Southfield Park Primary School
Acceptable Use Policy

1. This Acceptable Use Policy applies to everyone in the school community; staff, volunteers, contractors, pupils and parents who have access to and are users of school technology systems, school related use of technology systems outside of school, and make use of social networks personally and professionally. The Agreement sets out everyone's responsibilities when using technology and the expectations we have for its safe use to protect us all.

2. Southfield Park Primary School promotes the use of technology, and embraces the positive effects it has on children's learning and engagement. However, we also have an obligation to ensure that all members of the community use technology safely and responsibly. Whilst the internet provides an amazing source of information for us all, we cannot control what people, all over the world, make available on the internet and understand that some information is not acceptable to be accessed in school, and other material must be treated with great sensitivity and care. We need to ensure that exactly the same standards apply to electronic material, as to material in any other form and if material is considered to be unacceptable by the school when presented in a book, magazine, video, audio tape or spoken form, then it is not acceptable on the ICT network.

3. In order to protect responsible users, electronic methods will be used to help prevent access to unsuitable material. Southfield Park Primary School reserves the right to access all material stored on its ICT system, including that held in personal areas of staff and pupil accounts for purposes of ensuring DfE, Local Authority and school policies regarding appropriate use, data protection, computer misuse, child protection, and health and safety are complied with.

4. Any misuse of technology will be taken seriously at Southfield Park Primary School, and will be reported to the Headteacher in order for any necessary further action to be taken. This may include disciplinary action and anyone who is found not to be acting responsibly could be denied access to the ICT facilities.

5. The Acceptable Use Policy has been split into the following appendices reflecting the different roles and responsibilities of different members of the School Community.

   ❖ Staff Acceptable Use Agreement (Appendix A)
   ❖ Governor, Volunteer and Visitor Acceptable Use Agreement (Appendix B)
   ❖ Acceptable Use Agreement for Children (Appendix C)
   ❖ Parents' confirmation of Children's Acceptable Use Agreement (Appendix D)
   ❖ Occasional Visitor Online Safety Agreement (Appendix E)
   ❖ Occasional Visitors online safety agreement (Appendix F)

Appendix A
Staff Acceptable Use Agreement

Please read this agreement carefully and sign to show that you agree to and will adhere to the terms outlined.

1. Using technology in school

- I will only use ICT systems, such as computers (including laptops) and tablets, which have been permitted for my use by the Head Teacher.
- I will only use the approved email accounts that have been provided to me.
- I will not use personal emails to send and receive personal data or information.
- I will not share sensitive personal data with any other pupils, staff or third parties.
- I will ensure that any personal data is stored in line with the Data Protection Act 1998.
- If I believe there has been a loss of personal or sensitive data, I will immediately report it to the Data Protection Officer (Head Teacher) in the school.
- I will delete any chain letters, spam and other emails from unknown sources without opening them.
- I will ensure that I obtain permission prior to accessing learning materials from unapproved sources.
- I will only use the internet for personal use during out-of-school hours, including break and lunch times.
- I will not search for, view, download, upload or transmit any explicit or inappropriate material when using the internet.
- I will not share school-related passwords with pupils, staff or third parties unless permission has been given for me to do so.
- I will not install any software onto school ICT systems unless instructed to do so by the e-safety officer or headteacher.
- I will only use recommended removable media, and will keep this securely stored.
- I will provide removable media to the e-safety officer for safe disposal once I am finished with it.
- I will not try to by-pass the filtering system used by the school
- If I am granted special access to sites that are normally filtered I will not leave my computer unsupervised
- I will report any filtering issues immediately.
- I will follow the school's policy on using digital images, especially in making sure that only those pupils whose parental permission has been given are published.
- I will not use personal devices for taking or sharing digital images within school without the direct permission of the Head teacher. Where permission has been given, I will ensure that all digital images relating to school are removed from my personal device at the earliest opportunity.
- I will use the school provided email for all business matters.
- I will not open any attachments to emails, unless the source is known and trusted (due to the risk of the attachment containing viruses or other harmful programmes).

2. Training

- I will provide age-appropriate online safety learning opportunities for the pupils if required, as part of a progressive online safety curriculum.
- I will respect copyright and educate the pupils to respect it as well.
- I will continually develop children's ability to evaluate information accessed online.
- I will follow the agreed reporting procedure where children are purposefully searching for inappropriate sites or inadvertently accessing inappropriate sites.
- I will ensure I participate in any online safety training offered to me, and will remain up-to-date with current developments in social media and the internet as a whole.
- I will ensure that I allow the Online Safety Officer to undertake regular audits in order to identify any areas of need I may have in relation to training in order to improve my professional abilities.

