

# WOODLANDS PRIMARY SCHOOL

## Staff (and Volunteer) Acceptable Use Policy

**New technologies have become integral to the lives of children and young people in today's** society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access 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 ICT 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 ICT in their everyday work.

The school will try to ensure that staff and volunteers will have good access to ICT 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.

### Scope

This policy covers all forms of communication, information retrieval (from any source), media and equipment, used for official business and regardless of origin, ownership or place of use, for example:

- email systems (internal and external)
- internet and intranet (email, web access and video conferencing)
- telephones (hard wired and mobile)
- computers – *this covers ANY computer used for work purposes, whether at the place of work or elsewhere*
- iPads and other tablet devices – *this covers ANY tablet device used for work purposes, whether at the place of work or elsewhere*
- photocopying, printing and reproduction equipment
- documents and publications (any type or format)

### Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT 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 ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (e.g. laptops, email, websites etc.) out of school.
- I understand that the school ICT systems are intended for educational use and that I will only use the systems for personal or recreational use within the policies (Online safety, Safeguarding, Staff Handbook and ICT policy) 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.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the appropriate person (a member of the SLT) and record in the log book in each ICT room.

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, 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 (including children) I will do so with their permission and in accordance with the school's policy on the use of digital / video images. Where these images are published (e.g. on the school website) it will not be possible to identify by name, or other personal information, those who are featured. I will not mention Woodlands Primary School on social media in a negative or inappropriate manner.
- I am allowed to take digital and video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment; only in exceptional cases should my personal equipment be used and I am aware that I will be challenged when using personal equipment
- I will use social networking sites in school in accordance with the school's policies (Online Safety, Safeguarding, Staff Handbook and ICT policy).
- I will adhere to the school online safety, Staff Handbook and safeguarding policies at all times.

I will only communicate with students / pupils and parents / carers using official school systems and email addresses. Any such communication will be professional in tone and manner. There will be no communication with parents/families using personal email addresses or telephones:

- No details of pupils will be stored on laptops or taken out of school unless on a visit/trip and they will be kept by the group leader confidentially.
- Photographs of children will be taken on school equipment; only in exceptional circumstances will photos be taken on personal phones or cameras and they will not be stored on laptops unless on a school residential. They must be deleted once transferred in school to the school ICT system and this must be observed by a member of the SLT.
- I will not use my mobile phone whilst children are present and will ensure that it is locked away in a store cupboard. I will not charge my mobile phone in a classroom.

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

The school and CWaC local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

When I use my personal hand held / external devices (laptops / mobile phones / USB devices etc.) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses. Mobile phones will only be used in the PPA room or the staff room during break/lunchtimes or with the consent of the Head teacher or a senior member of staff.

- I will not use personal email addresses or access personal networking sites on the ICT systems.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I will ensure that my data is regularly backed up.
- 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.
- If I wish to install a programme onto equipment that is owned by school, I will contact the computing lead first.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others. If equipment is damaged, I will report it to school immediately and be aware I may be responsible for the cost of repair if not covered by our school insurance.
- I understand that data protection policy requires that any staff or student / 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 understand that I am responsible for my actions in and out of school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action which may include termination of contract. This could include a warning, a suspension, referral to Governors and / or 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 ICT 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.

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I have read and understand the Staff/Volunteer Acceptable Use Policy

Staff / Volunteer Name ..... (Print)

Signed ..... Date .....

# WOODLANDS PRIMARY SCHOOL



## PUPIL COMPUTING ACCEPTABLE USE

Dear Parents and Carers,

ICT, including the internet, e-mail and mobile phone technologies have become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

***Please read and discuss these online safety and computing rules with your child(ren), explaining the content, age-appropriate, with them.***

If you have any concerns or would like some explanation, please contact your child's class teacher.

### **EYFS and Key Stage 1**

When I use the school computing equipment or go online at school, I promise to do these things:

- Look after all the computing equipment
- Ask for help if I need it
- Only use the equipment if I have been asked by a member of staff
- Only take a picture or video of other people if they say it is ok
- Use all the equipment sensibly
- Tell an adult I know if I see something that makes me worried or unhappy
- Only search the internet for sensible things

### **Key Stage 2**

When I use the school computing equipment or go online at school, I promise to do these things:

- Use the schools computing equipment safely and responsibly
- Keep my passwords and personal information private and not share with others
- Report anything that I see online that upsets or worries me
- Only post polite, positive and kind comments
- Not to take photos or videos of others without their permission
- Not to search for inappropriate material online
- Use school equipment and the internet to complete work set by members of staff and not for anything else
- I will not upload any images, videos, sounds or text that could upset any member of the school community.
- I know that my computing work can be checked and that my parent/carer contacted if a member of school staff is concerned about my online safety.

## **ONLINE SAFETY ACCEPTABLE USE AGREEMENT**

We have discussed this and ..... (child's name) agrees to follow the online safety and computing rules and to support the safe use of ICT at Woodlands Primary School.

Parent/ Carer Signature ..... Date .....