

# THE FEDERATION OF NETTLESTONE & NEWCHURCH PRIMARY SCHOOLS



## ACCEPTABLE USE POLICY

Date Agreed: June 2017

Review Date: June 2018

*DMF Botlett*

Signed: \_\_\_\_\_

Chairman Board of Governors

## The Federation of Nettlestone & Newchurch Primary Schools

*All the governors and staff of The Federation of Nettlestone & Newchurch Primary Schools are committed to sharing a common objective to help keep the children and staff of the school community safe. We ensure that consistent effective safeguarding procedures are in place in order to support families, children and staff of the school.*

Revision No.	Date Issued	Prepared By	Approved	Comments
1	July 2014	KJH		Small amendments in light of Federation
2	July 2015	KJH		Minor adjustment
3	June 2016	KJH AC		Cross referencing of other policy documents as per safeguarding requirements Inclusion of 'tagging' reference
4	June 2017	KJH		Annual update Hyperlinks added

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:

- Across the Federation staff and volunteers will be responsible users and stay safe while using the Internet and other communications technologies for educational, personal and recreational use.
- Federation ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- Staff across the federation are protected from potential risk in their use of ICT in their everyday work.

The Federation 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 can monitor my use of the ICT systems 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, website 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 that I become aware of, to the Executive Headteacher. In the case where the Executive Headteacher is the alleged perpetrator, I will report to the Chair of Governors. The matter will then be referred to the LADO (Local Authority Designated Officer). Child protection procedures must be followed if a child is considered to be at risk of harm. The school has a [whistleblowing policy](#) which is available via the school website.

#### **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 or pupil'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 (an up to date list of permissions can be gained from the school office). I will not use my personal equipment to record these images, unless I have the permission of the Executive Headteacher or Head of School to do so. Where these images are published (e.g. on the school website) it will not be possible to identify by name, or other personal information, those who are featured.
- I will not use personal chat and social networking sites in school (including on personal mobile phones) in accordance with the school's safeguarding and other social networking policies.
- I will only communicate with pupils and parents / carers by email using the official school administration email address. Staff are discouraged from giving a personal email address to communicate with parents. A school email address can be obtained from the ICT Technician if required. The exception to this is if a staff member who is also a Governor and sending documents etc in this capacity. Staff should not use personal texts, social networks or blog sites, for communicating with pupils or parents. A school text system is in place to contact parents if required. This is monitored on a daily basis.

- I will not engage in any on-line activity that may compromise my professional responsibilities. This includes leaving any remarks about the school or my feelings towards it, on social network and blog sites.
- I will also advise "friends" not to share or tag any photos of me that I don't want to be shared or if this happens I will make sure they are removed.

**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 PDAs / laptop / mobile phone / 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 prior to use.
- 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 ensure that my data is regularly backed up.
- I will not try to upload, download or access any materials that 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, without the permission of the Executive Headteacher or Head of School.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- 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. Where pupil data is sent to an external party it will be encrypted.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

**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).

**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, in accordance with the school policy. This could include a warning, a suspension, referral to Governors and / or the Local Authority and in the event of illegal activities, and 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. I understand that this policy is to be read and implemented in conjunction with the following policy documents:

- [E: Safety Policy](#)
- [Code of Conduct](#)
- [Social Networking Policy](#)
- [Child Protection Policy](#)
- [Safeguarding Policy](#)

Staff / Volunteer Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_