St Antony's Catholic Primary School

Acceptable Use Policy

Learning together

in

God's love

Agreed by staff: Autumn 2014
Agreed by governors: Autumn 2014
Review date: Autumn 2016

St. Antony's Catholic Primary School
ICT Acceptable User Policy

Rationale

As the range of technology used within a school increases it is essential that everyone at St

Antony's is aware of the behaviour and standards expected and the potential consequences for abusing the technology privileges.

Aim

The acceptable user policy (AUP) aims to set up a clear set of rules and procedures to ensure everyone uses the technology correctly, maximising the learning for the children in a safe and secure environment.

The AUPs at St Antony's are based on the guidance given from the London Grid for Learning

(2012) and include specific versions for the children in Key Stage One, Key Stage Two, all staff and parents.

Implementation

- All existing staff will sign their AUP in Autumn 2014.

- All new members of staff will sign their AUP as part of their induction process.

- All KS1 and KS2 children will sign their forms every September in their ICT lesson.

Related Policies

This policy should be read in conjunction with the following policies:

- E-Safety Policy

- ICT Policy

- Child Protection Policy

- Staff Handbook

Acceptable Use Policy (AUP): Staff agreement form

Covers use of digital technologies in school: i.e. email, Internet, intranet and network resources, learning platform, software, equipment and systems.

- I will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.

- I will not reveal my password(s) to anyone.

- I will follow 'good practice' advice in the creation and use of my password. If my password is compromised, I will ensure I change it.

- I will not use anyone else's password if they reveal it to me and will advise them to change it.

- I will not allow unauthorised individuals to access email / Internet / intranet / network or other school / LA systems.

- I will ensure all documents, data etc., are saved, accessed and deleted in accordance with the school's network and data security and confidentiality protocols.

- I will not engage in any online activity that may compromise my professional responsibilities.

- I will only use the approved, secure email system(s) for any school business.

- I will only use the approved school email, school Learning Platform or other school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business.

- I will not browse, download or send material that could be considered offensive to colleagues.

- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the appropriate line manager / school named contact.

- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.

- I will not publish or distribute work that is protected by copyright.

- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus, firewall and other ICT 'defence' systems.

- I will ensure I follow school procedures when streaming my work emails to my personal phone. These are, to inform the school contact if I am streaming my emails, ensure I have encryption software on my phone and if my phone is lost or stolen I will inform the school contact immediately and activate the encryption software.

- I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home without permission.

- I will use the school's Learning Platform in accordance with school protocols.

- I will ensure that any private social networking sites / blogs etc. that I create or actively contribute to are not confused with my professional role.

- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue & Customs.

- I will access school resources remotely (such as from home) only through the LGfL / school approved methods and follow e-security protocols to access and interact with those materials.

- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.

- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.

- I will embed the school's e-safety curriculum into my teaching.

- I will alert the school's named child protection officer / relevant senior member of staff if I feel the behaviour of any child I teach may be a cause for concern.

- I will only use LA systems in accordance with any corporate policies.

- I understand that all Internet usage / and network usage can be logged and this information could be made available to my manager on request.

- I understand that it is my duty to support a whole-school safeguarding approach and will report any behaviour (of other staff or pupils), which I believe may be inappropriate or concerning in any way, to a senior member of staff / named child protection officer at the school.

- I understand that failure to comply with this agreement could lead to disciplinary action.

User Signature

I agree to abide by all the points above.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent e-safety policies.

I wish to have an email account; be connected to the Intranet & Internet; be able to use the school's ICT resources and systems.

Signature .... Date ....

Full Name .... (printed)

Job title ....

School ....

St Antony's E-safety Agreement Form: Parents

Internet and ICT: As the parent or legal guardian of the pupil(s) named below, I grant permission for the school to give my *daughter / son* access to:

- the Internet at school
- the school's chosen email system
- the school's online managed learning environment
- ICT facilities and equipment at the school.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials.

I understand that the school can, if necessary, check my child's computer files and the Internet sites they visit at school and if there are concerns about my child's e-safety or e-behaviour they will contact me.

Use of digital images, photography and video: I understand the school has a clear policy on "The use of digital images and video" and I support this.

I understand that the school will necessarily use photographs of my child or including them in video material to support learning activities.

I accept that the school may use photographs / video that includes my child in publicity that reasonably promotes the work of the school, and for no other purpose.

