult if I am not sure what to do 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 and my teacher may talk to my parent/carer

Signed (child): \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

I have read and discussed the rules above with my child. I give permission for my child to use the Internet, e-mail and other technologies at school.

Signed (parent): \_\_\_\_\_ Date: \_\_\_\_\_



Acceptable Use Agreement: KS2 Pupils

Acceptable Use Agreement for the Internet, Email and other Technologies

These rules will keep everyone safe and help us to become responsible users.

- I will only use the internet when I have permission and I am supervised.
- I will only use search engines and websites responsibly.
- I will not try to access any inappropriate websites, chat rooms, Instant Messaging or Social Networking sites in school.
- I will not give anyone else my username or password for anything including to log onto the school computers.
- I will only send emails to people that my teacher has approved.
- When emailing I will always be polite and will not use them as a way to bully another child or adult.
- I will not give out my address, home or mobile telephone number, email details or other personal information online or through email.
- I will tell my teacher straightaway if I come across any unsuitable pictures or information on the Internet by accident or if anything makes me feel uncomfortable or upset.
- I will not bring USB pen drives, software, or MP3 Players into school unless I have been given permission.
- I will not download any files from the Internet in school unless I have permission.
- I will not bring my mobile phone or my tablet in to school.
- (Year 6) I will switch off my mobile phone and secure it in my bag, before coming on to school property; I will hand it to my teacher to be securely locked away when I come in to school.
- I understand that the school can check my computer files and any activity on Internet sites that I have visited.

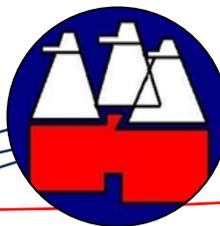
I understand the rules above and agree to follow them. If I break any of these rules, I understand that:

1. My parent/carer may be informed
2. I might not be allowed to use the Internet and e-mail for a period of time.
3. More serious action might be taken

Pupil Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and discussed the rules above with my child. I give permission for my child to use the Internet, e-mail and other technologies at school.

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Acceptable Use Agreement: Staff, Governors and Volunteers

Acceptable Use Agreement for the Internet, Email and other Technologies

- I will only use the school's email and Internet and any related technologies for professional purposes or for uses deemed 'reasonable' by the Headteacher or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal e-mail address, to pupils.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal or sensitive data taken off site must be encrypted and hard copies will be transported out-of-sight, in a closed container.
- I will not leave laptops, tablets or other devices containing sensitive information in unsecured places such as cars.
- I will sign out any ICT equipment that I take offsite.
- I know that when I take school equipment offsite it becomes my responsibility and I will have to replace if broken, lost or stolen.
- I will not install any hardware or software without permission.
- I will not use the school's wifi on any personal tablets, mobile phones or other devices.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy (using a school camera) and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher. No images will be taken or stored using a personal device, such as a mobile phone.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Headteacher.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's e-Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies.

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout the school.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_ Role in school: \_\_\_\_\_