



BEECH GREEN PRIMARY SCHOOL

ACCEPTABLE USE POLICY

Autumn 2018

A: INTRODUCTION

The School Statement declares our intent to create a secure, caring environment for our children. This document plays an important role in ensuring that we achieve that aim, focusing on the safe use of information technology (IT) within school. It should be read in conjunction with the school's Safeguarding Policy.

B: AIMS

The chief aims of this document are to:

- safeguard children by promoting appropriate and acceptable use of IT
- outline the roles and responsibilities of all individuals who are to have access to and/or be users of, work-related IT systems
- ensure all IT users have an awareness of risk, a clear understanding of what constitutes misuse and the appropriate sanction.

C: ROLES and RESPONSIBILITIES

The governing body has overall responsibility for ensuring online safety will be considered an integral part of everyday safeguarding practice.

This will include ensuring that:

- teachers will receive the appropriate training, guidance, time and resources to effectively implement online safety policies and procedures
- clear policies and procedures are applied to the use/non-use of personal IT equipment by all individuals who affect or come into contact with the setting. Such policies and procedures are to include the personal use of work-related resources
- the AUP is implemented, monitored and reviewed regularly, and all updates are shared with relevant individuals at the earliest opportunity
- monitoring procedures are open and transparent
- allegations of misuse or known incidents are dealt with appropriately and promptly, in line with agreed procedures, and in liaison with other agencies, where applicable
- effective online safeguarding support systems are put in place.

The Designated Safeguarding Leads (DSL) will be responsible for ensuring that:

- agreed policies and procedures are implemented in practice
- all updates, issues and concerns are communicated to all IT users
- the importance of online safety in relation to safeguarding is understood by all IT users
- all training, learning and development requirements are monitored and additional training needs identified and provided for

- an appropriate level of authorisation is given to IT users. Not all levels of authorisation will be the same - this will depend on, for example, the position, work role and experience of the individual concerned
- any concerns and incidents are reported in a timely manner in line with agreed procedures
- the learning and development plans of children will address online safety
- a safe IT learning environment is promoted and maintained.

Teachers will ensure that:

- there is timely reporting of concerns in relation to alleged misuse or known incidents, subject to agreed procedures
- IT equipment is checked before use and all relevant security systems are judged to be operational
- awareness will be raised of any new or potential issues, and any risks which could be encountered as a result
- children are supported and protected in their use of online technologies, enabling them to use IT in a safe and responsible manner
- online safety information is presented to children as appropriate for their age and stage of development
- children know how to recognise and report a concern
- all relevant policies and procedures are adhered to at all times and training is undertaken as required.
- social media posts relating to the school Twitter account will promote the school in a positive light, will not show children's faces nor have the names of any children in.

All teachers will be provided with a copy of the Acceptable Use Policy.

The use of personal technologies will be subject to the authorisation of the DSL, and such use will be open to scrutiny, monitoring and review.

Children will be encouraged to:

- be active, independent and responsible learners, who will contribute as appropriate to policy and review
- abide by the Acceptable Use Policy
- tell a familiar adult about any access of inappropriate content, material that makes them feel uncomfortable or contact made with someone they do not know, straightaway, without fear of reprimand (age and activity dependent)

Parents and carers are to be encouraged to read the Acceptable Use Policy on behalf of their children and to share responsibility for their actions and behaviours. This will ensure that a consistent message is communicated to all. The policy will be reviewed every two years or more frequently if required. It will be an expectation that parents and carers will explain and discuss, in an age appropriate way, the Acceptable Use Policy with their child to ensure that it is clearly understood and agreed.

D: IMPLEMENTATION

Misuse by teachers.

All staff will be expected to agree and sign a Staff Acceptable Use Code of Conduct (Appendix A) and will be asked to sign a Use of Social Media Conduct Agreement (Appendix B).

Should it be alleged that a teacher has breached the Staff Acceptable Use Code of Conduct and/or misused any IT resource in an abusive, inappropriate or illegal manner, a report should be made to a DSL immediately.

Should the allegation be made against a DSL a report should be made to the Chair of Governors.

Procedures are to be followed as appropriate, in line with Disciplinary Procedures.

Should allegations relate to abuse or unlawful activity, Children's Social Care, the Local Authority Designated Officer, and/or the Police will be notified as applicable.

Misuse by children.

All pupils will be informed of the school's e Safety Rules (Appendix C). Should a child deliberately break those rules, the following sanctions will be applied:

Step 1: Should it be considered that a child has deliberately misused IT by not adhering to the Acceptable Use Policy, the parent or carer shall be informed. The child may be temporarily suspended from a particular activity or from school in the event of a serious breach.

Step 2: If there are further incidents of misuse, the child will be suspended from using the internet or other relevant technology for an increased period of time. The parent or carer will be invited to discuss the incident in more detail with the Headteacher and the most appropriate course of action will be agreed.

Step 3: The sanctions for misuse can be escalated at any stage, should it be considered necessary. In the event that misuse is deemed to be of a serious nature, steps 1 and 2 can be omitted. Should a child be considered at risk of significant harm, the Child Protection Policy must also be applied. Allegations of serious misuse will be reported to the most appropriate agency, for example, the Police or Children's Social Care.

