

Acceptable Usage Policy – Staff

This document has been written to ensure that staff use the ICT throughout the school appropriately. If they have any questions regarding this policy, they should direct them to Senior Management team or the ICT Coordinator. Staff should:

- Use computers and equipment with care and ensure children do the same e.g. water bottles should stay away from machines
- Ensure that they have a sensible password
- Ensure that usernames and passwords are not shared with children or other staff
- Ensure that they log off when they have finished using a computer – particularly in shared areas
- Make use of resources such as cameras and microphones but ensure that these are returned after their use. They should also endeavour to remove pictures/files regularly
- Try not to be wasteful, in particular when it comes to batteries, printer ink and paper
- Ensure that online dialogue (e.g. blog posts or emails) with other schools, parents or children remains professional at all times
- Ensure that online activity is related to their professional duty and that personal use is appropriate and kept to a minimum
- Ensure that they are not using the school's ICT for financial gain e.g. auction or betting sites
- Ensure that they have read and understood the ICT Policy
- Be aware that software or hardware should not be installed without prior consent of the ICT Coordinator or head teacher
- Understand that inappropriate use of the school's network may result in some services being removed and further action being taken by the head teacher
- Where data of a personal nature such as school reports, IEPs, correspondence, photographs and assessment data is taken home on a school laptop or other storage device, it must be recognised that this data comes under the Data Protection Act and is subject to the school's Data Protection Policy. Care must therefore be taken to ensure its integrity and security. It must not be transferred to home computers and should be removed from any portable device including USB pens and memory cards as soon as is practical. Where staff are using their own digital equipment such as cameras and mobile phones, extreme caution is advised to avoid misinterpretation by others. Files should be transferred to school equipment as soon as possible;
- Report any issues to the Senior Management team or ICT Coordinator as soon as possible
- Return any hardware or equipment if they are no longer employed by the school

Signed _____ Print _____ Date _____

Acceptable Usage Policy Governors and Visitors

Visitors, both physical and virtual, may be provided with accounts to our network and/or online systems. Visitors will have a lower level of access than staff and each account will be provided on a case-by-case basis. This will depend on the purpose of the account requested.

School Network and wireless

Users will:

- Be given a login for their time in the school
- Be expected to follow the guidelines as set out for staff
- Understand that this account may be removed at any time
- Be provided with the wireless key and guidelines for connecting to the network

Acceptable Usage Policy KS2 Children

This document is to provide some guidelines to ensure that you stay safe and act responsibly when using the computers. When we talk about ICT, we are talking about computers, netbooks, and everything else including cameras and other devices. By using the ICT in school, you have agreed to follow these rules. These rules will be discussed with you as a class before you sign them. A copy of this will also be sent home to your parents.

If you have any questions, please ask your teacher or Mr Stock.

- At all times, I will think before I click (especially when deleting or printing)
- When using the internet, I will think about the websites I am accessing
- If I find a website or image that is inappropriate, I will tell my teacher straight away
- When using information or pictures from websites, I will try and say which website it came from and if possible link back to the site
- When communicating online (in blogs, email etc) I will think about the words that I use and will not use words that may offend other people
- When communicating online, I will only use my first name and not share personal details such as my email address or phone number
- I understand that people online might not be who they say they are
- I will not look at other people's files or documents without their permission
- I will not logon using another person's account without their permission
- I will think before deleting files
- I will think before I print
- I know that the teachers can, and will, check the files and websites I have used
- I will take care when using the computers and transporting equipment around
- I will keep my usernames and passwords secure, but I understand I can share them with appropriate people, such as my parents or teachers
- I will not install any software or hardware (including memory sticks) without permission from a teacher
- I understand that if I am acting inappropriately then my parents may be informed

Signed (Pupil) _____ Class _____ Date _____

Acceptable Usage Policy KS1 Children

These rules have been written to make sure that you stay safe when using the computers. This includes cameras, netbooks and microphones too. By using the ICT in school, you have agreed to follow these rules. Your teacher will talk about these rules before you sign them and a copy will be sent home to your parents.

If you have any questions, please ask your teacher or Mr Stock.

The Golden Rule: Think before you click

- 😊 I will be careful when going on the internet.
- 😊 I will only use the internet when a teacher is with me.
- 😊 I will tell a teacher if I see something that upsets me.
- 😊 I know people online might not be who they say they are.
- 😊 I will be polite when talking to people or writing online.
- 😊 I will think before I print or delete.
- 😊 I will be careful when using or carrying equipment.
- 😊 I will keep my password secret, but I can tell my family.
- 😊 Remember to log off properly before closing the lid of the netbooks.
- 😞 I won't tell anyone any personal details like my phone number or last name.
- 😞 Never put water bottles on the table when using ICT.

Signed (Pupil) _____ Class _____ Date _____