



Learn, Serve, Shine

Crockham Hill C E Primary School

Acceptable Use Policies

Review Body:	T&L Team
Leadership Group Responsibility:	Headteacher
Type of Policy:	Statutory Policy
Review Period:	Annual
Reviewed:	January 2018
Next Review:	January 2019

Signed: _____

Chair of T&L Team

Based on KCC template - September 2017

Children Acceptable Use Policy

Early Years and Key Stage 1 (0-6)

- I only use the internet when an adult is with me
- I only click on links and buttons online when I know what they do
- I keep my personal information and passwords safe online
- I only send messages online which are polite and friendly
- I know the school can see what I am doing online
- I only use school devices when an adult is with me. I will use Notebooks and desk top computers as taught by my teacher. Handling it carefully, plugging it in to re-charge and following the guidelines for online activity.
- I know that if I do not follow the rules then:
 - Access to the internet and using IT equipment can be withdrawn temporarily or permanently.
- I have read and talked about these rules with my parents/carers
- I always tell an adult/teacher if something online makes me feel unhappy or worried
- I can visit www.thinkuknow.co.uk to learn more about keeping safe online

Be

SAFE

Online

1 I only go online with a grown up

2 I am kind online

3 I keep information about me safe

4 I tell a grown up if something online makes me unhappy

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Key Stage 2 (7-11)

Safe

- I only send messages which are polite and friendly
- I will only post pictures or videos on the internet if they are appropriate and if I have permission
- I only talk with and open messages from people I know and I only click on links if I know they are safe
I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult

Trust

- I know that not everything or everyone online is honest or truthful and will check content on other sources like other websites, books or with a trusted adult
- I always credit the person or source that created any work, image or text I use

Responsible

- I only use school devices when an adult is with me or in some cases without an adult present if I have asked permission. I will use Notebooks and desk top computers as taught by my teacher. Handling it carefully, plugging it in to re-charge and following the guidelines for online activity.
- I always ask permission from an adult before using the internet
- I only use websites and search engines that my teacher has chosen
- I use school computers for school work, unless I have permission otherwise
- Mobile phones/personal devices are or are not permitted in school unless a member of staff has approved it for a specific activity.
- I keep my personal information safe and private online
- I will keep my passwords safe and not share them with anyone
- I will not access or change other people's files or information
- I will only change the settings on the computer if a teacher/technician has allowed me to

Understand

- I understand that the school's internet filter is there to protect me, and I will not try to bypass it.
- I know that my use of school devices/computers and internet access will be monitored
- I have read and talked about these rules with my parents/carers
- I can visit www.thinkuknow.co.uk and www.childline.org.uk to learn more about keeping safe online
- I know that if I do not follow the school rules then:
 - Access to the internet and using IT equipment can be withdrawn temporarily or permanently.

Tell

- If I am aware of anyone being unsafe with technology then I will report it to a teacher
- I always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened
- If I see anything online that I shouldn't or that makes me feel worried or upset then I will minimise the page and tell an adult straight away or shut the laptop lid or turn off the screen – depending on what device I am using.

- I will tell a teacher or other adult if someone online makes me feel uncomfortable or worried when I am online using games or other websites or apps.
-

Children with SEND: based on ability levels

Children and Young People functioning at Levels P4 –P7

- I ask a grown up if I want to use the computer
- I make good choices on the computer
- I use kind words on the internet
- If I see something I don't like online I tell a grown up
- I know that if I do not follow these rules then I will not be able to use the internet – for a short time or forever.

