Acceptable Use Policy – Code of Conduct

IT and the related technologies, such as e-mail, the Internet, Scholar Pack, Pupil Tracker and mobile devices are an expected part of our daily working life in school. The Internet and other digital information and communications technologies are powerful tools. These technologies can stimulate discussion, promote creativity and stimulate awareness of the 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 policy is designed to ensure that all staff (including student teachers), governors, children, visitors and the IT technician are aware of and agree to conform to their responsibilities when using any form of IT. This policy should be read in conjunction with the school's e-Safety policy and Data Protection policy.
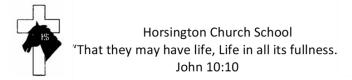
All Acceptable Use Policies (AUPs) are included within this policy. The relevant section should be signed by the user as applicable. All Acceptable Use agreements will be held in the school office. Until the agreements are signed, users should not have access to the school's IT or related technologies. If any of the AUPs are updated, the need for existing users to "re-sign" them will be discussed by the e- Safety Working Group.

Horsington Church School reserves the right to revoke or deny access to the Scholar Pack (other systems as appropriate) of any individual under the following circumstances:

- **validity of governor/staff/visitor responsibility is questioned**
- **users are found to be in breach of the e-Safety policy, or Data Protection policy.**

Parent/Carer Acceptable User Policy
for Pupils' use of Technology and the Internet

The school uses technology, including the internet, to support the curriculum wherever this is appropriate. Pupils are taught computing and about effective and responsible use of technology and the internet. Pupils are given guidelines and taught how to be careful and considerate in their use of technology and the internet and how to maintain a balance between this and other activities.

The school may use approved online platforms, blogs, emails, picture galleries and other tools to help with educating your child. Children and staff will always use responsible and caring language online.

Pupils will:
- only use technology including computers and mobile devices when they have been told that they can.
- only use the school technology for those activities which they have been given permission.
- be told about online bullying and what to do if it happens.
- use only the user names and passwords for which they have permission.
- not download and use material or copy and paste content which they do not have consent to use.
- not attempt to search for, view, upload or download any inappropriate or unsuitable material.
- inform a member of staff if they have accidentally found inappropriate or unsuitable content.
- use responsible and caring language in communicating with others.
- be helped to maintain a balance between the use of technology and other activities.
- be helped to discuss their use of the internet especially sites where there is communication with others (e.g. social networks).
- only use mobile devices when directed by staff
- be encouraged to talk with their parents or carers about the rules for the safe use of the internet.
- be made aware that the school may investigate incidents that happen outside of school but could affect life in school.

Misuse of technology may result in:
- a ban, temporary or permanent, on the use of the internet / technology resources at school
- action in line with the school's behaviour policy
- parents/carers being informed about an incident and actions taken
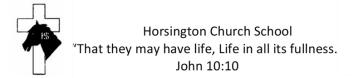
Parents and carers work in partnership with the school when they:
- discuss online safety issues with their children and work to build responsible use of technology
- work with the school in promoting positive use of technology and the internet
- inform the school if they think there is an online safety issue related to the school
- raise concerns about the school through the appropriate channels

Please ask a member of staff if you have questions about any part of this document. **Please sign below and return this form to the school.**
_____

- I have read and am happy with the description of the school's technology and internet use.
- I will work with the school to help my child develop appropriate use of technology.
- I am happy for my child to experience the internet use described.

Pupil Name (PLEASE PRINT) _____   Class   _____

Name of Parent or Carer (PLEASE PRINT) _____

Signature of Parent or Carer _____   Date   _____

Pupil Acceptable Use of Technology Policy

Technology is a great tool to support learning, find information and to communicate and share with others.

The School encourages its appropriate, effective and safe use. All users of technology in the school must agree to certain rules and will only use the equipment and software as instructed.

My Responsibilities

I understand that the school will monitor my use of computers and other technology.

I understand that I have rights and responsibilities in using technology and will follow the agreed rules when using technology including the internet.

I understand that the school may investigate incidents that cause upset or harm taking place outside school.

I recognise if I misuse technology, it has an effect on others and consequences for me.

I will report any suspected misuse or problems to a trusted adult in the school.

I will think about the ways I use technology so that it will not negatively affect my physical or mental health.

Online bullying
I understand that the school will not accept bullying in any form.

I will be careful to check that anything I write or say in documents, messages or online is not offensive or could cause hurt or embarrassment.

I understand that I should report any incidents of bullying.

Use of internet
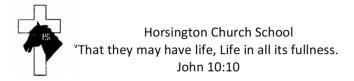I will not try to access sites that are blocked or that are unsuitable for use in school.

I will carefully check information I use for my learning.

I will report any worrying or damaging materials I come across.

Personal mobile devices
I will only use personal mobile devices when I have permission from by my teachers.

Name _____

Signed _____

Class _____ Date _____

Staff and Volunteer Acceptable Use Policy

School Policy
This Acceptable Use Policy reflects the school Online Safety Policy. The school will ensure that staff and volunteers will have access to technology to enable efficient and effective working enabling learning opportunities for pupils and will, in return, expect staff and volunteers to agree to be responsible users.

Scope of Policy
This Acceptable User Policy (AUP) policy applies to staff, volunteers and guests who have access to and are users of school technology systems, school related use of technology systems outside of school, and make use of social networks personally and professionally.

My Responsibilities
I agree to:
- read, understand, sign and act in accordance with the school Online Safety Policy
- report any suspected misuse or concerns to the Online Safety Lead / Designated Safeguarding Lead
- monitor technology activity in lessons, extracurricular and extended school activities (including Online/Remote Learning) including awareness of any access to extremist views
- model the safe and effective use of technology
- be mindful of the additional safeguarding considerations required if delivering Online/Remote Learning
- demonstrate consistently high standards of personal and professional conduct especially in relation to use of social networks, making sure that these are in line with school ethos and policies especially at the time of a Critical Incident

Education
I agree to:
- provide age-appropriate online safety learning opportunities as part of a progressive Online Safety curriculum within the RSE Curriculum, which complements the Computing Curriculum, and reinforce the learning throughout the school's curriculum
- respect copyright and educate the pupils to respect it as well
- teach about the need for using responsible and caring language when communicating with others

Training
I agree to:
- participate in online safety training
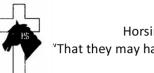- request training if I identify an opportunity to improve my professional abilities

Online bullying
I agree to:
- ensure the school's zero tolerance of bullying. In this context, online bullying is seen as no different to other types of bullying
- report any incidents of bullying in accordance with school procedures

Sexting
- I will secure and switch off any device discovered with a sexting or sexual harassment image and report immediately to the safeguarding lead
- I will not investigate, delete, share or resend the image

Prevent
- I will continually develop children's ability to evaluate information accessed online.
- I will follow the agreed reporting procedure where children are purposefully searching for inappropriate sites or inadvertently accessing inappropriate sites.

Technical Infrastructure
I understand that the school will monitor my use of computing devices and the internet. Unless I have permission, I will not try to by-pass any of the technical security measures that have been put in place by the school which include:
- the proxy or firewall settings of the school network
- not having the rights to install software on a computer
- not using removable media e.g. memory sticks

Passwords
- I will only use my own passwords
- I will never log another user onto the system using my login

Filtering
- I will not try to by-pass the filtering system used by the school
- If I am granted special access to sites that are normally filtered I will not leave my computer unsupervised
- I will report any filtering issues immediately

Data Protection
- I understand my responsibilities towards the data protection regulations and will ensure the safe keeping of personal and sensitive personal data at all times
- I will ensure that all data held in personal folders is regularly backed up and kept secure.
- If I believe there has been a loss of personal or sensitive data, I will immediately report it to the Data Protection Lead in the school

Use of digital images, video and sound
- I will follow the school's policy on using digital images, video and sound, especially in making sure that only those pupils whose parental permission has been given are published
- I will not use personal devices for taking or sharing digital images or sound
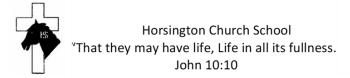
Communication
- I will be professional in all my communications and actions when using school technology systems
- I understand that I need to be open and transparent in all my communications

Email
- I will use the school provided email for all business matters.
- 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).

Online/Remote Learning
- I will check with the School before I use sites/apps with learner log ins to ensure that any pupil personal data is being held securely
- I understand that any digital communication between staff and pupils or parents and carers is open, transparent and professional in tone and content

Social Media and Personal Publishing

- I will ask permission before I use social media e.g. blogs, social networks or online communication tools with pupils or for other school related work. These will never be my personal accounts
- I will follow the online safety policy concerning the personal use of social media, never publishing disparaging or harmful comments or expressing extreme views. These are considered to bring the school into disrepute
- I will not post any comments about the school, any pupil, employer or colleagues on any personal social networking and publishing accounts
- When there is a Critical Incident, I will not post any comments online.

Personal devices

- I will not use personal devices during contact time with pupils
- I will check that any personal devices I have in school are pin code or fingerprint protected and not discoverable by third parties
- I will not use my personal devices to contact pupils or parents
- I am responsible for any use of my own mobile data during agreed times and ensuring that my use complies with the school's online safety policy
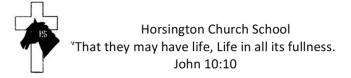
Reporting incidents

- I will report and record any incidents relating to online safety to the Online Safety Lead / Designated Safeguarding Lead and check this has been recorded and actioned
- I understand that in some cases the Police may need to be informed

Sanctions and Disciplinary procedures

- I understand that there are regulations in place when pupils use technology and will apply sanctions if they do not follow the rules
- I understand that if I misuse the School technology systems in any way then there are disciplinary procedures that will be followed by the school

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I have read and understand the full School online safety policy and agree to use the school technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) in a responsible and professional manner as outlined in that document.

Staff/Volunteer Name _____

Signed _____

Date _____

Regular Visitor Acceptable Use Policy

Visitors will

- apply appropriate standards when using computing devices in school including an awareness of Data Protection, Copyright laws, Prevent duty and reporting.
- only use personal devices, including a mobile phone during the working day in line with the policy for use by staff. This includes not using the device in the presence of child and not taking pictures or other recordings on a personal device. The device must be pin code or fingerprint protected and not discoverable by third parties.
- not publish any information online that may be offensive to staff or pupils, or may bring the school into disrepute.

Logging in

- If you use the school's equipment, then request a guest log in.
- If you are using equipment that has been logged in by a member of staff they will always ensure they are in the room with you. They will lock the machine if they need to leave the room.
- If your service contract (Network/MIS support) allows you access to the system through team logins, inform the school of the purpose and how you will be accessing the system.

Internet Access and uploading

- The school's internet connection is filtered so access might be denied to some sites. Seek permission to access sites that are unavailable through the schools normal filtering system. This might not be possible as changes to the filter can take some time.
- You are responsible for the sites that appear on any machine that you are using. Report any issues with the member of staff present.
- Never upload and install software or updates without permission from a member of staff.

If you use your own equipment:

- Make sure that you have permission from the school for its use.
- Ensure it has up to date virus protection software installed.
- Ensure that you take appropriate precautions with trailing wires.
- Ensure that you can identify your equipment.
- Never leave your equipment unattended or in an unlocked room.

Wireless Access

- Where you have permission to use a personal smart device, you will use the school's wireless connection and will be provided with an authorisation key.
- Remember that bandwidth is limited so avoid intensive use such as large downloads.

Downloading / Transferring files or documents

For all files

- Never transfer files unless you have permission, this must not be from a USB stick/external drive unless permission has been given by the headteacher.
- Make sure that you clearly state the purpose for transferring the files.

If the file contains sensitive personal data such as staff or student information

- Get permission for this in writing or by email.

(Note: permission will not be needed where existing service contracts, such as Network/MIS support, are in place. However, please indicate the type of work you will be doing).

- Transfer the file only over a secure email connection.

If you need to take pictures, video or record sound files then check that

- you have permission to capture these files.
- the staff/children have all given their permission for these images/voices to be used.
- you request permission in writing or through email should you intend to use these files in a public arena (website, blog etc.) or for financial gain.
- Please see Digital Images policy

Reporting

- Report any suspected misuse or concerns about online safety whether by pupils or staff, to the Headteacher or their representative before leaving the school.
- Report any incidence of accidental viewing of inappropriate images or materials.
- Report any incidence of deliberate searching for inappropriate images or materials.
- Switch off and secure any device that you suspect of containing an intimate sexting or sexual harassment image and report immediately to the school's safeguarding lead.

Name   _____   Date   _____