3. Mobile devices
- I will only use school-owned mobile devices for educational purposes.
- I will only use personal mobile devices during out-of-school hours, including break and lunch times.
- I will ensure that mobile devices are either switched off or set to silent mode during school hours, and will only make or receive calls in specific areas, e.g. the staffroom.
- I will ensure mobile devices are stored in a lockable cupboard located in the staffroom or classroom during lesson times.
- I will not use mobile devices to take images or videos of pupils or staff – I will seek permission from the Head Teacher before any school-owned mobile device is used to take images or recordings.
- I will not use mobile devices to send inappropriate messages, images or recordings.
- I will ensure that personal and school-owned mobile devices do not contain any inappropriate or illegal content.
- I will not access the WiFi system using personal mobile devices, unless permission has been given by the Head Teacher or e-safety officer.
- I will not use personal and school-owned mobile devices to communicate with pupils or parents.
- I will ensure that any school data stored on personal mobile devices is password protected, and give permission for the e-safety officer to erase and wipe data off my device if it is lost or as part of exit procedures.

4. Social media and online professionalism
- I will ask permission before I use social media e.g. blogs, social networks or online communication tools with pupils or for other school related work.
- If I am representing the school online, e.g. through blogging, I will express neutral opinions and will not disclose any confidential information regarding the school, or any information that may affect its reputability.
- I will not use any school-owned mobile devices to access social networking sites, unless it is central to the curriculum; I will gain permission from the Head Teacher before accessing the site.
- I will not communicate with pupils or parents over personal social networking sites.
- I will not accept 'friend requests' from any pupils or parents over social networking sites.
- I will ensure that I apply the necessary privacy settings to my social networking sites.
- I will not publish any comments or posts about the school on my social networking sites which may affect the school's reputability.
- If there is a Critical Incident, I will not post any comments online.
- I will not post or upload any defamatory, objectionable, copyright infringing or private material, including images and videos of pupils, staff or parents, on any online website.
- I will not give my home address, phone number, mobile number, social networking details or email addresses to pupils or parents – any contact with parents will be done through authorised school contact channels.

5. Online Bullying and Sexting
- I will ensure the school's zero tolerance of bullying is consistently applied and that online bullying is seen as no different to other types of bullying
- I will report any incidents of bullying in accordance with school procedures
- I will secure and switch off any device discovered with an intimate sexting image and report immediately to the Designated Safeguarding Lead.
- I will not investigate, delete or resend the image.

6. Reporting misuse
- I will ensure that I adhere to any responsibility I have for monitoring, as outlined in the Online Safety Policy, e.g. to monitor pupils' internet usage.

- I will ensure that I report any misuse by pupils, or by staff members breaching the procedures outlined in this agreement, to the Head Teacher and I understand that in some cases the Police may need to be informed.
- I understand that my use of the internet will be monitored by the Online Safety Officer and recognise the consequences if I breach the terms of this agreement.
- I understand that the Head Teacher may decide to take disciplinary action against me in accordance with the Allegations of Abuse Against Staff Policy, if I breach this agreement.

7. Sanctions and Disciplinary procedures
- I understand that there are regulations in place when pupils use technology and that there are sanctions if they do not follow the rules. These could include removal of access to technology facilities.
- I understand that if I misuse the School technology systems in any way then there are disciplinary procedures that will be followed by the school.

I have read and understand the full School Acceptable Use Agreement and agree to use the school technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) in a responsible and professional manner as outlined in that document.

Staff Name   _____

Signed   _____

Date   _____

Appendix B
Governor, Volunteer and Visitor Acceptable Use Agreement

Please read this agreement carefully and sign to show that you agree to and will adhere to the terms outlined.

1. **Using technology in school**
   - If using the school's IT equipment, I will request a guest login.
   - I will request permission to use the wireless connection (if available) asking for an authorisation key.
   - I will not share sensitive personal data with any other pupils, staff or third parties.
   - I will ensure that any personal data is stored in line with the Data Protection Act 1998.
   - If I believe there has been a loss of personal or sensitive data, I will immediately report it to the Data Protection officer in the school.
   - I will ensure that I obtain permission prior to accessing learning materials from unapproved sources.
   - I will only use the internet for personal use during out-of-school hours, including break and lunch times.
   - I will not search for, view, download, upload or transmit any explicit or inappropriate material when using the internet.
   - I will not share school-related passwords with pupils, staff or third parties unless permission has been given for me to do so.
   - I will not install any software onto school ICT systems unless instructed to do so by the Online Safety Officer or Head Teacher.
   - I will not try to by-pass the filtering system used by the school
   - I will report any filtering issues immediately.
   - I will follow the school's policy on using digital images, especially in making sure that only those pupils whose parental permission has been given are published.
   - I will not use personal devices for taking or sharing digital images within school without the direct permission of the Head teacher. Where permission has been given, I will ensure that all digital images relating to school are removed from my personal device at the earliest opportunity.
   - I will never transfer files without permission.

2. **Mobile devices/own equipment**
   - I will only use personal mobile devices during out-of-school hours, including break and lunch times.
   - I will ensure that mobile devices are either switched off or set to silent mode during school hours, and will only make or receive calls in specific areas, e.g. the staffroom.
   - I will not use mobile devices to take images or videos of pupils or staff.
   - I will not use mobile devices to send inappropriate messages, images or recordings.
   - I will ensure that personal and school-owned mobile devices do not contain any inappropriate or illegal content.
   - I will not access the WiFi system using personal mobile devices, unless permission has been given by the Head Teacher or Online Safety Officer.
   - I will not use personal and school-owned mobile devices to communicate with pupils or parents.
   - If I bring my own equipment into school I will make sure I have permission from the school to use it, that it has up to date virus protection software installed and that it is clearly labelled as my own.

3. **Social media and online professionalism**
   - I will not communicate with pupils over personal social networking sites.
   - I will not accept 'friend requests' from any pupils over social networking sites.
   - I will not publish any comments or posts about the school on my social networking sites which may affect the school's reputability.
   - If there is a Critical Incident, I will not post any comments online.

- I will not post or upload any defamatory, objectionable, copyright infringing or private material, including images and videos of pupils, staff or parents, on any online website.
- I will not give my home address, phone number, mobile number, social networking details or email addresses to pupils

4. Online Bullying and Sexting
- I will support the school's zero tolerance of bullying including online bullying.
- I will report any incidents of bullying in accordance with school procedures

5. Reporting misuse
- I will report any incidence of accidental viewing of inappropriate images or materials.
- I will report any incidence of deliberate searching for inappropriate images or materials.
- I will switch off and secure any device that you suspect of containing an intimate sexting image and report immediately to the school's Designated Safeguarding Lead.
- I will ensure that I report any other misuse by pupils, or by staff members to the Head Teacher and I understand that in some cases the Police may need to be informed.

6. Sanctions and Disciplinary procedures
- I understand that if I misuse the School technology systems in any way then there are disciplinary procedures that will be followed by the school and concerns may be referred to the Police.

I have read and understand the full School Acceptable Use Agreement and agree to use the school technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) in a responsible and professional manner as outlined in that document.

Staff Name   _____

Role   _____

Signed   _____

Date   _____

Appendix C
Acceptable Use Agreement for Children.

Rules for children using computers, the internet and other technology at Southfield Park

Using technology is a great way to find out information, share it and communicate with others. At Southfield Park we encourage you to make sure you use technology safely and well. We will teach you how to use the technology and all about how to keep yourself safe online. All users of technology at Southfield Park must agree to certain rules to make sure we are all safe and you must follow the rules, otherwise you may not be able to use it.

Rules for children using computers, the internet and other technology at Southfield Park

What I must do.
- Act responsibly when using technology, computers or the Internet.
- Tell a teacher if I think someone is not following the rules for using technology or I have a problem.
- Ask permission to use any material that I find.
- Only access sites that are suitable for use in school, appropriate for my age and acceptable to the school's filtering system.
- Be careful with all communications online making sure that anything I write cannot be mistaken as bullying.
- Report any incidents of bullying.
- Ensure that everything I write using technology is clear, won't upset people or embarrass them.
- Make sure that nothing I write online is offensive to either other children, staff or the school.
- Use my mobile phone sensibly and following the instructions I am given by my teacher.

What will happen if I break the rule for using technology?
- The first time you break a rule you will have a meeting with the Phase Leader about it and remind you about the rules.
- If it is serious the headteacher will be informed and your parents will be contacted. You also may not be able to use the school technology for a fixed period of time.
- If you break rules more regularly you will meet with the headteacher or deputy head with your parents and you may not be able to use technology for a longer period of time.
- Incidents will be logged.

How will we make sure everyone follows the rules for using technology.
- Make sure everybody in the school community knows what is expected of them when they are using technology.
- The school will monitor the use of computers and other technology being used by everyone at school.
- The school will investigate incidents that happen inside school and may investigate incidents outside of school.
- Apply consequences when anybody uses technology incorrectly.

