Hoole St. Michael Church of England Primary School

Acceptable Use Policy

Member of staff responsible: J Price (e-safety champion)
Date approved by the Standards and Effectiveness Committee: February 2020
Date reviewed: February 2021

Mission Statement

Christ's love is in everything we do at Hoole St Michael. Our creative and high-attaining Church of England Primary School is safe, loving and supportive. We encourage the building of good relationships and friendship through respect, tolerance and understanding. Within our Christian family, where parents are our partners in all aspects of school life, we aim to inspire a love for learning within each and every child.

Acceptable Use Policy (AUP)

Our Acceptable Use Policy is intended to ensure that all users of technology within school will be responsible and stay safe. It ensures that all users are protected from potential risk in their everyday use of IT for educational, personal and recreational purposes. AUPs are used for Staff and pupils and must be signed and adhered to by users before access to technology is allowed. This agreement is as a partnership between parents/carers, pupils and the school to ensure that users are kept safe when using technology. A list of children who, for whatever reason, are not allowed to access technology is kept in school and made available to all staff.

Our school AUPS aim to:
- Be understood by the each individual user and relevant to their setting and purpose.
- Be regularly reviewed and updated.
- Be regularly communicated to all users, particularly when changes are made to the eSafety Policy/AUP.
- Outline acceptable and unacceptable behaviour when using technologies, for example:
  o Cyberbullying
  o Inappropriate use of email, communication technologies and Social Network sites and any online content
  o Acceptable behaviour when using school equipment /accessing the school network.
- Outline the ways in which users are protected when using technologies e.g. passwords, virus protection and filtering.
- Provide advice for users on how to report any failings in technical safeguards.
- Clearly define how monitoring of network activity and online communications will take place and how this will be enforced.
- Outline sanctions for unacceptable use and make all users aware of the sanctions (linked to our Pastoral Policy).
- Stress the importance of eSafety education and its practical implementation.
- Highlight the importance of parents/carers reading and discussing the content of the AUP with their child.

IT Acceptable Use Policy (AUP)
Staff Agreement

IT and the related technologies such as email, the Internet and mobile devices are an integral part of our daily life in school. This agreement is designed to ensure that all staff and Governors are aware of their individual responsibilities when using technology. All staff members are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Headteacher.

1. I will take responsibility for my own use of any technologies, making sure that I use them safely, responsibly and legally.
2. I will be an active participant in eSafety education, taking personal responsibility for my awareness of the opportunities and risks posed by the use of technology.
3. I will not use communications devices, whether school provided or personally owned, for bullying or harassment of others in any form.
4. I will not be involved with any online activities, either within or outside school that may bring the school, staff, pupils or wider members into disrepute. This includes derogatory/inflammatory comments made on Social Network Sites, Forums and Chat rooms.
5. I will not browse, download/upload or distribute any material that could be considered offensive, illegal or discriminatory.
6. I will respect copyright and intellectual property rights.
7. I will ensure that all electronic communications with pupils and other adults are appropriate.
8. I will not use the school system(s) for personal use in working hours
9. I will not install any hardware or software without the prior permission of the SLT
10. I will ensure that personal data is kept secure at all times and is used appropriately in accordance with Data Protection legislation.
11. I will ensure that Images of pupils and/or adults will be taken, stored and used for professional purposes in line with school policy and with written consent of the parent/carer or relevant adult. I will not distribute images outside the school network without the prior permission of the parent/carer, or person/s in the image.
12. I will report any known misuses of technology, including the unacceptable behaviours of others.
13. I have a duty to respect the technical safeguards which are in place. I understand that attempting to breach technical safeguards or gain unauthorised access to systems and services is unacceptable.

14. I have a duty to report failings in technical safeguards which may become apparent when using the systems and services.
15. I have a duty to protect passwords and personal network logins, and should log off the network when leaving workstations unattended. I understand that any attempts to access, corrupt or destroy other users' data, or compromise the privacy of others in any way, using any technology, is unacceptable.
16. I understand that network activities and online communications may be monitored, including any personal and private communications made using school systems.
17. I am aware that in certain circumstances where unacceptable use is suspected, enhanced monitoring and procedures may come into action, including the power to confiscate personal technologies such as mobile phones.
18. I will take responsibility for reading and upholding the standards laid out in the AUP. I will support and promote the school's eSafety policy and help pupils to be safe and responsible in their use of IT and related technologies.
19. I understand that these rules are designed for the safety of all users and that if they are not followed, school sanctions will be applied and disciplinary action taken.

User Signature

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

Signature ....…… Date ....

Full Name ....…... (PRINT)

Position/Role ....…..

IT Acceptable Use Policy (AUP)
Supply teachers and Visitors/Guests Agreement

IT and the related technologies such as email, the Internet and mobile devices are an integral part of our daily life in school. This agreement is designed to ensure that all supply staff visitors/guests are aware of their individual responsibilities when using technology. Any concerns or clarification should be discussed with the Headteacher.

1. I will take responsibility for my own use of any technologies, making sure that I use them safely, responsibly and legally.
2. I will not browse, download/upload or distribute any material that could be considered offensive, illegal or discriminatory.
3. I will respect copyright and intellectual property rights.
4. I will ensure that Images of pupils and/or adults will be taken, stored and used for professional purposes in line with school policy and with written consent of the parent/carer or relevant adult. I will not distribute images outside the school network without the prior permission of the parent/carer, or person/s in the image.
5. I understand that network activities and online communications are monitored, including any personal and private communications made using school systems.
6. I will not install any hardware or software onto any school system.
7. I understand that these rules are designed for the safety of all users and that if they are not followed, school sanctions will be applied and disciplinary action taken.

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

Signature ....… Date ...…......................

Full Name ....….. (PRINT)

Position/Role ....…...

IT Acceptable Use Policy (AUP)
Pupil Agreement / eSafety Rules

✓ I will only use IT in school for school purposes.
✓ I will only use the Internet and/or online tools when a trusted adult is present.
✓ I will only use my class email address or my own school email address when emailing.
✓ I will not deliberately look for, save or send anything that could be unpleasant or nasty.
✓ I will not deliberately bring in inappropriate electronic materials from home.
✓ I will not deliberately look for, or access inappropriate websites.
✓ If I accidentally find anything inappropriate I will tell my teacher immediately.
✓ I will only communicate online with people a trusted adult has approved.
✓ I will make sure that all IT contact with other children and adults is responsible, polite and sensible.
✓ I will not give out my own, or others' details such as names, phone numbers or home addresses.
✓ I will not tell other people my IT passwords.
✓ I will not arrange to meet anyone that I have met online.
✓ I will only open/delete my own files.
✓ I will not attempt to download or install anything on to the school network without permission.
✓ 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 eSafety.
✓ I understand that failure to comply with this Acceptable Use Policy may result in disciplinary steps being taken in line with the school's Behaviour Policy (this may be viewed on the School website).

We do not expect that any child of Hoole St Michael CE Primary School will be a member of age-restricted sites such as Facebook/Twitter.

Parent / Carer signature   Date ....
We have discussed this Acceptable Use Policy and

.... *[Print child's name]* agrees to follow the eSafety rules and to support the safe use of IT at Hoole St Michael's

Parent /Carer Name (Print)   ....

Parent /Carer (Signature)   ....

Child's signature   ....