Endon Hall Primary & Nursery School

'Learning together and having fun'

Acceptable Use Policy

Policy in place: Sept 2016 **Reviewed:** June 2021 **Review date:** June 2022

	Member of staff responsible	Governor	Senior member of staff
Acceptable Use	Miss A Coleman	Mrs C Soboljew	Miss V Lewis

Rationale

As the range of technology used within a school increases it is essential that everyone at Endon Hall Primary & Nursery School is aware of the behaviour and standards expected and the potential consequences for abusing the technology privileges.

Aim

The aim of this Acceptable Use Policy (AUP) is to ensure that children will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions (as outlined in the AUP) will be imposed.

The AUP will be reviewed annually by staff and governors. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

Privacy

The GDPR and Data Protection Act 2018 require all personal and special category data to be processed with the utmost credibility, integrity and accuracy. This applies to all data the school stores on its network regarding staff, pupils and other natural persons it deals with whilst carrying out its functions.

The school will only process data in line with its lawful basis to uphold the rights of both pupils and staff and other third parties.

In order to protect pupils' safety and wellbeing, and to protect the school from any third party claims or legal action against it, the school may view any data, information or material on the school's ICT systems (whether contained in an email, on the network, notebooks or laptops) and in certain circumstances, disclose that data, information or material to third parties, such as the police or social services. The school's **Privacy Policy** details the lawful basis under which the school is lawfully allowed to do so.

The school disclaimer that automatically appears at the end of each of your emails notifies the recipient that any email correspondence between you may be monitored. You must not remove this disclaimer. You should bring to the attention of any person who wishes or intends to send you an email that the school may monitor the content of their email.

School Strategy

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

- Internet sessions will always be supervised by a teacher and/or, a member of school staff
- The Local Authority filtering/blocking system is used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor children's Internet usage (using Senso software).
- Uploading and downloading of non-approved software or hardware will not be permitted, unless permitted by the Headteacher.
- Virus protection software will be used and updated on a regular basis.
- Staff will use the Remote Desktop Server (RDS) as their default method for accessing school related work off site.
- The use of personal memory sticks or other digital storage media in school will not be permitted, only password protected, encrypted memory sticks may be used in school and/or out of school for school work.
- Children, staff and other adults will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute (also see our Social Networking Policy).

World Wide Web

- Children will use the Internet for educational purposes only.
- Children, staff and other adults will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Children and staff will immediately report accidental accessing of inappropriate materials in accordance with school procedures. As stated in our Online Safety Policy, children are taught what is safe and what they should be concerned about, as well as how to share/report their concerns with school staff. Staff will complete the relevant Incident form (see our Online Safety Policy Appendix 1) if users report any actual/potential online safety incidents. The completed form will be passed to the Online Safety Co-ordinator at the earliest opportunity.
- Children will never disclose or publicise their own or other people's personal details, such as addresses, telephone numbers, pictures
- Children, staff, governors and other adults will never disclose their own or others passwords/log in details.
- Children will never arrange a face-to-face meeting with someone they only know through e-mails or the Internet.
- Downloading materials/images not relevant to their studies, is in direct breach of the school's AUP.

E-Mail

- Children, if issued with a school e-mail, will only access and/or send/receive e-mails under direct supervision.
- Staff and Governors will only use approved, secure email system(s) for any school business (unless an alternative arrangement is necessary and agreed by the Headteacher).
- Children, staff and other adults will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- E-mails containing personal or sensitive information are password-protected if there are unsecure servers between the sender and the recipient.
- Staff and Governors, when sending circular emails to groups of people (including parents) will send them via blind carbon copy (bcc), so that email addresses are not disclosed to other recipients. This is with the exception of internal group e-mails e.g. @endonhall.staffs.sch.uk

Internet Chat

- Access to Internet chat rooms will not be permitted.
- Children will only have access to discussion forums, messaging or any other forms of electronic communication that have been approved by the school.
- Discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised or monitored.

School Website

- The school website can only be accessed/edited by the Headteacher, Business Manager and IT Technician.
- The website does not contain any content that compromises the safety of children and staff. It is regularly checked to ensure that this is the case.
- Parents/carers receive the Photography Policy when their child joins the school and complete a Photography and Video consent form, indicating permissions regarding the website.
- The publication of children's work will be co-ordinated by a teacher, via the Headteacher.
- No personal pupil information is ever included on the website.

Social Media (School Facebook Page)

- Social media pages (currently Facebook) can only be accessed/edited by the Headteacher.
- Social Media pages do not contain any content that compromises the safety of children and staff. It is regularly checked to ensure that this is the case.
- Parents/carers receive the Photography Policy when their child joins the school and complete a Photography and Video consent form, indicating permissions regarding social media.

Remote Learning (Google Classroom)

- Remote learning (including home learning) and live sessions, where required, will be delivered through Google Classroom (see Remote Learning and Communication Policy and Remote Learning and Communication AUP)

Personal Devices

Children are not permitted to use their own technology in school, such as mobile phones or other personal electronic devices. If required for a particular purpose, permission should be sought in writing for a mobile phone to be brought into school and it should be handed in to the school office at the start of the school day and collected at the end of the school day. It is the child's responsibility to hand in and collect the device.

Staff and other adults are only permitted to use personal electronic devices in the staff room or main admin offices.

Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access to privileges, and in extreme cases, suspension or exclusion in accordance with the Online Safety Policy. The school also reserves the right to report any illegal activities to the appropriate authorities.

Implementation

- All staff and governors will sign an AUP when updated (Appendix 1) and all visitors will sign the AUP if using school devices.
- All new members of staff will sign an AUP as part of their induction process (Appendix 1).
- All Reception and KS1 children will discuss with their teacher and sign (parent/carer signature) a Reception and KS1 AUP as they enter Nursery/Reception (Appendix 2).
- All KS2 children will discuss with their teacher and sign an AUP in September of Year 3 and again in Year 5, in their first Computing lesson of the academic year (Appendix 3).
- All parents/carers will read this policy, and the Parent/Carer AUP (Appendix 4) as their child enters the school.

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Staff, Governor and Visitor - Acceptable Use Agreement

IT (including data) and the related technologies such as email, 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, governors and visitors are aware of their professional responsibilities when using any form of IT in school. 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 Headteacher (Miss V Lewis) or the Computing Leader (Miss A Coleman).

- I will only use the school's E-mail/Internet/and any related technologies for professional purposes or for uses deemed acceptable by the Headteacher or Governing Board
- I will comply with the IT 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 children and staff are compatible with my professional role
- I will not give out my own personal details, such as mobile phone number, personal email address, personal accounts, or any other social media link, to children
- I will only use the approved, secure email system(s) for any school business (unless an alternative arrangement is necessary and agreed by the Headteacher)
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will ensure that personal or sensitive data taken off site is encrypted e.g. on a password secured laptop and/or memory stick
- I will password protect documents sent via e-mail if they contain personal or sensitive information
- I will ensure that, when sending circular emails to groups of people (including parents), they are sent via blind carbon copy (bcc), so that email addresses are not disclosed to other recipients
- If accessing work e-mails on my smart phone, I will utilise the Office 365 app or a link on the home screen to the Office 365 login page. I will switch notifications off, ensure my smart phone is passcode protected and sign out after each use.
- I will not install any hardware or software without the permission of the Headteacher
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory
- Images of children and/or staff will only be taken, stored and used for professional purposes in line with the school Mobile Phone & Personal Camera Policy and Photography Policy and with the written consent of the parent/carer (via the Photography & Video consent form) or staff member
- Images will not be distributed outside the school network without the permission of the parent/carer, member of staff or Headteacher
- I will support the school approach to online safety and not upload or add any images, video, sounds or text linked to or associated with the school or its 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 the Headteacher
- I will ensure that my online activity, both in school and outside school, will not bring the school, my professional reputation, or that of others, into disrepute
- I will support and promote the school's Online Safety Policy and help children to be safe and responsible in their use of IT and related technologies
- I will not use personal electronic devices in public areas of the school, except in the staff room or main admin office areas.

User Signature

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

Signature ……….……………….………… Date ……….…………

Full Name …………….…………………….......................... (printed)   Job title ……………….………………

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Reception and KS1 - Acceptable Use Agreement

These rules will keep me safe and help me to be fair to others.

- I will only use the school's computers for schoolwork and homework.
- If I see something I don't like on a screen, I will always tell an adult.
- I will only click on icons and links when I know they are safe.
- I will keep my logins and passwords secret.

I have read and understand these rules and agree to them.

Signed (child): ……………………………………   Name (child): ……………………………………

Date: ……………………………….

Child's Full name (Printed): …………………………………………………..

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KS2 - Acceptable Use Agreement

These rules will keep me safe and help me to be fair to others.

- I will only use the school's computers for schoolwork and homework.

- I will keep my logins and passwords secret.

- I will not bring files into school without permission or upload inappropriate material.

- I will not attempt to visit Internet sites that I know to be banned by the school.

- The messages I send, or information I upload, will always be polite and sensible.

- I will not open an attachment, or download a file, unless I know and trust the person who has sent it.

- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.

- I will never arrange to meet someone I have only ever previously met on the Internet, unless my parent/carer has given me permission and I take a responsible adult with me.

- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will show a teacher/responsible adult.

- I understand that my use of the internet will be monitored by a member of staff

I have read and understand these rules and agree to them.

Signed (Child): …………………………… Full Name (Child): …………………………………

Date: ……………………………….

<u>**Appendix 4**</u>

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Parent/Carer - Acceptable Use Agreement

Parent/Carer

As the parent or legal guardian of a child/ren at Endon Hall Primary & Nursery School, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet and IT resources as stated in this policy. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety, whilst realising that there are disadvantages as well as advantages to accessing this resource and that the school cannot be held responsible if unsuitable websites and/or inappropriate material is accessed.

Please write either 'I accept' or 'I do not accept' below.

…………………………………………. the above paragraph.

In relation to the school's website and the Facebook page, I accept that, if the school considers it appropriate, my child's schoolwork and/or photographs may be chosen for inclusion on the website and/or social media platforms. I have completed a Photography and Video consent form making clear my permissions for aspects related to this area. I understand and accept the terms of the Acceptable Use Policy.

Please write either 'I accept' or 'I do not accept' below.

…………………………………………. the above paragraph.

Parent/Carer Signature: ………………………………………….   Date: ……………………

Parent/Carer Name: (Printed): ……………………………………………………….

Name of child/Children: ………………………………………………………………………………….

Year Group/s: ………………………………………….