Name: _____

Signed : _____

Class :_____   Date:_____

Parents' confirmation of Children's Acceptable Use Agreement

Our school promotes the use of technology in all its forms, and embraces the positive effects it has on children's learning and engagement. However, we must also ensure that all members of the community use technology safely and responsibly. Whilst the internet provides an amazing source of information for us all, we cannot control what people, all over the world, make available on the internet and some information is not acceptable to be accessed in school, and other material must be treated with great sensitivity and care. We need to ensure that exactly the same standards apply to electronic material, as to material in any other form. If material is considered to be unacceptable by the school when presented in a book, magazine, video, audio tape or spoken form, then it is not acceptable on the ICT network.

To protect everyone in the school community and promote responsible use of technology, electronic methods will be used to help prevent access to unsuitable material. Southfield Park Primary School reserves the right to access all material stored on its ICT system, including that held in personal areas of staff and pupil accounts for purposes of ensuring DfE, Local Authority and school policies regarding appropriate use, data protection, computer misuse, child protection, and health and safety.

Our acceptable use agreement applies to staff, volunteers, contractors, pupils and parents who have access to, and are users of, school technology systems, school related use of technology systems outside of school, and make use of social networks personally and professionally.

The Internet will be used within school to support children's learning both formally (within taught lessons) and informally (outside taught lessons), at the discretion of a member of staff who will model safe use and set guidelines and rules for its use. Pupils will be taught to be critical and discriminating in their use of Internet sites and to maintain a balance between the use of technology and other activities.

As part of their learning children may have opportunities to communicate with others through blogs, communication tools, publishing work to online galleries and email. This will only take place in accordance with the school's policy and procedure. Responsible and considerate language will be used at all times in communicating with others.

Our expectations for the school, children and parents for the acceptable use of technology are set out below.

The school will make sure everyone follows the rules for using technology by:
- Making sure everybody in the school community understands how to use technology safely and responsibly and knows what is expected of them when they are using technology.
- Monitoring the use of computers and other technology being used by everyone at school.
- Investigating incidents that happen inside school and if necessary investigating incidents outside of school.
- Applying consequences when anybody uses technology incorrectly.

We expect children will:
- Act responsibly when using technology, computers or the Internet.
- Tell a teacher if they think someone is not following the rules for using technology or they have a problem.
- Ask permission to use any material that they find.
- Only access sites that are suitable for use in school, appropriate for their age and acceptable to the school's filtering system.
- Be careful with all communications online making sure that anything written cannot be mistaken as bullying.
- Report any incidents of bullying.

- Ensure that everything they write using technology is clear, won't upset people or embarrass them.
- Make sure that nothing they write online is offensive to either other children, staff or the school.
- Use my mobile phone sensibly and following the instructions I am given by my teacher.
- Only use mobile phones when given permission by staff.
- Be encouraged to talk with their parents or carers about the rules for the safe use of the internet.
- Be made aware that the school may investigate incidents that happen outside of school but could have an effect on the school.

Children will understand that if they break the rules for using technology the following steps will be taken:
- The first time a rule is broken they will have a meeting with the Phase Leader about it and be reminded you about the rules.
- If it is serious the Headteacher will be informed and parents will be contacted. They also may not be able to use the school technology for a fixed period of time.
- If rules are broken on a more regular basis they will meet with the Headteacher or deputy head with their parents and may not be able to use technology for a longer period of time.
- All incidents will be logged.

Parents will:
- Discuss online safety issues with children
- Maintain responsible standards when using social media to discuss school issues, and ensure that any issues of concern are raised with the school directly.
- Inform the school if they think there is an online safety issue related to the school

If you do not understand any part of this document, please ask a member of staff for guidance. You should only sign the Parental Permission Form when you have read, understood and have explained the importance of these rules to your son or daughter.

The form below must be completed, signed and returned to the school for our records.

Use of the technology including the internet may be withheld in school unless this has been done.

_____

I have read, understood and explained the Acceptable Use Policy to my child and I am happy for my child to experience the Internet use described:

Pupil Name (PLEASE PRINT) _____   Class   _____

Name of Parent or Carer (PLEASE PRINT) _____

Signature of Parent or Carer _____   Date   _____

Appendix F
Occasional Visitors online safety agreement

This list of statements has been developed to use with visitors that are only in school for a one-off occasion such as, a supply teacher that isn't being used regularly by the school, a visiting speaker or students that are helping for single days.

On signing the visitors' book you agree to:

Southfield Park
Primary School

- Only log onto the **school network** with the user name and password provided for you;

- Inform the Headteacher or their representative if you intend to **use the internet**, asking permission before using any kind of social media with the children;

- Refrain from any use of your **personal mobile phone** or other device during the working day;

- Not taking any **photographs** without the specific permission of the Headteacher or their representative;

- Report any suspected **misuse or concerns** about online safety whether by pupils or staff, to the Headteacher or their representative before leaving the school;

- Not taking any **information on pupils or staff** off site unless specific permission has been given by the Headteacher or their representative;