In the event that a child should accidentally access inappropriate material, it must be reported to an adult immediately. Appropriate action is to be taken to hide or minimise the window. The computer will not be switched off nor will the page be closed, as it may be necessary to refer to the site during investigations to allow effective filters to be put in place to prevent further inadvertent access.

Should a child be considered to be subject to potential abuse, sexual requests or other inappropriate contact, the appropriate Child Protection procedures should be followed (see Child Protection Policy).

Acceptable use by parents and carers

Partnership working with parents and carers should be considered essential practice for promoting an agreed and consistent message which will define acceptable and unacceptable behaviours. Parents and carers are to be encouraged to use the Acceptable Use Policy should their child access similar technologies at home.

Acceptable use by visitors, contractors and others

All individuals who affect or come into contact with the school are expected to behave in an appropriate and respectful manner. All guidelines in respect of acceptable use of technologies must be adhered to. Failure to do so may result in the person concerned being removed from the premises and further appropriate action being pursued.

APPENDIX A
Beech Green Primary School
Staff Acceptable Use Code of Conduct

IT and the related technologies such as email, the internet and mobile devices are an accepted part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of IT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the committee or setting leader.

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for work-related purposes or for uses deemed 'reasonable' by the governors or Headteacher.
- I will comply with the IT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my school role.
- I will not give out my own personal details, such as mobile phone number and personal email address, to pupils, or store pupils' numbers on my mobile phone (apart from family members).
- I will only use the approved, secure email system(s) for any work business.
- I will ensure that any emails containing information about children, parents, staff or any other individual are sent using a recognised encrypted email system
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the premises or accessed remotely. Personal data can only be transported (i.e. taken out of school), using an encrypted or password protected memory stick. Remote access to data can only take place when authorised by the governors or Headteacher.
- I will not install any hardware or software without permission of the Headteacher.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for work-related purposes, using a school camera, in line with policy and with written consent of the parent, carer or staff member. Personal cameras and associated equipment such as selfie-sticks are not to be used.
- Posts to the school Twitter account will promote the school positively, will not show children's faces or contain children's names.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to the governors or Headteacher.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the community.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in the setting and outside, will not bring my professional role into disrepute.
- I will support and promote the school's Acceptable Use policy and help pupils to be safe and responsible in their use of IT and related technologies.

User Signature

I agree to follow this code of conduct and to support the safe use of IT throughout the school.

Signature:

Date

Full Name: (please print)

Job title:

APPENDIX B

Beech Green Primary School

Professional Conduct Agreement

Use of Social Media

We recognise that staff will use online and digital technologies in their personal and social lives. We do not seek to prevent any member of staff from accessing online technologies. However we do ask that every member of staff sign the following voluntary Professional Conduct Agreement to ensure there is no confusion between their personal and school roles.

I agree that through my recreational use of social networking sites or other online technologies I will:

- Not bring Beech Green Primary School into disrepute.
- Observe confidentiality and refrain from discussing any issues relating to work, children or parents/carers.
- Not share or post, in an open forum, any information that I would not want children, parents/carers or colleagues to view.
- Set privacy settings to block unauthorised access to my page and to restrict those who are able to receive updates.
- Keep my school role and personal life separate, and will not accept children and young people (past and present) and parents/carers as 'friends'*.
- Where appropriate, use a separate professional Twitter account to that which I use to share personal posts.
- Consider how my social conduct may be perceived by others and how this could affect my own reputation and that of the school.
- Either avoid using a profile photograph or ensure it is a respectable image that I would be happy to share with anyone.
- Report any known breaches of the above.

I understand that the completion of this form is optional. However, I voluntarily choose to complete it to safeguard my own professional reputation and that of the school.

I understand I am in a position of trust and my actions outside of my working environment could be misinterpreted by others, and I am conscious of this when sharing information publicly with others.

**Delete if necessary.*

Signature:

Date

Full Name:

(please print)

Job title:

APPENDIX C

Beech Green Primary School

Primary Pupil Acceptable Use

KS2 E-Safety Rules

- ✓ I will only use IT in school for school purposes.
- ✓ I will only use my class email address or my own school email address when emailing.
- ✓ I will only open email attachments from people I know, or who my teacher has approved.
- ✓ I will not tell other people my IT passwords.
- ✓ I will only open/delete my own files.
- ✓ I will make sure that all IT contact with other children and adults is responsible, polite and sensible.
- ✓ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- ✓ I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- ✓ I will be responsible for my behaviour when using IT because I know that these rules are to keep me safe.
- ✓ I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- ✓ I will ensure that any post I write for the School Blog and the images I use to go with it are appropriate and I have permission to use them/
- ✓ I know that my use of IT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my e Safety.

Signature Date

Full Name (printed)

Beech Green Primary School

Primary Pupil Acceptable Use

KS1 E-Safety Rules

- ✓ I will only use IT in school for school purposes.
- ✓ I will only open/delete my own files.
- ✓ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- ✓ I will be responsible for my behaviour when using IT because I know that these rules are to keep me safe.
- ✓ I know that my use of IT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my E-Safety.

Your Name: Date