Dear **child's name**

All pupils at our school use computer facilities including internet access as an essential part of learning and fun in today's modern British Society. You will have the opportunity to access a wide range of information and communication technology (ICT) resources. This includes/may include in the future access to:

- Computers, laptops and other digital devices
 - Internet which may include search engines, social media and educational websites
 - School learning platform/intranet
 - Email
 - Games consoles and other games based technologies
 - Digital cameras, web cams and video cameras
 - Recorders and Dictaphones
 - Mobile Phones and Smartphone's

At Crockham Hill C E Primary School we recognise the essential and important contribution that technology plays in promoting your learning and development, both at school and at home. However we also recognise there are potential risks involved when using online technology. The school will take all reasonable precautions to ensure that you are as safe as possible when using school equipment and will work together with you and your family to help you stay safe online.

At Crockham Hill C E Primary School we want to ensure that all members of our community are safe and responsible uses of technology. We will support you to:

- ☞ Become empowered and responsible digital creators and users
- ☞ Use our school resources and technology safely, carefully and responsibly
- ☞ Be kind online and help us to create a school community that is respectful and caring, on and offline
- ☞ Be safe and be sensible online and always know that you can talk to a trusted adult if you need help

We request that you and your family read the school Acceptable Use Policy and return the attached slip.

Should you have any worries about online safety then you can speak with Mrs Jayne Ingman. You can also access support through websites such as www.thinkuknow.co.uk and www.childline.org.uk .

We look forward to helping you become a positive and responsible digital citizen.

Yours sincerely,

Mrs Ingman
Headteacher



Pupil Acceptable Use Policy Agreement Form

It is recommended settings attach a copy of the AUP to this form.

Crockham Hill C E Primary School Pupil Acceptable Use Policy Pupil Response

I, with my parents/carers, have read and understood the pupil Acceptable Use Policy (AUP).

I agree to follow the pupil AUP when:

1. I use school systems and devices, both on and offsite
2. I use my own equipment out of the school, in a way that is related to me being a member of the school community, including communicating with other members of the school, accessing school email, learning platform or website.

Name..... Signed.....

Class..... Date.....

Parents Name.....Parents

Signature.....

Date.....



Sample Letter for Parents and Carers

Dear Parent/Carer

All pupils at Crockham Hill C E Primary School use computer facilities and internet access, as an essential part of learning as required by the National Curriculum. Your child will have the opportunity to access a wide range of information and communication technology (ICT) resources. This includes/may include in the future access to:

- Computers, laptops and other digital devices
- Internet which may include search engines and educational websites
- Email
- Games consoles and other games based technologies
- Digital cameras, web cams and video cameras
- Mobile Phones

Crockham Hill C E Primary School recognises the essential and important contribution that technology plays in promoting children's learning and development, believe it and offers a fantastic range of positive activities and experiences. We do recognise however that this can bring risks. We take your child's online safety seriously and, as such, will take all reasonable precautions, including monitoring and filtering systems, to ensure that pupils are safe when they use our internet and systems. This includes: children only using devices with adult supervision (unless given permission), tested websites used, termly lessons on online safety and how to stay safe online.

We recognise however that no technical system can replace online safety education and believe that children themselves have an important role to play in developing responsible behaviour. In order to support the school in developing your child's knowledge and understanding about online safety, we request that you read the attached Acceptable Use Policy with your child, discuss the content with them and return the attached slip.

(Additional Paragraph for Early Years/KS1/SEN) We understand that your child is too young to give informed consent on his/ her own; however, we feel it is good practice to involve them as much as possible in the decision making process, and believe a shared commitment is the most successful way to achieve this.

Hopefully, you will also find this Acceptable Use Policy provides you with an opportunity for conversations between you and your child about safe and appropriate use of the technology, both at school and at home.

We request that all parents support our approach to online safety by role modelling safe and positive online behaviour and by discussing online safety whenever children access technology at home. Parents can visit the school website's for more information about our approach to online safety. Full details of the school's online safety policy are available on the school website or on request. Parents/carers may also like to visit the following links for more information about keeping children safe online:

- www.thinkuknow.co.uk
- www.childnet.com
- www.nspcc.org.uk/onlinesafety
- www.saferinternet.org.uk
- www.internetmatters.org

Should you wish to discuss the matter further, please do not hesitate to contact me as I am the Designated Safeguarding Lead.

Yours sincerely,

Headteacher



Parent/Carer Acceptable Use Policy Acknowledgement Form

Pupil Acceptable Use Policy: Crockham Hill C E Primary School Parental Acknowledgment

I, with my child, have read and discussed the **Crockham Hill C E Primary School** Pupil Acceptable Use Policy.

I am aware that any internet and computer use using school equipment may be monitored for safety and security reason to safeguard both my child and the schools systems. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.

I with my child, am aware of the importance of safe online behaviour and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy or have any concerns about my child's safety.

I will inform the school or other relevant organisations if I have concerns over my child's or other members of the school communities' safety online.

I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I will support the schools online safety approaches and will encourage my child to adopt safe use of the internet and digital technologies at home.

Child's Name..... Child's signature

Class..... Date.....

Parents Name.....Parents Signature.....

Sample Parent/Carers Acceptable Use Policy



1. I have read and discussed **Crockham Hill C E Primary School** Acceptable Use Policy with my child.
2. I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet, both in and out of school.
3. I am aware that any internet and computer use using school equipment may be monitored for safety and security reasons, in order to safeguard both my child and the schools systems. This monitoring will take place in accordance with data protection and human rights legislation.
4. I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
5. I understand that if the school has any concerns about my child's safety online, either at school or at home, then I will be contacted.
6. I understand that if my child does not abide by the school Acceptable Use Policy then sanctions will be applied in line with the school policies including behaviour, online safety and anti-bullying policy. If the school believes that my child has committed a criminal offence then the Police will be contacted.
7. I, together with my child, will support the school's approach to online safety and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.
8. I know that I can speak to the school Designated Safeguarding Lead Mrs Ingman, my child's teacher if I have any concerns about online safety.
9. I will visit the school website for more information about the school's approach to online safety as well as to access useful links to support both myself and my child in keeping safe online at home.
10. I will visit the following websites for more information about keeping my child(ren) safe online:
 - www.thinkuknow.co.uk/parents,
 - www.nspcc.org.uk/onlinesafety
 - www.internetmatters.org
 - www.saferinternet.org.uk
 - www.childnet.com
11. I will support the school and my child by role modelling safe and positive online behaviour (such as sharing images, text and video responsibly) and by discussing online safety with them when they access technology at home.

I have read, understood and agree to comply with the Crockham Hill C E Primary School Acceptable Use Policy.

Child's Name..... Class.....

Parents Name.....Parents Signature.....

Note: Please be aware that if parents/carers refuse to sign and agree the AUP then this can cause issues as children will need to use the internet in order to access the curriculum. Setting must have a robust process in place to manage and record parental responses and also to engage with parents who do not respond. Alternatives include highlighting online safety within the Home School Agreement and an acknowledgement form for the AUP.

Sample Letter for Staff



Please note this letter does NOT replace a Staff AUP

Dear member of staff name

At Crockham Hill C E Primary School we recognise that staff can be vulnerable to online risks. Social media can blur the definitions of personal and working lives; it is important that all members of staff at Crockham Hill C E Primary School take precautions in order to protect themselves both professionally and personally online. With this in mind, we request that all members of staff:

- Are conscious of their own professional reputation and that of the school when online.
 - All members of staff are strongly advised in their own interests, to take steps to ensure that their personal information and content is not accessible to anybody who does not or should not have permission to access it.
 - Content shared online cannot be guaranteed to be “private” and could potentially be seen by unintended audiences. This can have consequences including civil, legal and disciplinary action being taken.
- Are aware that as professionals, we must ensure that the content we post online does not bring the school or our professional role into disrepute, and does not undermine professional confidence in our abilities.
 - The teaching standards state that as professionals we should be achieving the highest possible standards in our conduct, act with honesty and integrity and forge positive professional relationships.
- All Staff be careful when publishing any information, personal contact details, video or images online.
 - It is very important to be aware that sometimes content shared online, even in jest, can be misread, misinterpreted or taken out of context, which can lead to complaints or allegations being made. Don't be afraid to be yourself online, but do so respectfully.
 - Ensure that the privacy settings of the social media sites that you use are set appropriately and access to restricted
 - Ask yourself if you would feel comfortable about a current or prospective employer, colleague, child in your care or their parent/carer, viewing or sharing your content. If the answer is no, then consider if it should be posted online at all.
- Do not to accept pupils (past or present) or their parents/carers as “friends” on a personal account.
 - You may be giving them access to your personal information and allowing them to contact you inappropriately through unregulated channels. They may also be giving you access to their personal information and activities which could cause safeguarding concerns.
 - If you have a pre-existing relationship with a child or parent/carer that may compromise this or have any queries or concerns, please speak to the Designated Safeguarding Lead Mrs Ingman or her Deputy.
- Always use a work provided email address or phone number to contact children and parents – this is essential in order to protect yourself as well as the wider community.
- If you are concerned about a child's wellbeing or online behaviour then please speak to the Designated Safeguarding Lead Mrs Ingman. If you are targeted online by a member of the community or are concerned about a colleague, then please speak to the headteacher and/or chair of governors.
 - If you are unhappy with the response you receive, or do not feel able to speak to the Designated Safeguarding Lead, headteacher or chair of governors then we request you follow our Whistleblowing procedure.

Documents called “Cyberbullying: Supporting School Staff”, “Cyberbullying: advice for headteachers and school staff” and “Safer professional practise with technology” are available outside the staffroom and on the school intranet to help you consider how to protect yourself online.

Please photocopy them if you want or download the documents directly from:

- www.childnet.com,
- www.e-safety.org.uk
- www.gov.uk/government/publications/preventing-and-tackling-bullying
- www.saferinternet.org.uk

Additional advice and guidance for professionals is available locally through the Education Safeguarding Team or nationally through Professional Unions and/or the Professional Online Safety helpline www.saferinternet.org.uk/about/helpline

I would like to remind all staff of our Acceptable Use Policy and the importance of maintaining professional boundaries online. Failure to follow this guidance and the school Code of conduct could lead to disciplinary action; it is crucial that all staff understand how to protect themselves online.

Please speak to your line manager, me as the the Designated Safeguarding Lead or my Deputy if you have any queries or concerns regarding this.

Yours sincerely,

Headteacher



Staff Acceptable Use Policy

As a professional organisation with responsibility for safeguarding it is important that staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the school's computer system in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using technology, they are asked to read and sign this Acceptable Use Policy.

This is not an exhaustive list; all members of staff are reminded that IT use should be consistent with the school ethos, school policies, national/local guidance and expectations, and the Law.

1. I understand that Information Systems and IT include networks, data and data storage, online and offline communication technologies and access devices. Examples include laptops, mobile phones, tablets, digital cameras, email and social media sites.
2. School owned information systems must be used appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
3. I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff and only for educational use. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate. I will protect the devices in my care from unapproved access or theft.
4. I will respect system security and I will not disclose any password or security information. I will use a 'strong' password; a strong password has numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system and is changed regularly – at least once a year.
5. I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the system manager.
6. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 1998.
 - This means that all personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.
 - Any data which is being removed from the school site (such as via email or on memory sticks or CDs) will be encrypted by a method approved by the school.
 - Any images or videos of pupils will only be used as stated in the school image use policy and will always take into account parental consent.
7. I will not keep or access professional documents which contain school-related sensitive or personal information, including images, files, videos and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. Where possible I will use the School Learning Platform to upload any work documents and files in a password protected environment or via VPN.
8. I will not store any personal information on the school computer system including any school laptop or similar device issued to members of staff that is unrelated to school activities, such as personal photographs, files or financial information.
9. I will respect copyright and intellectual property rights.

