Baildon Church of England Primary School

Interim Acceptable Use Policies
☐ Staff and Visitors
☐ FS and KS1
☐ KS2

'Those who hope in the Lord will renew their strength and they will soar on wings like eagles.'

Staff and Visitor Acceptable Use Policy

Vision Statement

We celebrate our place within God's loving family, showing respect for ourselves, others and the world around us. We are a safe, supportive community of inspired, resilient, life-long learners, with a spirit of curiosity, where every individual is provided with the opportunity to flourish and achieve in our ever-changing world.

Rationale

The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. Our policy ensures that these technologies are used safely and effectively to stimulate discussion, promote creativity and develop awareness of context to promote effective learning. They also bring opportunities for staff to be more and productive in their work. All users have an entitlement to safe access to the internet and digital technologies that include mobile phones, cameras and other electronic devices with imaging and sharing capabilitie at all times.

This Acceptable Use Policy is intended to ensure:
- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of technology in their everyday work.

Baildon Church School works hard to ensure that staff and volunteers will have good access to digital technology 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 Information

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

For my professional and personal safety:
- I understand that the school will monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, VLE, Teams etc.) out of school, and to the transfer of personal data (digital or paper based) out of school

- I understand that the school digital technology 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 for any school systems. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person – Mr T Van der Gucht, S Smith, or K. Savage.

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 files, emails or other personal resources, 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. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (eg on the school website / twitter feed) it will not be possible to identify by name, or other personal information, those who are featured.

- I will only use social networking sites in school in accordance with the school's policies as laid out in the e-safety policy and understand that I may face disciplinary sanctions should be actions harm the reputation of the school.

- I will only communicate with students / pupils and parents / carers using official school systems such as year group emails, but will not divulge my personal email address. Any such communication will be professional in tone and manner. I will not engage in any on-line activity that may compromise my professional responsibilities.

- I will follow school procedures laid out in the E-safety policies and flow charts in the event of experiencing any issues involving pupils / parents / carers including, online bullying, inappropriate messaging, or disclosure of contact / abuse.

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.
- I will not use my mobile phone during school hours. It will be secured and turned off at all times whilst on the school premises upon entering the building and can only be used whilst in the staffroom. Opportunities for personal calls can be arranged in times of emergency and staff can be contacted via the office during the school day.

- Personal devices, such as laptops and tablets, cannot be used on school premises. If personal devices are used at home for work purposes, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will ensure that any such devices are protected by up-to-date anti-virus software and are free from viruses as well as being effectively secured using encryption software and secure passwords.

- I will not use personal email addresses on the school ICT systems.

- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)

- I will ensure that my data is regularly backed up, in accordance with relevant school policies and is encrypted in line with GDPR expectations.

- I will not try to upload, download or access any materials which 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, unless this is allowed in school policies.

- I will not disable or cause any damage to school equipment, or the equipment belonging to others.

- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School Personal Data Policy. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.

- 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.

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 will freeze any visible screens when using search tools in order to avoid displaying inappropriate content to pupils.

I understand that I am responsible for my actions in and out of the school:
- I recognise the need to share any online safeguarding concerns I may with an appropriate member of our Safeguarding Team. This can include low-level worries as stipulated in the KCSIE document.

- I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school.

- I will not engage in any on-line activity that may compromise my professional responsibilities or damage the reputation of the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school digital technology 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 and follow the other expectations laid out in the school e-safety, mobile technology, data-protection and social media policies.

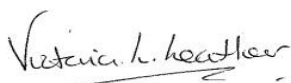Staff / Volunteer Name: _____

Signed: _____

Date: _____

Review

☐   To be reviewed in October 2025 (to enable the policy to be updated in-line with any changes to the ECF)

Mrs K Savage (Headteacher)

K Savage

Mrs V Leather (Chair of Governors)

Victoria L. Leather

Date 19th October 2023

KS2 Pupil Acceptable Use Policy

Rationale

This document has been developed to help pupils in school to understand the rules for using school computing resources. You should always follow the rules set out in this policy because they will help keep you and your classmates safe. The term 'ICT equipment' includes mobile phones, cameras and other electronic devices with imaging and sharing capabilities.

Acceptable Use Information

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

- I understand that the school will monitor my use of systems, devices and digital communications.
- I will keep my usernames and passwords safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will keep school username and passwords for shared resources secure and will only use these resources for directed school activities with the permission of a teacher.
- I will be aware of "stranger danger", when I am communicating on-line and will not disclose or share personal information about myself or others. This includes when using online blogging and publishing resources to present my work.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
- I understand that the school systems and devices are intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission when using school equipment and other systems including the VLE or online resources.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.
- I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school.
- I will not use my own personal devices (mobile phones / USB devices etc) on the school premises or during school directed time, such as trips, sporting competitions and other events.

- Any personal devices (mobile phones / USB devices etc) brought into school must be locked in the UPKS2 security cabinet during school time.
- I will immediately report any damage or faults involving equipment, systems or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person who sent the email, or if I have any concerns about the trustworthiness of the email (due to the risk of the attachment containing viruse or other harmful programmes)

- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.

When using the internet for research or recreation, I recognise that:
- I should 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 try to download copies (including images, music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:
- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).

- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action according to the school behaviour and online safety policies. This may lead to the loss of access to the school network / internet, contact with parents and (in the event of illegal activities) involvement of the police.

I have read and understand the above and agree to follow these guidelines when:
- I use the school systems and devices (both in and out of school)

- I use my own equipment out of the school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, VLE, website etc.

Review

- To be reviewed in October 2025 (to enable the policy to be updated in-line with any changes to the ECF)

Mrs K Savage (Headteacher)

Mrs V Leather (Chair of Governors)

Date 19th October 2023

FS / KS1 Pupil Acceptable Use Policy

Rationale

This document has been developed to help pupils in school to understand the rules for using school computing resources. You should always follow the rules set out in this policy because they will help keep you and your classmates safe. The term 'ICT equipment' includes mobile phones, cameras and other electronic devices with imaging and sharing capabilities.

Acceptable Use Information

This is how we stay safe when we use computers:

- I will ask a teacher or suitable adult if I want to use computers or devices such as Ipads
- I will only use activities that a teacher or suitable adult has told or allowed me to use.
- I will make sure that all the messages I send are polite.
- I will take care of computers and other equipment and tell an adult if anything is damaged.
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.
- I know that my teacher can check what I do online and that if I break the rules I might not be allowed to use a computer.
- I will keep my passwords secret.
- I will not tell people about myself online (I will not tell them my name, mobile phone number, anything about my home, family, pets and school).
- I will talk to a teacher or trusted adult if anything happens using electronic equipment that I find upsetting or worrying.
- I am aware of "stranger danger" and will tell a school adult if anyone I don't know tries to talk to me online, or if someone asks me to do something that makes me feel uncomfortable.
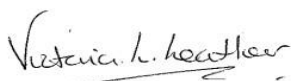
Review

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Mrs K Savage (Headteacher)

Mrs V Leather (Chair of Governors)

Date 19th October 2023