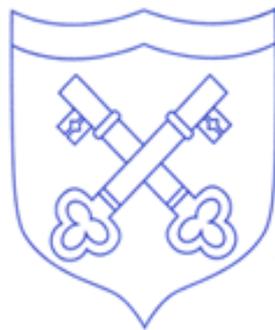


BREDHURST CHURCH OF ENGLAND (VC) PRIMARY SCHOOL

ICT ACCEPTABLE USE POLICY

MARCH 2018

(Review Date MARCH 2019)



HEAD TEACHER	Michelle Cox
Subject Lead	Fiona Steer
DATE	
CHAIR OF GOVERNORS	Julie Clarke
DATE	

Staff Acceptable Use Policy

As a professional organisation with responsibility for safeguarding it is important that staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the school's computer system in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using technology, they are asked to read and sign this Acceptable Use Policy.

This is not an exhaustive list; all members of staff are reminded that IT use should be consistent with the school ethos, school policies, national/local guidance and expectations, and the Law.

1. I understand that Information Systems and IT include networks, data and data storage, online and offline communication technologies and access devices. Examples include laptops, mobile phones, tablets, digital cameras, email and social media sites.
2. School owned information systems must be used appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
3. I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff and only for educational use. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate. I will protect the devices in my care from unapproved access or theft.
4. I will respect system security and I will not disclose any password or security information. I will use a 'strong' password; a strong password has numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system and is changed regularly.
5. I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the system manager.
6. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 1998.
 - This means that all personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.
 - Any data which is being removed from the school site (such as via email or on memory sticks or CDs) will be encrypted by a method approved by the school .
 - Any images or videos of pupils will only be used as stated in the school image use policy and will always take into account parental consent.
7. I will not keep or access professional documents which contain school-related sensitive or personal information, including images, files, videos and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. Where possible I will use the School Learning Platform to upload any work documents and files in a password protected environment or via VPN.
8. I will not store any personal information on the school computer system including any school laptop or similar device issued to members of staff that is unrelated to school activities, such as personal photographs, files or financial information.

9. I will respect copyright and intellectual property rights.
10. I have read and understood the school online safety policy which covers the requirements for safe IT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces
11. I will immediately report any illegal, inappropriate or harmful material or incidents I become aware of, to the Designated Safeguarding Lead (**Michelle Cox / Fiona Steer**) as soon as possible
12. I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware, or if I have lost any school related documents or files, then I will report this to the ICT Support Provider/Team/lead (**Michelle Cox**) as soon as possible.
13. My electronic communications with current or past pupils, parents/carers and other professionals will take place within clear and explicit professional boundaries, and will be transparent and open to scrutiny at all times.
 - All communication will take place via school approved communication channels such as a school provided email address or telephone number, and not via personal devices or communication channels, such as personal email, social networking or mobile phones.
 - Any pre-existing relationships or situations that may compromise this will be discussed with the Designated Safeguarding Lead (**Michelle Cox / Fiona Steer**) and/or headteacher.
14. I will ensure that my online reputation and use of IT and information systems are compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming and any other devices or websites.
 - I will take appropriate steps to protect myself online as outlined in the Online Safety/Social Media policy and will ensure that my use of IT and the internet will not undermine my professional role, interfere with my work duties and will be in accordance with the school code of conduct/behaviour policy and the Law.
15. I will not create, transmit, display, publish or forward any material online that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the County Council, into disrepute.
16. I will promote online safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.
17. If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with the Designated Safeguarding Lead (**Michelle Cox / Fiona Steer**) and/or the headteacher.
18. I understand that my use of the school information systems, including any devices provided by the school, school internet and school email may be monitored and recorded to ensure the safety of children and staff and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.
19. I understand that the school may exercise its right to monitor the use of information systems, including internet access and the interception of emails, in order to monitor policy compliance. Where it believes unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, the school may invoke its

disciplinary procedures. If the school suspects criminal offences have occurred, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read, understood and agree to comply with Bredhurst CEP School Staff Acceptable Use Policy

Name: Signed: Date:

Accepted by: Date:

Parent/Carers Acceptable Use Policy

1. I have read and discussed Bredhurst CEP School Acceptable Use Policy with my child.
2. I know that my child 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.
3. I am aware that any internet and computer use using school equipment may be monitored for safety and security reasons, in order to safeguard both my child and the schools systems. This monitoring will take place in accordance with data protection and human rights legislation.
4. 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 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.
5. I understand that if the school has any concerns about my child's safety online, either at school or at home, then I will be contacted.
6. I understand that if my child does not abide by the school Acceptable Use Policy then sanctions will be applied in line with the school policies including behaviour, online safety and anti-bullying policy. If the school believes that my child has committed a criminal offence then the Police will be contacted.
7. I, together with my child, will support the school's approach to online safety and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.
8. I know that I can speak to the school Designated Safeguarding Lead (**Michelle Cox / Fiona Steer**), my child's teacher or the headteacher if I have any concerns about online safety.
9. I will visit the school website for more information about the school's approach to online safety as well as to access useful links to support both myself and my child in keeping safe online at home.
10. I will visit the following websites for more information about keeping my child(ren) safe online:
 - www.thinkuknow.co.uk/parents,
 - www.nspcc.org.uk/onlinesafety
 - www.internetmatters.org
 - www.saferinternet.org.uk
 - www.childnet.com
11. I will support the school and my child by role modelling safe and positive online behaviour (such as sharing images, text and video responsibly) and by discussing online safety with them when they access technology at home.

I have read, understood and agree to comply with the Bredhurst CEP School Acceptable Use Policy.

Child's Name..... Class.....

Parents Name.....Parents Signature.....

Date.....

Student / Volunteer Acceptable Use Policy

As a professional organisation with responsibility for children's safeguarding it is important that all members of the community are fully aware of their professional responsibilities and read and sign this Acceptable Use Policy. This is not an exhaustive list and visitors/volunteers are reminded that ICT use should be consistent with the school ethos, other appropriate school policies, relevant national and local guidance and expectations, and the Law.

1. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 1998. Any data which is being removed from the school site, such as via email or on memory sticks or CDs, will be encrypted by a method approved by the school. Any images or videos of pupils will only be used as stated in the school image use policy and will always take into account parental consent.
2. I have read and understood the school online safety policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces.
3. I will follow the school's policy regarding confidentiality, data protection and use of images and will abide with copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation.
4. My electronic communications with pupils, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny at all times.
 - o All communication will take place via school approved communication channels such as via a school provided email address or telephone number and not via personal devices or communication channels such as via personal email, social networking or mobile phones.
 - o Any pre-existing relationships or situations that may compromise this will be discussed with the Designated Safeguarding Lead (**Michelle Cox / Fiona Steer**) and/or headteacher.
5. My use of ICT and information systems will be compatible with my role within school. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. I will take appropriate steps to protect myself online and my use of ICT will not interfere with my work duties and will always be in accordance with the school AUP and the Law.
6. I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the County Council, into disrepute.
7. I will promote online safety with the children in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.
8. If I have any queries or questions regarding safe and professional practise online either in school or off site, I will raise them with the Designated Safeguarding Lead (**Michelle Cox / Fiona Steer**) or the headteacher.
9. I will report any incidents of concern regarding children's online safety to the Designated Safeguarding Lead (**Michelle Cox / Fiona Steer**) as soon as possible.
10. I understand that if the school believes inappropriate use or unacceptable behaviour is taking place, the school may invoke its disciplinary procedure. If the school suspects criminal offences have occurred, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read, understood and agree to comply with the <school name >Visitor /Volunteer Acceptable Use Policy.

Signed: Print Name: Date:

Accepted by:.....Date:

FOBs Social Networking Acceptable Use Policy

1. As part of the school's drive to encourage safe and appropriate behaviour in the use of today's technology, I will support the school's approach to online safety. I am aware that (tool using such as Facebook, Twitter) a public and global communication tool and that any content posted on the site/page/group may reflect on the school, its reputation and services. I will not use the site/page/group to express any personal opinions or create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring the school into disrepute.
2. I will not disclose information, make commitments or engage in activities on behalf of the school without authorisation from the school Designated Safeguarding Lead (Michelle Cox / Fiona Steer) or the headteacher.
 - o The headteacher retains the right to remove or approve content posted on behalf of the school.
 - o Where it believes unauthorised and/or inappropriate use of the facebook / what's app or unacceptable or inappropriate behaviour may be taking place, the school will exercise the right to ask for the content to be deleted or deactivated.
3. I will ensure that any content posted abides by copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation.
4. I will follow the school's policy regarding confidentiality and data protection/use of images.
 - o This means I will ensure that the school has written permission from parents/carers before using images or videos which include any members of the school community.
 - o Any images of pupils will be taken on school equipment, by the school and in accordance with the school image policy. Images which include pupils will only be uploaded by the school via school owned devices. Images taken for the sole purpose of inclusion on the website will not be forwarded to any other person or organisation.
5. I will promote online safety in the use of facebook and what's app and will help to develop a responsible attitude to safety online and to the content that is accessed or created.
6. I will set up a specific account/profile using a school provided email address to administrate the site and I will use a strong password to secure the account. The school Designated Safeguarding Lead and/or school management team will have full admin rights to the account.
7. I will ensure that the content and channel is suitable for the audience and will be sensitive in the tone of language used and will ensure content is written in accessible plain English.
8. I will report any accidental access or receipt of inappropriate materials or inappropriate comments to the Designated Safeguarding Lead (Michelle Cox / Fiona Steer) and/or headteacher immediately.
9. I will ensure that facebook and whats app are moderated on a regular basis as agreed with the Designated Safeguarding Lead (Michelle Cox / Fiona Steer) and/or headteacher.

10. I have read and understood the school online safety policy which covers the requirements for safe ICT use, including using appropriate devices and the safe use of social media. I have ensured that the site has been suitably risk assessed and this use has been agreed by the headteacher.

11. If I have any queries or questions regarding safe and acceptable practise online, I will raise them with the Designated Safeguarding Lead (**Michelle Cox / Fiona Steer**) or the headteacher.

I have read, understood and agree to comply with Bredhurst CEP school PTA/committee Social Networking Acceptable Use Policy

Signed: Print Name: Date:

Accepted by: Print Name:

Sample Letter for Parents and Carers

Dear Parent/Carer

All pupils at <school name> use computer facilities and internet access, as an essential part of learning as required by the National Curriculum. Your child will have the opportunity to access a wide range of information and communication technology (ICT) resources. This includes access to: [adapt for individual school, this list is not exhaustive]

- Computers, laptops and other digital devices
- Internet which may include search engines and educational websites
- Email
- Games consoles and other games based technologies
- Digital cameras, web cams and video cameras
- Mobile Phones

< school name> recognises the essential and important contribution that technology plays in promoting children's learning and development, believe it and offers a fantastic range of positive activities and experiences. We do recognise however that this can bring risks. We take your child's online safety seriously and, as such, will take all reasonable precautions, including monitoring and filtering systems, to ensure that pupils are safe when they use our internet and systems. This includes: **School should include specific details about precautions taken, such as use of devices, appropriate supervision, education and curriculum approaches. The school must then ensure that these precautions are in place.**

We recognise however that no technical system can replace online safety education and believe that children themselves have an important role to play in developing responsible behaviour. In order to support the school in developing your child's knowledge and understanding about online safety, we request that you read the attached Acceptable Use Policy with your child, discuss the content with them and return the attached slip.

(Additional Paragraph for Early Years/KS1/SEN) *We understand that your child is too young to give informed consent on his/ her own; however, we feel it is good practice to involve them as much as possible in the decision making process, and believe a shared commitment is the most successful way to achieve this.*

Hopefully, you will also find this Acceptable Use Policy provides you with an opportunity for conversations between you and your child about safe and appropriate use of the technology, both at school and at home.

We request that all parents support our approach to online safety by role modelling safe and positive online behaviour and by discussing online safety whenever children access technology at home. Parents can visit the school website's (link) for more information about our approach to online safety. Full details of the school's online safety policy are available on the school website (link) or on request. Parents/carers may also like to visit the following links for more information about keeping children safe online:

- www.thinkuknow.co.uk
- www.childnet.com
- www.nspcc.org.uk/onlinesafety

- www.saferinternet.org.uk
- www.internetmatters.org

Should you wish to discuss the matter further, please do not hesitate to contact the school Designated Safeguarding Lead (**name**) or myself.

Yours sincerely,

Headteacher