10. I have read and understood the school online safety policy which covers the requirements for safe IT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces (Please read the Online safety policy)
11. I will immediately report any illegal, inappropriate or harmful material or incidents I become aware of, to the Designated Safeguarding Lead Mrs Ingman or her deputy as soon as possible.
12. I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware, or if I have lost any school related documents or files, then I will report this to the ICT Support Provider Brandon Longworth as soon as possible.
13. My electronic communications with current or past pupils, parents/carers and other professionals will take place within clear and explicit professional boundaries, and will be transparent and open to scrutiny at all times.
 - All communication will take place via school approved communication channels such as a school provided email address or telephone number, and not via personal devices or communication channels, such as personal email, social networking or mobile phones.
 - Any pre-existing relationships or situations that may compromise this will be discussed with the Designated Safeguarding Lead Mrs Ingman.
14. I will ensure that my online reputation and use of IT and information systems are compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming and any other devices or websites.
 - I will take appropriate steps to protect myself online as outlined in the Online Safety policy and will ensure that my use of IT and the internet will not undermine my professional role, interfere with my work duties and will be in accordance with the school code of conduct and the Law.
15. I will not create, transmit, display, publish or forward any material online that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the County Council, into disrepute.
16. I will promote online safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.
17. If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with the Designated Safeguarding Lead Mrs Ingman.
18. I will use equipment safely within school following the Online safety policy expectations.
19. I understand that my use of the school information systems, including any devices provided by the school, school internet and school email may be monitored and recorded to ensure the safety of children and staff and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.
20. I understand that the school may exercise its right to monitor the use of information systems, including internet access and the interception of emails, in order to monitor policy compliance. Where it believes unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, the school may invoke its disciplinary procedures. If the school suspects criminal offences have occurred, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read, understood and agree to comply with Crockham Hill C E Primary School Staff Acceptable Use Policy

Name: Signed: Date:

Accepted by: Date:

Visitor/Volunteer Acceptable Use Policy



For visitors/volunteers and staff who do not access school ICT systems

As a professional organisation with responsibility for children's safeguarding it is important that all members of the community are fully aware of their professional responsibilities and read and sign this Acceptable Use Policy. This is not an exhaustive list and visitors/volunteers are reminded that ICT use should be consistent with the school ethos, other appropriate school policies, relevant national and local guidance and expectations, and the Law.

1. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 1998. Any data which is being removed from the school site, such as via email or on memory sticks or CDs, will be encrypted by a method approved by the school. Any images or videos of pupils will only be used as stated in the school image use policy and will always take into account parental consent.
2. I have read and understood the school Online safety policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces.
3. I will follow the school's policy regarding confidentiality, data protection and use of images and will abide with copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation.
4. My electronic communications with pupils, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny at all times.
 - o All communication will take place via school approved communication channels such as via a school provided email address or telephone number and not via personal devices or communication channels such as via personal email, social networking or mobile phones.
 - o Any pre-existing relationships or situations that may compromise this will be discussed with the Designated Safeguarding Lead Mrs Ingman.
5. My use of ICT and information systems will be compatible with my role within school. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. I will take appropriate steps to protect myself online and my use of ICT will not interfere with my work duties and will always be in accordance with the school AUP and the Law.
6. I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the County Council, into disrepute.
7. I will promote online safety with the children in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.
8. If I have any queries or questions regarding safe and professional practise online either in school or off site, I will raise them with the Designated Safeguarding Lead Mrs Ingman.
9. I will report any incidents of concern regarding children's online safety to the Designated Safeguarding Lead Mrs Ingman as soon as possible.
10. I understand that if the school believes inappropriate use or unacceptable behaviour is taking place, the school may invoke its disciplinary procedure. If the school suspects criminal offences have occurred, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read, understood and agree to comply with the Crockham Hill C E Primary School Visitor /Volunteer Acceptable Use Policy.

Signed: Print Name: Date:

Accepted by:.....Date:

