

Acceptable Use Policy

Updated Aug 2021(AN)

Review Date: Aug 2022





Acceptable Use of ICT Arrangements for children at Little Acorns. .

- I only use the internet when an adult is with me
- I only click on links and buttons when I know what they do
- I keep my personal information and passwords safe online
- I know the school can see what I am doing online.
 - I tell a grown up if something online makes me unhappy or worried
- I will not bring personal devices to school such as a phone or tablet
- I know that if I do not follow the rules then: my teacher will talk to my keyworker and I will be asked to come away from the computer.
- I have read and talked about these rules with my parents/carers
- I always tell an adult/teacher if something online makes me feel unhappy or worried
- I can visit www.thinkuknow.co.uk to learn more about keeping safe online

Child's Name.....
Child's Signature.....
Date.....
Class.....

In the classroom the following poster is displayed:



1 I only go online with a grown up



2 I am kind online



3 I keep information about me safe



4 I tell a grown up if something online makes me unhappy



**Acceptable Use of ICT Arrangements for
children in Oak Class.**

- I always ask permission from an adult before using the internet
- I only use websites and search engines that my teacher has chosen
- I use my school computers for school work unless I have permission otherwise
- I will leave personal tablets, laptops and mobile phones at home.
- I know that not everything or everyone online is honest or truthful and will check content on other sources like other websites, books or with a trusted adult.
- I will not use chat rooms.
- I always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened.
- I keep my personal information safe and private online.
- I will keep my passwords safe and not share them with anyone, other than my class teacher.
- I will not access or change other peoples files or information.
- I will not post any pictures or videos on the Internet.
- I will not change any settings on the computer unless a teacher is with me.
- I understand that the school's internet filter is there to protect me, and I will not try to bypass it.
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult
- I know that my use of school devices/computers and Internet access will be monitored.
- I know that if I do not follow the rules then my key worker will be informed and I will not be able to sue the computer.
- If I see anything online that I shouldn't or that makes me feel worried or upset then I will minimise the page and tell an adult straight away.
- I have read and talked about these rules with my parents/carers.
- If I am aware of anyone being unsafe with technology then I will report it to a teacher.
- I can visit www.thinkuknow.co.uk and www.saferinternet.org.uk to learn more about keeping safe online.

Child's Name.....

Child's Signature.....

Date.....

Class.....

This poster is displayed in my classroom near the computers:

Be SAFE Online

- 1** I only go online with a grown up
- 2** I am kind online
- 3** I keep information about me safe
- 4** I tell a grown up if something online makes me unhappy

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Acceptable Use of ICT Arrangements for Parents of children at Little Acorns School.

- I have read and discussed the Acceptable Use Policy (attached) with my child.
- I know that my will receive online safety (e-Safety) education to help them understand the importance of safe use of technology and the internet, both in and out of school.
- I am aware that any internet and computer use using school equipment may be monitored for safety and security reasons and to safeguard both my child and the schools systems. This monitoring will take place in accordance with data protection and human rights legislation.
- I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.
- 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.
- I understand that if my child does not abide by the school Acceptable Use Policy then sanctions will be applied in line with the schools behaviour and anti-bullying policy (these may be seen on request).
- I, together with my child, will support the school's approach to online safety (e-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 or Little Acorns community.
- I know that I can speak to the school Designated Safeguarding Lead (Alison Neal) if I have any concerns about online safety (e-Safety)
- I will visit www.thinkuknow.co.uk/parents, www.nspcc.org.uk/onlinesafety, www.internetmatters.org www.saferinternet.org.uk and www.childnet.com for more information about keeping my child(ren) safe online
- 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 the Parents Acceptable Use Policy.

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

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

Date.....

Note: Please be aware tat if parents/carers refuse to sign and agree the AUP then this can cause issues as children will need to use the internet in order to access the curriculum. Schools must have a robust process in place to manage and record responses.

Dear Colleague,

Social media can blur the definitions of personal and working lives, so it is important that all members of staff take precautions in order to protect themselves both professionally and personally online.

Be very conscious of both your professional reputation and that of the school when you are online. All members of staff are strongly advised, in their own interests, to take steps to ensure that their personal information and content is not accessible to anybody who does not or should not have permission to access it. All staff must also be mindful that any content shared online cannot be guaranteed to be “private” and could potentially be seen by unintended audiences which may have consequences including civil, legal and disciplinary action being taken. Ensure that your privacy settings are set appropriately (many sites have a variety of options to choose from which change regularly and may be different on different devices) as it could lead to your content accidentally being shared with others.

Be very careful when publishing any information, personal contact details, video or images etc online; ask yourself if you would feel comfortable about a current or prospective employer, colleague, child in your care or parent/carer, viewing or sharing your content. If the answer is no, then consider if it should be posted online at all. It is very important to be aware that sometimes content shared online, even in jest, can be misread, misinterpreted or taken out of context, which can lead to complaints or allegations being made. Don't be afraid to be yourself online but do so respectfully. All staff must be aware that as professionals, we must be cautious to ensure that the content we post online does not bring the school or our professional role into disrepute.

If you have a social networking account, it is advised that you do not to accept pupils (past or present) or their parents/social workers as “friends” on a personal account. You may be giving them access to your personal information and allowing them to contact you inappropriately through unregulated channels. They may also be giving you access to their personal information and activities which could cause safeguarding concerns. Please use your work provided email address or phone number to contact children and/or parents/social workers – this is essential in order to protect yourself as well as the wider community. If you have a pre-existing relationship with a child or parent/carer/social worker that may compromise this or have any queries or concerns about this then please speak to the Designated Safeguarding Lead /Manager (Alison Neal).

Documents called “Cyberbullying: Supporting School Staff”, “Cyberbullying: advice for headteachers and school staff” and “Safer professional practise with technology” are available online. Please download the documents directly from www.childnet.com, www.e-safety.org.uk and www.gov.uk/government/publications/preventingand-tackling-bullying. Staff can also visit or contact the Professional Online safety Helpline www.saferinternet.org.uk/about/helpline for more advice and information on online professional safety.

I would like to remind all staff of our Acceptable Use Policy and the importance of maintaining professional boundaries online. Failure to follow this guidance and the school

policy could lead to disciplinary action, so it is crucial that all staff understand how to protect themselves online. Please speak to your line manager, the Designated Safeguarding Lead which is me Alison Neal if you have any queries or concerns regarding this.

Yours sincerely,

Alison Neal

**Acceptable Use of ICT Arrangements for
Little Acorns School Staff.**



As a professional organisation with responsibility for children’s safeguarding it is important that all 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 Information Communication Technology and the school systems, they are asked to read and sign this Acceptable Use Policy.

This is not an exhaustive list and all members of staff 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 understand that Information Systems and ICT 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.
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)
5. I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the Co Head-teachers. .
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 (only

within countries or sites with suitable data protection controls that meet the EU and UK regulations) or accessed remotely (e.g. via VPN). Any images or videos of pupils will only be used as stated in the school image use policy (available in the staffroom)

7. 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.
8. I will respect copyright and intellectual property rights.
9. I have read and understood the school online safety (e-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.
10. I will report all incidents of concern regarding children's online safety to the Designated Safeguarding Lead (Alison Neal) as soon as possible. I will report any accidental access, receipt of inappropriate materials, filtering breaches or unsuitable websites to Designated Safeguarding Lead (Alison Neal)
11. 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 Co- Head teachers (Alison Neal and/or Tony Hollett)
12. 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. All communication will take place via school approved communication channels e.g. via a school provided email address or telephone number and not via personal devices or communication channels e.g. personal email, social networking or mobile phones. Any pre-existing relationships or situations that may compromise this will be discussed with the Co- Head Teachers.
13. I will ensure that my online reputation and use of ICT and information systems are compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media/networking, gaming and any other devices or websites. I will take appropriate steps to protect myself online and will ensure that my use of ICT and internet will not undermine my professional role, interfere with my work duties and will be in accordance with the school AUP and the Law.
14. 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.
15. 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.

16. 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 (Alison Neal)
17. 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.

Social Media

- I understand that Social Media can blur the definitions of personal and professional working lives, and to use social media in a responsible way and take precautions to protect myself both professionally and personally online.
- Under no circumstances should staff accept friend requests from pupils, or ex pupils. If a pupil of Little Acorns school does have a Social Media account this should be reported to the DSL.

Mobile Phones, Cameras and Images

- Staff will not carry personal mobile phones, cameras or video recorders whilst working in contact with children. This protects staff from being distracted from their work, and from allegations of inappropriate use. Personal mobile phones, cameras or video recorders will be kept in classroom cupboards or the staffroom.
- Under no circumstance must a mobile phone, camera or video recorder be used within the bathroom area.
- Personal mobile phones, cameras or video recorders should not be used to record classroom activities. ONLY school equipment should be used to record images, which can only be transferred to and stored on a school computer before printing.
- During group outings and or school trips nominated staff will have access to the there mobile which can be used in an emergency or for contact purposes. It may be relevant for other members of staff to have access to their personal mobile phone for use when in an emergency.
- Images will not be shared with ANY outside agencies.
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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 of the schools information system or unacceptable or inappropriate behaviour may be taking place, the School will invoke its disciplinary procedure. If the school suspects that the school system may be being used for criminal purposes then the matter will be brought to the attention of the relevant law enforcement organisation.

I have read and understood and agree to comply with the Staff Acceptable Use Policy.

Signed: Print Name: Date:

Accepted by: Print Name: