

## St Martin's Garden Primary Online Safety Policy

### 1. Aims and objectives

New technologies have become integral to all our lives in today's society – and not least to children and young people. Children will need to develop high-level ICT skills, not only to maximise their potential use as a learning tool, but also to prepare themselves as lifelong learners and for future employment.

The internet and associated technologies are powerful tools for learning. They have the potential to access information at high speed and to empower children to take an increased level of ownership over their learning. The use of the internet and associated technologies in school are tools that provide our children with exciting opportunities to pursue 'personalised learning'. The purpose of this policy is to ensure Online Safety risks are minimised, not only for children and young people, but for their parents and the other members of the school community through 3 key areas: Policies and practice; Education and training; and infrastructure & technology. This will allow all members of the school community to make the most of the internet's potential (and its associated technologies) for learning and everyday living.

### Aims

- To build both an infrastructure and culture of Online Safety
- To ensure safe access to on-line material for all users
- To provide guidelines for internet use that is planned, task-orientated and educational within a regulated and managed environment – that accords with our school's ethos. (This includes use by adults and children.)
- To establish Acceptable Use Agreements for all members of the School Community, covering the conditions of responsible internet and technology use for all users including use of learning platforms (both at home and school).
- To create guidelines that will lead to a safer online for children and will include filtering appropriate to the age of the children.
- To ensure that children will be taught what is acceptable and what is not acceptable and given clear objectives for responsible Internet use - including: an ability to evaluate the quality, accuracy and relevance of information on the internet; Plagiarism and copyright infringement; illegal downloading of music or video files.
- To ensure that children and teachers are aware of 'cyber-bullying', how to prevent it happening how to stop it if it occurs, and including how to report.
- To ensure that staff are aware of the need for them to understand how the internet is being used by pupils at the school (or by young people in general)
- To provide information to parents to enable them to both support and proactively contribute to the school's Online Safety framework (including the

potential for excessive use which may impact on the social and emotional development and learning of their children)

## 2. Schedule for Development, Monitoring and Review

- The implementation of the Online Safety policy will be monitored by the Head Teacher (Online Safety Leader), who will report annually to the Governors.
- The impact of the policy will be monitored by the Head Teacher by looking at:
  - Log of reported incidents
  - Surveys or questionnaires of learners, staff, parents and carers
  - Other documents and resources
  - Future developments
- The Online policy will be reviewed annually or more regularly in the light of significant new developments in the use of technologies, new threats to Online Safety or incidents that have taken place. As children's use of mobile devices grows rapidly there needs to be some recognition that the monitoring of the school network is only part of the solution as many children and young people will be using mobile devices on 3 and 4G and so will not need to use the school network.

## 3. Teaching and learning

3.1 The Internet is an essential part of our lives today in education, business and social interaction. St Martin's Garden Primary has a duty to provide students with quality Internet access as part of their learning experience.

3.2 A progressive planned Online Safety education programme takes place through discrete lessons and across the curriculum, for all children and young people in all years and is regularly revisited.

- Key Online Safety messages are reinforced through assemblies, Safer Internet Week and throughout all lessons where appropriate
- Pupils are taught to keep themselves safe online and to be responsible in their use of different technologies
- The Internet is an essential part of the curriculum. Where appropriate, and particularly with younger children, pupils are guided to use age appropriate search engines for research activities.
- Staff are vigilant in monitoring the content of the websites visited and encourage pupils to use specific search terms to reduce the likelihood of coming across unsuitable material. Processes are in place for dealing with any unsuitable material that is found in internet searches
- Pupils are taught to be critically aware of the content they access on-line and are guided to validate the accuracy and reliability of information.



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- The positive use of technology, rather than the negative, should be emphasised in order to promote self-esteem, assertiveness and encourage a learning environment
- Children will be taught the importance of not sharing personal information and photographs over the internet. As children get older it is particularly important that children are made aware of what is safe to share and how as older children cannot do certain things online without sharing some personal information.
- If video-conferencing is used, children will be supervised by a member of staff
- Pupils are taught to respect copyright when using material found online and to acknowledge the source of information
- Pupils will agree and sign an age appropriate agreement for using the internet responsibly at the beginning of each school year, which will be shared with parents and carers

#### **4. Online Bullying (Cyberbullying)**

St Martin's Garden Primary does not tolerate any form of bullying, including online bullying. (Please also refer to the School's Anti-bullying policy.)

In the unfortunate case of a cyberbullying incident, the School will follow procedures in place to support the individual(s) concerned and identify main causes of the problems as well as others concerned.

All incidents of cyberbullying reported to the school will be documented, recorded and investigated. Pupils, staff and parents and carers will be advised to keep a record of the bullying as evidence.

Staff should adhere to the following guidelines for helping the online bullying victim.

1. Reassure that they have done the right thing.
2. Acknowledge that it is difficult to tell but do not promise confidentiality.
3. Reiterate that no one has the right to do that to others
4. Ensure school has a culture which does not tolerate bullying.
5. Advise the victim not to retaliate or return the message but keep evidence (e.g. time and date, content of message preferably on the device itself) and take it to Designated Safeguarding Lead and /or head teacher.
6. Write down everything that has been disclosed as soon as possible.
7. This policy applies to both children and adults in the school community.

#### **5. Managing Internet Access**

##### **5.1 Information system security**

School computer systems (including audits of the safety and security of the systems) will be regularly reviewed with the ICT Technician

Virus protection will be updated regularly

Security strategies will be discussed with the Local Authority and the ICT Technician.

## 5.2 The safe use of the computer network

- All users will have clearly defined access rights to school ICT systems. Details of the access rights available to groups of users will be recorded and will be reviewed, at least annually, by the Head Teacher
- Older children (generally accepted by Ofsted as KS2) may have individual passwords.
- The “master / administrator” passwords for the school ICT system, are held by the Head Teacher and ICT Leader and kept in a secure place.
- Users will be made responsible for the security of their username and password, must not allow other users to access the systems using their log on details and must immediately report any suspicion or evidence that there has been a breach of security
- Where temporary access of ‘guests’ may be needed, the ICT Leader with the ICT technician will set up access and the Head Teacher will ensure the AUP has been signed and the Internet Safety Policy read
- Pupils will be taught how to log on and off correctly.
- The school ICT systems will be reviewed regularly with regard to security.
- The school will use SOPHOS Anti-Virus Protection. Updates will be administered by the school ICT technician.
- Files held on the school’s network will be regularly checked by the ICT Subject Leader and by class teachers. Where inappropriate material, or an excess of material, is found to be stored in an individual user file the necessary action will be taken to rectify the problem. This might lead to school disciplinary action

## 5.3 The safe use of websites and the internet

The school uses a web based filtering system provided by RM SafetyNet through the South West Grid for Learning (SWGfL). This system provides three tiers of filtering safety.

RM SafetyNet provide a filter service for all schools as part of the SWGfL. This is updated constantly using information from Local Education Authorities, web-based watch dogs and from research carried out by RM themselves. This service is refined by the Local Authority (LA), who receive information from schools regarding inappropriate sites that have slipped through the filter.

In addition:

- St Martin’s Garden has the local facility to block specific sites or keywords from searches, this ensures maximum and immediate high level filter

protection. This provision is in addition to standard filtering software installed on each PC as standard which will also be set at maximum

- Children do not have unauthorised access to the internet. Younger children will be supervised by a member of staff when accessing on-line material.
- All users of the internet will follow the agreed guidelines for safe and acceptable use (see Acceptable Use Agreement (pupils) – Appendix 1). Any user found to be in violation of these guidelines will be subject to school discipline procedures. Repeated violations would cause that user to be banned from using the internet in school
- Staff and Adults in school will be asked to sign and return the Acceptable Use Agreement form (Appendix 2)
- Children will be guided to suitable web sites – pre-checked as suitable for their use. Often blocks are put in place by the school on sites deemed not suitable
- If staff or children discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT Subject Leader.
- Should inappropriate material be found, staff and children should take the following action:
  1. Switch off the monitor. DO NOT switch off the computer.
  2. Children should notify an adult immediately. This would usually be the child's class teacher.
  3. The adult should report the incident to the ICT Subject Leader immediately who will record the URL (address) of the web-site and any keywords that might have been used in the search. Both will be added to the school banned list. If s/he is unavailable the adult should refer the matter to the Head Teacher.
  4. In the rare event that an incident should occur, a letter will be sent home to the child's parent/carers to inform them.
  5. The incident will be recorded in the Online Safety incident log kept by the Head Teacher.
- Rules for responsible Internet access will be posted near all computer systems and children helped to understand them.
- All users will be taught how to use learning platforms safely and responsibly.
- Children will be informed that Internet use will be monitored.
- Instruction in responsible and safe use will precede Internet access. A planned Online Safety programme will be provided as part of ICT / PHSE / other lessons and should be regularly revisited – this will cover both the use of ICT and new technologies in school and outside school. In addition key Online Safety messages will be reinforced as part of a planned programme of assemblies
- Children will be taught to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information. They will also be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet

## 6. Staff E-mail

- Personal email addresses (e.g. Yahoo, Hotmail, Gmail) will not be given to any parents or children.
- Staff should not contact pupils via personal email.
- Any communication over email between staff and parents will be via the school email system i.e. using school@stmartinsgarden.org.uk.
- All communication between adults and children will take place within clear and explicit professional boundaries – and, where age appropriate, with the prior consent of parents/carers. Adults will not share any personal information with a child and they should not request or respond to any personal information from the child other than that which might be appropriate as part of their professional role. Adults **MUST** ensure that all communications are transparent and open to scrutiny.
- Any offensive emails must be reported to the Head Teacher/Senior Leadership Team.
- Staff must use children's initials in emails and use encrypted memory sticks when transferring data.

N.B. Any user found to be using e-mail for sending inappropriate messages will be subject to school discipline procedures. Repeated violation of these guidelines by any one user will cause them to be banned from using e-mail in school

## 7. Data Protection

### 7.1

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 which states that personal data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than is necessary
- Processed in accordance with the data subject's rights
- Secure
- Only transferred to others with adequate protection.

The South West Grid for Learning (SWGfL) Data Protection Policy provides full details of the requirements that need to be met in relation to the Data Protection Act 1998.

The school will:

- at all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse

- use personal data only on secure password protected computers and other devices
- ensure that users are properly “logged-off” at the end of any session in which they are accessing personal data
- store or transfer data using encryption and secure password protected devices
- laptops and USBs should be encrypted if photos or personal data for pupils is being taken off-site
- make sure data is deleted from the device once it has been transferred or its use is complete

## **7.2 Published content and the School website**

The contact details on the website will be the school address, e-mail and telephone number. Staff and pupils' personal information will not be published on the website.

## **7.3 Publishing photographs, images and work**

- Parents should be clearly informed of the school policy on image taking and publishing
- A general written permission note from parents or carers will be obtained so the school can use images in newsletters and online
- Staff are encouraged to take images to support educational aims using school devices and not their personal ones. However, they must ensure they follow guidance in this policy concerning the sharing, distribution and publication of those images
- Photographs and video taken within school are used to support learning experiences across the curriculum, as well as to provide information about the school on the website
- When using digital images, pupils should be educated about the risks associated with the taking, use, sharing, publication and distribution of images (including on social networking sites)
- Images or videos that include pupils will be selected carefully and will not provide material that could be reused
- Photographs or video are not to be taken in school for any purpose by members of the public without permission from the Head Teacher/Senior Leadership Team.

## **8. Social networking**

- Where possible/age appropriate, staff will check the content of websites before using the internet to support learning.
- Pupils, parents and staff will be advised on the safe use of social network spaces.
- Staff are advised to use strong privacy settings if using social media.



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- The School will control the use of social media and social networking sites. Currently, the School does not allow use of social media and social networking sites in school unless educational and discourages their use out of school
- Pupils will be taught to not give out personal and location details on social media and social networking sites. They will be encouraged to use nick-names and avatars

## **9. Personal Publishing**

- Pupils will be taught via age appropriate sites suitable for educational purposes.
- Parents and carers will be contacted by the School if there are any concerns regarding pupils' use (in and out of school) of social media, social networking and personal publishing sites, particularly concerning situations where pupils are using sites which are not age appropriate.
- The personal use of email, social networking, social media and personal publishing sites will be discussed with staff as part of staff induction and relevant matters will be raised in Professional Development Meetings/ongoing staff training. Safe and professional behaviour is expected of all staff.

