Houghton Conquest Lower School and Pre School

Acceptable Use Policy and Agreements
(Staff, Volunteers, Governors and Pupils)

Introduction

We have an acceptable use policy for staff, volunteers and governors and one for pupils. Staff will sign the agreement *(see appendix 1)* during their induction. Pupils and parents will sign their agreement when they start school *(see appendix 2)* and again at the start of Key Stage 2 *(see appendix 3)*.

ICT Acceptable Use Agreement: Staff, Volunteer and Governor

Houghton Conquest Lower School provides a range of ICT resources which are available to all staff. In order to ensure the safety of both staff and pupils, it is important that all staff follow the guidelines detailed below.

This policy applies to all staff of the school, regardless of their use of ICT systems

School Email

Every member of staff is provided with a school email address. The email system can be accessed from both the school computers, and via the internet from any computer. **Wherever possible, all school related communication must be via the school email address.**

The sending of emails is subject to the following rules:

- Language must not include swear words, or be offensive or abusive.
- Emails or attachments of a pornographic, illegal, violent, sexist or racist nature are not permitted.
- Sending of attachments which contain copyright material to which the school does not have distribution rights is not permitted.
- The use of personal email addresses by staff for any official school/setting business is not permitted.
- The forwarding of any chain messages/emails etc. is not permitted. Spam or junk mail will be blocked and reported to the email provider.
- When sending emails all efforts should be made to not contain children's full names either in the subject line or the main body of the text. Initials should be used wherever possible.
- Access to school /setting email systems will always take place in accordance to data protection legislation and in line with other appropriate school/setting policies e.g. confidentiality.
- Members of the community must immediately tell a designated member of staff if they receive offensive communication and this will be recorded in the online safety incident file.
- Staff will be encouraged to develop an appropriate work life balance when responding to email.
- Email sent to external organisations should be written carefully and checked before sending, in the same way as a letter written on school headed paper would be.

- School email addresses and other official contact details will not be used for setting up personal social media accounts.

Internet Access

The school provides internet access for all staff and pupils in order to allow access to the wide range of content available. The school's internet connection is filtered, meaning that a large amount of inappropriate material is not accessible. However, on occasions it may be possible to view a website which is inappropriate for use in a school. In this case the website must be reported immediately to the Online Safety Co-ordinator (School Business Manager). All members of staff need to understand that that they cannot rely on filtering alone to safeguard children and supervision, classroom management and education about safe and responsible use is essential.

- Supervision of pupils will be appropriate to their age and ability
- At Early Years Foundation Stage and Key Stage 1 pupils' access to the Internet will be by adult demonstration or directly supervised access to specific and approved online materials which supports the learning outcomes planned for the pupils' age and ability.
- At Key Stage 2 pupils will be supervised. Pupils will use age-appropriate search engines and online tools and online activities will be teacher-directed where necessary. Children will be directed to online material and resources which support the learning outcomes planned for the pupils' age and ability.
- It is not permitted to attempt to access, on any device, pornographic, illegal, sexist, violent, racist or inappropriate material in school.
- The use of live chat rooms is not permitted.
- The use of online real-time chat rooms is banned.

Digital cameras and iPad's

The school encourages the use of digital cameras, IPad's and video equipment; however staff should be aware of the following guidelines:

- Photos should only be named with the pupil's name if they are to be accessible in school only. Photos for the website or press must only be used if written permission is given by the parent/carer.
- The use of personal digital cameras in school is not permitted, including those which are integrated into mobile phones and other tablets.
- All photos should be downloaded to the school network
- Staff and volunteers are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment; the personal equipment of staff will not be used for such purposes.
- Care should be taken when taking digital / video images that children / pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Each member of staff must check the suitability and age appropriate content when downloading app's onto IPad's for pupils to use.

Security

- Each member of staff is allocated a username and password.
- Staff are responsible for ensuring their password remains confidential and their account is secure.
- Under no circumstances should a pupil be allowed to use a staff computer account, unless being directly supervised by the account owner.
- When any computer is left unattended, it must either be logged off, switched user or locked. No member of staff may use a computer which is found logged on as someone else - it must be immediately logged off.
- Staff will only access areas of the schools computer systems to which they have authorised access.

Communicating

- Each member of staff will communicate online in a professional manner and tone, they will not use aggressive or inappropriate language and appreciate that others may have different opinions.
- Members of staff will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- Members of staff are aware that any communication could be forwarded to an employer or governors.

