

ICT Acceptable Use Policy (AUP) Applicable to all Governors, Staff and visiting teachers/students

ICT and the related technologies such as e-mail, the internet and mobile devices are an integral part of our daily life in school. The Governors and Staff at Euxton C of E Primary School recognise the benefits that such technologies bring to the provision of education and embrace the many advantages that safe and sensible use of ICT can provide. There are, however, widely recognised risks associated with improper or reckless use of those technologies; risks to the safety of our children, to the ICT infrastructure of the School and to its reputation. As most of us incorporate ICT and digital working into almost every aspect of our lives, those risks do not cease at the end of the school day. All to whom this policy document applies are reminded of the need to act in accordance with it when using ICT both inside and outside of school where such use could affect the reputation of the school.

This agreement is designed to ensure that all student teachers, temporary, part-time or full time staff and Governors are aware of their individual responsibilities when using ICT technology. All such students, staff members and Governors are expected to sign this policy and adhere **at all times** to its contents. Any concerns or clarification should be discussed with the headteacher. This policy should be read in conjunction with the **Child Protection Policy**.

By signing this document, I confirm that I have read, understood and will comply with the following:

1. I am responsible for my own use of any ICT technologies. I will use them safely, responsibly and lawfully at all times.
2. I will not use ICT devices, whether school provided or personally owned, for bullying, harassment or any other inappropriate, discriminatory or unlawful activities of any type.
3. I will not be responsible for posting any comments/articles/other media, or in any way supporting or promoting the activities of others, either within or outside school, that may reasonably be considered to bring the school, its staff, its children or its wider membership into disrepute. I acknowledge that this includes, but is not limited to, racist, sexist, homophobic or otherwise similarly discriminatory, derogatory or deliberately inflammatory comments/posts made on Social Network Sites, Forums and/or Chat rooms etc.
4. I will respect copyright and intellectual property rights.
5. I will not use the school ICT system(s) for any non-work related activity during working hours nor will I improperly or inappropriately use personal ICT devices during working time. I confirm that I will abide by the School's rules for using personal mobile equipment, including my mobile phone, at all times.
6. I will not install any hardware or software on to any school ICT device without the prior permission of the Computing co-ordinator or the IT Technician.

7. I will ensure that personal data (including data held on MIS systems) is kept secure at all times and is used appropriately in accordance with Data Protection legislation.
8. Should it be necessary, as part of my lawful employment/official role at Euxton C of E Primary School, for me to make or otherwise take possession of any images of any student/students of, or other adults connected to, the school, I will always ensure that such images are made/taken, stored and used for approved professional purposes in line with school policy and only with the appropriate consent of the parent/carer or relevant adult. I will not distribute any such images outside the school network without the appropriate permission of the parent/carer, or person(s) in the image.
9. During the course of my employment/in the course of my official role at school, I confirm that I will not use any personal ICT equipment (including, but not limited to, personal mobile telephones or any other personal camera technology) to make or otherwise take possession of any images of students of, or other adults connected to, the school.
10. Should I become aware of any person to whom this policy applies acting otherwise than in accordance with it, I undertake to inform the School of the same
11. I confirm that I have a duty to assist the school to keep its ICT provision safe, effective and in good working order. I confirm that I will report what I perceive to be any failings in technical safeguards which may become apparent to me when using the School systems and services.
12. I confirm that I have a duty to protect passwords and personal network logins and should log-off the network when leaving any workstation unattended. I undertake to use only my own personal network login details when accessing the School ICT systems. I further understand that any attempts to access, corrupt or destroy other users' data, or compromise the ICT privacy of others in any way, is unacceptable.
13. I understand that network activities and online communications are monitored, including any personal and private communications made using school systems, and consent to the monitoring of the same.
14. I am aware that in certain circumstances, in particular where ICT use contrary to this policy is reasonably suspected, enhanced monitoring and other ICT procedures may be brought into effect. I confirm that I am aware that, in such circumstances and further to my signing this policy document, the school has the right to confiscate items of personal property from me, including, but not limited to, any mobile telephone(s) I may have in my possession. I consent to such confiscation should it be deemed necessary and appropriate. I understand that in such circumstances the school will undertake to ensure, to such a degree as is reasonably possible, the safe-keeping of any such confiscated items and will not provide those items to any third party outside the school, unless it is to the Police acting in furtherance of an investigation into any suspected offence.

15. I will take responsibility for reading and occasionally reminding myself of the terms and standards set in this policy. I will support and promote the school's online safety policy and help children to be safe and responsible in their use of ICT and related technologies.

16. I understand that these rules are designed to ensure, as far as possible, the safety and security of all students, staff and other ICT users at the School together with the safety and reputation of the school in general. I confirm that I understand that any breach or refusal to comply with any aspect of this policy may be considered to be a disciplinary offence which may result in my immediate suspension and the requirement for me to leave school premises with immediate effect, together with any other such actions the School deems necessary and appropriate in the circumstances.

User Signature

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

Signature

Date.....

Full Name.....(PRINT)

Position/Role.....

ICT Acceptable Use Policy (AUP) – Students, Supply Teachers, Visitors, Guests etc.

To be signed by any adult working in the school for a short period of time.

1. I will take responsibility for my own use of any technologies, making sure that I use them safely, responsibly and legally.
2. I will not browse, download/upload or distribute any material that could be considered offensive, illegal or discriminatory.
3. I will not use any external device to access the school's network e.g. pen drive.
4. I will respect copyright and intellectual property rights.
5. I will ensure that images of children and/or adults will be taken, stored and used for professional purposes in line with school policy and with written consent of the parent/carer or relevant adult. I will not distribute images outside the school network without the prior permission of the parent/carer, or person/s in the image.
6. I will abide by the school's rules for using personal mobile equipment, including my mobile phone, at all times.
7. I understand that network activities and online communications are monitored, including any personal and private communications made using school systems.
8. I will not install any hardware or software onto any school system.
9. I understand that these rules are designed for the safety of all users and that if they are not followed, school sanctions will be applied and disciplinary action taken.

User Signature

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

Signature

Date.....

Full Name.....(PRINT)

Position/Role.....

ICT Acceptable Use Policy (AUP) - KS2 Children

Technology can be a really positive tool. It allows us to share our life experiences with the people who matter most to us – our friends and family. It gives us access to the biggest library in the world and connects us with friends no matter where they are in the world. Technology can be used in many positive ways but there are also risks present within the digital world. Please read and discuss the following statements with your child, understanding and agreeing to follow the school rules on using ICT, including use of the internet:

- ✓ I will only use ICT in school for school purposes.
- ✓ I will not bring equipment e.g. a mobile phone or mobile games consoles into school unless specifically asked to by my teacher.
- ✓ I will only use the internet and/or online tools when a trusted adult is present.
- ✓ I will not deliberately look for, save or send anything that could be unpleasant or nasty.
- ✓ I will not deliberately bring in inappropriate electronic materials from home.
- ✓ I will not deliberately look for or access inappropriate websites.
- ✓ If I accidentally find anything inappropriate I will tell my teacher immediately.
- ✓ I will only communicate online with people a trusted adult has approved.
- ✓ I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- ✓ I will not give out my own, or others', details such as names, phone numbers or home addresses.
- ✓ I will not tell other people any school ICT passwords.
- ✓ I will not arrange to meet anyone that I have met online.
- ✓ I will only open/delete my own files.
- ✓ I will not attempt to download or install anything on to the school network without permission.
- ✓ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- ✓ I know that my use of ICT can be checked and that my parent/carer contacted if a member of school staff is concerned about my online safety.
- ✓ I understand that failure to comply with this Acceptable Use Policy may result in disciplinary steps being taken in line with the school's Behaviour Policy.

.....Parent/Carer
Signature

*We have discussed this Acceptable Use Policy and [Print child's name]
.....agrees to follow the online
safety rules and to support the safe use of ICT at Euxton CE Primary School.*

Parent /Carer Name (Print).....

Parent /Carer (Signature).....

Class..... Date.....

ICT Acceptable Use Policy (AUP) – Parent’s Letter

Dear Parent/Carer,

The use of ICT, including the internet and tablet devices, are integral elements of learning in our school. Such use also helps us not only to teach our students, but also helps us to prepare our students for the digital world in which we now all function. To make this as successful and as beneficial as possible for all learners, we expect all children to act safely and responsibly when using technology both within, and outside of, the school environment.

On XXXXX XXth February it is **Safer Internet Day** which will be celebrated globally with the slogan ‘XXXX XXXXX XXXXXX’ so it is the perfect time to think about how we can help our children stay safe online.

In school, we ensure that all resources used by the children are age appropriate and suggest that parents check the terms and conditions for the use of online resources and games to ensure that resources used at home are also age appropriate. This is particularly relevant when using Social Network Sites that incorporate age restriction policies where the minimum acceptable age is 13 years. Any child who sets up or uses such a site and is below the acceptable age is in clear breach of the site’s privacy policy and / or terms and conditions and therefore we actively discourage this in our school. We are particularly concerned to educate our students not only about the benefits of responsible ICT use, but also the risks that accompany irresponsible, reckless or inappropriate ICT use, particularly the risks in exposing young children to websites/gaming platforms designed for older children/adults. To that end, in just the same way that we are fortunate to be able to rely on the parents/carers of all our students to set a positive example of how to behave generally at home and when away from school, so we know we can rely on you to set a positive example of how safely and responsibly to use the internet and other ICT provision.

The enclosed ICT Acceptable Use form is part of our wider school online safety policy and, alongside the school’s Behaviour and Safeguarding policies, outlines the principles we expect our children to uphold for the benefit of both themselves and the wider school community.

Your support in achieving these aims is essential and I would therefore ask that you please read and discuss the enclosed ICT Acceptable Use form with your child and return the completed document as soon as possible. Signing the School Acceptable Use form helps us to maintain responsible use of ICT and safeguard the children in school.

If you would like to find out more about online safety for parents and carers, please visit the Lancsngfl online safety website www.lancsngfl.ac.uk/esafety

If you have any concerns or would like to discuss any aspect of the use of ICT in school, please do not hesitate to contact me.

Yours sincerely,
Headteacher

Euxton CE Primary School ICT Acceptable Use Policy

Written by Lee Price

Reviewed and approved by the Governing Body October 2019

Updated September 2021

Digiduck says...



'Be a good friend online,'



'Say kind things to others,'



'and make sensible choices.'



Illustrations by Natasha Welch
www.childnet.com
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Childnet International
UK Safer Internet Centre
Co-financed by the European Union
Connecting Europe Facility

Smartie the Penguin

If anything happens online that makes **Smartie the Penguin** feel worried, upset or confused, he doesn't try to fix things by himself ...



Always ask an adult for help!



He stops ...



Thinks about what to do ...



And always asks an adult for help!



Co-financed by the European Union
Connecting Europe Facility

www.childnet.com/smartie



BE SMART ONLINE



S SAFE  Keep your personal information safe. When chatting or posting online don't give away things like your full name, password or home address. Remember personal information can be seen in images and videos you share too. Keep them safe to keep yourself safe.

M MEET  Meeting up with someone you only know online, even a friend of a friend, can be dangerous as this person is still a stranger. If someone you only know online ever asks you to meet up, for personal information or for photos/videos of you then tell an adult straight away and report them together on www.thinkuknow.co.uk

A ACCEPTING  Think carefully before you click on or open something online (e.g. links, adverts, friend requests, photos) as you never know where they may lead to or they may contain viruses. Do not accept something if you are unsure of who the person is or what they've sent you.

R RELIABLE  You cannot trust everything you see online as some things can be out of date, inaccurate or not entirely true. To find reliable information compare at least three different websites, check in books and talk to someone about what you have found.

T TELL  Tell a trusted adult if something or someone ever makes you feel upset, worried or confused. This could be if you or someone you know is being bullied online. There are lots of people who will be able to help you like your teachers, parents, carers or contact Childline – 0800 11 11 or www.childline.org.uk

BE SMART WITH A HEART  Remember to always be smart with a heart by being kind and respectful to others online. Make the internet a better place by helping your friends if they are worried or upset by anything that happens online.

WWW.CHILDNET.COM

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