## **10. Mobile phones**

- Staff and volunteers are expected model 'acceptable use' to the children and to only use mobile phones during break, lunchtimes or during non-contact time and not use them while they are with children / discharging their professional duties.
- Staff should not to use their personal mobile phones to contact pupils, parents and carers except in exceptional circumstance when the number should be preceded by 141 to protect privacy
- Pupils are asked to not bring mobile phones in to School but if parents request this for a specific purpose the phone must be handed in to the School Office and children will not use one during the school day or on any part of the school site.

## **11. Assessing risks and reporting incidents**

**11.1** Staff will ensure that technology is being used appropriately to support learning and where possible will consider whether the technology has access to inappropriate material. However, due to the global and connected nature of internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. The School cannot accept liability for the material accessed, or any consequences resulting from internet use.

Any user found to be in violation of these guidelines will be subject to school discipline procedures.



### **11.2 Managing filtering**

- Content accessed through the School's internet system is managed and filtered by SWGfL
- Any inappropriate content must be reported to the nominated Head Teacher. Procedures will be followed to report inappropriate content to SWGfL and reviews will be carried out on the security of the system.

### **11.3 Reporting Incidents**

- The School will ensure all incidents are reported and responded to as necessary, following guidelines from SWGfL.
- Any complaints about Internet misuse will be dealt with by the Head Teacher.
- Reported issues about safeguarding will be referred to the Designated Safeguarding Lead, who will follow guidelines in accordance with the Child Protection Policy.
- All members of the School community will be notified of the complaints procedure.

## **12. Authorising Internet Access**

- All staff must read and sign the Acceptable Use Policy before using any school ICT resource. The school will maintain a current record of all staff who are granted access to school ICT systems.
- Parents and children will be asked to sign and return a consent form for children to be allowed to use the Internet. Pupils must agree to comply with the Acceptable Use Policy before being granted Internet access.
- Any person not directly employed by the school will be asked to sign an agreement on acceptable use before being allowed to access the Internet on the school site.

## **13. Communicating the Online Safety Policy**

### **Pupils:**

- Pupils will be taught Online Safety through PSHE and in other subjects where appropriate including the ICT curriculum and staff will reinforce Online Safety messages in the use of ICT across the curriculum to increase pupils' awareness of issues and how to deal with them
- Online Safety guidelines will be clearly displayed by computers and children and young people will be made aware of these
- Pupils will understand that internet use will be regularly monitored and reviewed
- Children will be expected to sign the Acceptable Use Policy.

### **Parents:**

- Parents will be invited to attend a meeting on Online Safety held in School or with other cluster schools. These will reinforce the key Online Safety messages from this policy and provide parents with information to support all children (and the wider school community) in staying safe as they use the internet and associated technologies
- Parents will be asked to discuss and sign Acceptable Use Policy on entry into school and then again in annually
- As part of the Online Safety curriculum, children will also receive any relevant information available to share with their family.

### **Staff:**

- It is essential that all staff receive Online Safety training and understand their responsibilities, as outlined in this policy. Staff will understand that Internet traffic can be monitored and traced back to the individual user. Staff will sign and review the Staff Acceptable Use Policy during Induction and following any reviews of this policy
- The Head Teacher will stay updated with latest information
- The Head Teacher will provide additional advice, guidance, and training as required.

### **Governors:**

- Governors will be given the opportunity to take part in Online Safety training and awareness sessions through attendance at training provided by the Local Authority and/or National Governors Association
- Governors will be invited to participation in school training and information sessions for staff or parents
- Regular reviews of the Internet Safety Policy.

### **Links to other policies**

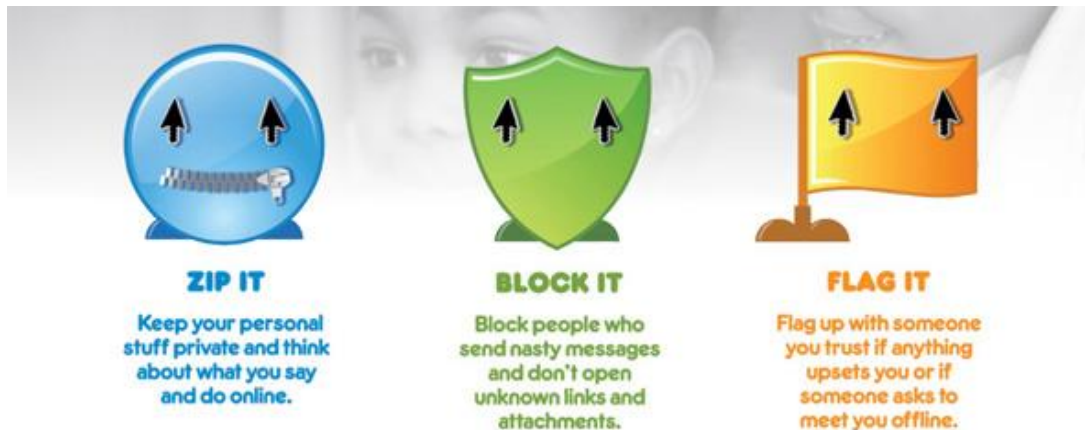
- Behaviour Policy
- Child Protection Policy
- Code of Conduct Policy
- Social Media Policy

**Date adopted by Governors: March 2018**

**Date for Review:** *(annually)*

## Appendix 1

### KS1 Acceptable Use Policy

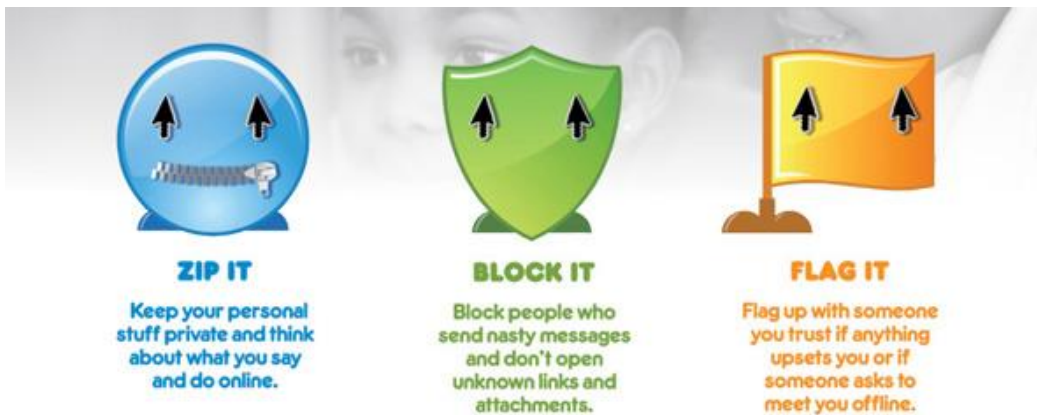


*Note: This is to be discussed within the class (in line with the ICT Curriculum progression) and used as a class*

contract. A copy with a cover note will be sent home to parents/ carers.

- I will not upset anyone.
- I have to be careful with what I do on the computers.
- I will only do things adults say I can do on the computers.
- I will tell an adult if anything breaks or does not work.
- I will not tell anyone my username or password.
- I will not use anyone else's username or password.
- I will tell the adult if I see anything that upsets me.
- I need to know who I am talking to online.
- I know people may not tell me who they really are.
- I will not give anyone any personal or private information without asking an adult first.
- I understand that things I read may not be true.
- I understand that my work belongs to me. I cannot use anyone else's work without asking an adult.

## KS2 Acceptable Use Policy



*Note: This is to be discussed within the class (in line with the ICT Curriculum progression s) and signed individually. A copy with a cover note*

*will be sent home to parents/ carers.*

**I will use ICT in a responsible way under the guidance of my teacher.**

**I will not do anything to upset anyone else.**

### **For my own personal safety:**

- I understand that St Martin's Garden will monitor my use of the ICT systems, email and other digital communications.
- I will treat my usernames and passwords like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- I understand that people may not be who they say they are online.
- Before giving any personal or private information about me or others online I will make sure I understand what it will be used for and by whom. If I'm unsure I will always check with an adult.
- I understand that things I read online may not be accurate or true and may be a deliberate attempt to mislead me.
- If I see any unpleasant or inappropriate material or messages, or anything that makes me feel uncomfortable online, I will immediately close the screen and report it to an adult.

**I understand that everyone has equal rights to use technology as a resource and:**

- I will only use school's ICT for activities as directed by a member of staff.
- I will ask my teacher if I'm unsure about whether I can do something.

**I will act as I expect others to act toward me and respect others' work and property:**

- I will not look at, copy, remove or change any other user's files without their knowledge and permission.
- I will be polite and responsible when I communicate with others. I appreciate that others may have different opinions.
- I will not take or share people's images (photo or video) without their permission and I will not upload photos of other people at school events to any websites.

**When using the internet for research or recreation, I will respect others' work:**

- I should ensure that I have permission to use the original work of others in my own work. If I want to use work (including images and music) that is not my own I will seek the owner's permission to do so.

**I understand that St Martin's Garden has a responsibility to maintain the safety and reliability of the technology used:**

- I will only use my personal hand held devices (e.g. USB drive) in school if I have permission and if I follow staff instructions.
- I will immediately tell an adult if there is any damage or faults on equipment or software I am using.
- I will not open any attachments to emails, unless I know and trust the person/organisation who sent the email. This is due to the risk of the attachment containing viruses or other harmful programmes. I will always check with an adult if I am unsure.

- I will not follow any internet link I am unsure of due to the risk of viruses or other harmful programmes. I will always check with an adult if I am uncertain.
- I will not deliberately try to alter computer settings.
- I will only use communication tools with permission and at the times that are allowed.

**I understand that I am responsible for my actions, both in and out of school, and if I do not follow this agreement then sanctions will be taken.**



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## **KS2 Pupils' Acceptable Use Policy (AUP) Agreement Form**

**Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign this agreement, you will not be allowed to use St Martin's Garden's ICT systems. A copy will be sent home for information.**

I have read and understand the above and agree to follow these guidelines when:

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed) e.g. USB drive, cameras etc
- I use my own equipment out of school in a way that is related to me being a member of this school (e.g. communicating with other members of the school, website etc.)

Name of Pupil

Class

Signed

Date

## Appendix 2

### Staff (and Volunteer) Acceptable Use Policy Agreement

#### School Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

#### **This Acceptable Use Policy is intended to ensure:**

- that staff and volunteers 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 staff are protected from potential risk in their use of ICT in their everyday work.

St Martin's Garden will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for pupils learning and will, in return, expect staff and volunteers to agree to be responsible users.

#### **Acceptable Use Policy Agreement**

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.



**For my professional and personal safety:**

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (e.g. laptops, email, VLE etc.) out of school.
- I understand that the school ICT 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 not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of to the Head Teacher (or Deputy in their absence).

**I will be professional in my communications and actions when using school ICT 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. Those images should be taken on school equipment; the personal equipment of staff should not usually be used for such purposes. If for any reason personal equipment is used, the images must be deleted before the equipment leaves school and staff must ensure the images have not been automatically uploaded to the 'cloud' (e.g. with Google Docs or iPhones). Where these images are published (e.g. 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 chat and social networking sites in school in accordance with school policy.
- I will only communicate with pupils 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 personal hand held/external devices (tablets/laptops/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 use personal email addresses for work purposes.
- 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.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) 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.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- 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 this is agreed by the Head Teacher or a member of the ICT Team.
- I will not disable or act in a way which may cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, in line with data protection legislation. Where personal data is transferred outside the secure school network, it must be encrypted.
- I understand that data protection policy requires that any staff or 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.



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**When using the internet in my professional capacity or for school sanctioned personal use:**

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

## **Staff (and Volunteer) Acceptable Use Policy Agreement**

**I understand that I am responsible for my actions in and out of school:**

- 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.

I have read and understand the above and agree to use the school ICT 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 / Volunteer Name

Signed

Date

## Appendix 3

### Parent / Carer Information

The following information will be included in the general permissions letter which is sent out at the start of each year:

I understand that my son/ daughter has signed an Acceptable Use Agreement and has received, and will continue to receive, e-safety education to help them understand the importance of safe use of ICT – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people 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 son's / daughter'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 e-safety.

Each September the information regarding use of digital / video images included in the general permissions letter (which is sent out at the start of each year) will be reviewed to reflect up to date guidance.