File Storage

Each member of staff has access to shared network drives.

- Any school related work should be stored on one of these network drives.
- Personal files are not permitted on the network areas.
- Any files stored on removable media must be stored in accordance with the information access and security policy, summarised as follows:
- If information/data has to be transferred it must be saved on an encrypted, password protected, storage device.
- No school data is to be stored on a home computer, or un-encrypted storage device.

Social networking

See Social Media Policy

ICT Acceptable Use Agreement: Pupils

Houghton Conquest Lower School provides a range of ICT resources which are available to pupils to help them learn and access the best online information to support their learning.

- ✓ We want pupils to use the ICT facilities safely, and with respect for themselves and other users.
- ✓ We want pupils to tell us if they have a problem and we will help to put it right.
- ✓ We hope that all our ICT users will develop safe practices that show respect for all other users.
- ✓ This policy applies to all school-provided ICT equipment and to pupils' uses of ICT whether in school or not, and whether they occur inside or out of normal school hours.

Internet Access

The school provides internet access for all pupils in order to allow access to the wide range of content available to support learning.

- The school's internet connection is filtered, meaning that a large amount of inappropriate material is not accessible. However, on rare occasions it may be possible to view a website which is inappropriate for use in a school. In this case the website should be *immediately* reported to the class teacher by the pupil.
- Pupils will have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- Pupils should always be reminded of using safe searches when using the internet.
- No pupil is permitted to share any personal information with anyone on the internet unless specific permission is given by the class teacher.

IPads

- The school encourages the use of IPad's by pupils, and provides specific IPad's for this purpose.
- Photos and videos captured using the IPad's should be appropriate, and not cause offence to anyone. Under no circumstances should acts of violence, invasion of privacy or any other infringement of the schools rules be recorded by a pupil.
- Pupils should only access the apps downloaded onto IPad's by a member of staff.

Social Networking

Houghton Conquest Lower School recognises the rise in popularity of social networking sites, and the rapid development of sites specifically targeted at primary aged children.

- Pupils must not attempt to contact any members of staff or request to be 'friends' with them through any social networking site or personal email service.
- Pupils must not post derogatory comments about Houghton Conquest Lower School staff or pupils on social media sites.
- Parents should not contact staff regarding any school issue via a social networking site. All contact must be made through the school.

<u>Acceptable Use Agreement</u>

<u>Staff</u>

As a school user of the network resources/ equipment I agree to follow the school rules (as per our policy) on its use. I will use the network/ equipment in a responsible way and observe all the restrictions explained in the School's Acceptable Use policy. If I am in any doubt I will consult the Online Safety Coordinator (School Business Manager).

- I agree to report any misuse of the network to the Online Safety Coordinator

- I agree to report any websites that are available on the school Internet that contain inappropriate material to the Online Safety Coordinator

- I agree to ensure that portable equipment such as cameras or laptops will be kept secured when not in use and to report any lapses in physical security to the Online Safety Coordinator or Head teacher

If I do not follow the rules, I understand that this may result in loss of access to these resources as well as other disciplinary action. I realise that staff under reasonable suspicion of misuse in terms of time or content may be placed under retrospective investigation or have their usage monitored.

Signed …………………………………………………. Date ………………..

Print name ……………………………………………………………………

Pupil's ICT Agreement

KS 1 / Reception

Pupil's Name: ………………………………………………….

- ✓ I will ask an adult before using the computers, laptops and ipads

- ✓ I will follow the instructions of the teacher when using them

- ✓ I will not give my full name, home address, telephone number, any other personal information or arrange to meet anyone under any circumstances

- ✓ I will tell my teacher if I see anything on the computer which I think I shouldn't have done

Parent's Agreement

- ✓ I have discussed the above with my child

- ✓ I have read and accept the School's Acceptable Use Policy

Signed ………………………………………… Date……………………

Name *(please print)* …………………………………………..

Pupil's ICT Agreement

KS2

I agree that:

✓ I will always have permission from a member of staff before using the internet.

✓ I will not give my full name, home address, telephone number, any other personal information or arrange to meet anyone who tries to contact me under any circumstances.

✓ I will report any unpleasant material or messages sent to me, to my teacher immediately.

Pupils Name ……………………………………………… Class…………………….

Signed ………………………………………………… Date…………………..

Parent's Agreement

I have read and accept the Schools Acceptable Use Policy and have discussed the policy with my child.

Signed ………………………………………………… Date…………………..

Name *(please print)* …………………………………………….