I will not take and then share online, photographs of other children (or staff) at school events without permission.

Social networking and media sites: I understand that the school has a clear policy on "The use of social networking and media sites" and I support this.

I understand that the school takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.

I will support the school by promoting safe use of the Internet and digital technology at home. I will inform the school if I have any concerns.

My daughter / son name(s): _____

Parent / guardian signature: _____

Date:___/___/___

The use of digital images and video

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make recordings of your daughter / son.

We follow the following rules for any external use of digital images:

If the pupil is named, we avoid using their photograph.

If their photograph is used, we avoid naming the pupil.

Where showcasing examples of pupils work we only use their first names, rather than their full names.

If showcasing digital video work to an external audience, we take care to ensure that pupils aren't referred to by name on the video, and that pupils' full names aren't given in credits at the end of the film.

Only images of pupils in suitable dress are used.

Staff is not allowed to take photographs or videos on their personal equipment.

Examples of how digital photography and video may be used at school include:

- Your child being photographed (by the class teacher or teaching assistant) as part of a learning activity; e.g. taking photos or a video of progress made by a nursery child, as part of the learning record, and then sharing with their parent / guardian.

- Your child's image being used for presentation purposes around the school; e.g. in class or wider school wall displays or PowerPoint© presentations.

- Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators; e.g. within a CDROM / DVD or a document sharing good practice; in our school prospectus or on our school website.

In rare events, your child's picture could appear in the media if a newspaper photographer or television film crew attends an event.

Note: If we, or you, actually wanted your child's image linked to their name we would contact you separately for permission, e.g. if your child won national competition and wanted to be named in local or government literature.

The use of social networking and on-line media

This school asks its whole community to promote the 3 commons approach to online behaviour:
- **Common courtesy**
- **Common decency**
- **Common sense**

How do we show common courtesy online?
- We ask someone's permission before uploading photographs, videos or any other information about them online.
- We do not write or upload 'off-hand', hurtful, rude or derogatory comments and materials.
- To do so is disrespectful and may upset, distress, bully or harass.

How do we show common decency online?
- We do not post comments that can be considered as being **intimidating, racist, sexist, homophobic or defamatory. This is cyber-bullying** and may be harassment or libel.
- When such comments exist online, we do not forward such emails, tweets, videos, etc. By creating or forwarding such materials we are all liable under the law.

How do we show common sense online?
- We think before we click.
- We think before we upload comments, photographs and videos.
- We think before we download or forward any materials.
- We think carefully about what information we share with others online, and we check where
- it is saved and check our privacy settings.
- We make sure we understand changes in use of any web sites we use.
- We block harassing communications and report any abuse.

Any actions online that impact on the school and can potentially lower the school's (or someone in the school) reputation in some way or are deemed as being inappropriate will be responded to.

In the event that any member of staff, student or parent/carer is found to be posting libellous or inflammatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site.
(All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this.)

In serious cases we will also consider legal options to deal with any such misuse.
The whole school community is reminded of the CEOP report abuse process:
https://www.thinkuknow.co.uk/parents/browser-safety/

Parent / guardian name: _____
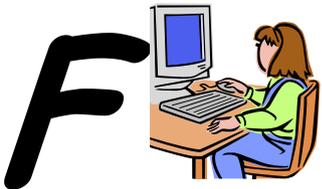

Pupil name(s): _____

St Antony's Catholic Primary School
Key Stage 1
Think before you click

S | I will only use the Internet and email with an adult

A | I will only click on icons and links when I know they are safe

F | I will only send friendly and polite messages

E | If I see something I don't like on a screen, I will always tell an adult

My Name:

My Signature:

E-safety Agreement Form: St Antony's Catholic Primary School

Keeping safe: stop, think, before you click!

Pupil name: _____

☐ I have read the school 'rules for responsible ICT use'. My teacher has explained them to me.

☐ I understand these rules are there to help keep me safe, and my friends and family safe. I agree to follow the rules.

☐ This means I will use the computers, Internet, e-mail, online communities, digital cameras, video recorders, and other ICT in a safe and responsible way.

☐ I understand that the school can check my computer files, and the Internet sites I visit, and that if they have concerns about my safety, that they may contact my parent / carer.

☐ I understand that if I am authorised to bring my mobile phone to school I must not use it at any point during the school day. I will hand in my phone to my class teacher at the start of school where it will be locked away until the end of the day.

Pupil's signature: _____

Date: ___/___/___