Alfriston School

Online Safety Acceptable Use Policy & Agreement

Policy reviewed: Sept 2019

Approved by Governors: Sept 2019

Next review: Sept 2020

Acceptable Use Policy for Digital Technologies (Staff, Governors and Volunteers)

In school –

- 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 out of school, and to the transfer of personal data (digital or paper based) out of school.
- I will not disclose my username or password to anyone else, nor will I use other's username and password.
- I understand that I should not write down or store details insecurely.
- I will ensure my computer is locked when left unattended.
- I will immediately report any illegal, inappropriate or harmful materials or incidents to the Designated Safeguarding Lead.
- I will ensure that images are used in accordance with the school's policy on the use of digital / video images.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and respect any differing opinion of others.
- I understand pupils are to be supervised using ICT systems at all times.

Personal equipment –

- I will not use any personal equipment during lesson time or at any time I am with pupils.
- During school hours I will only use my personal devices in the staff room or office.
- I understand I must use my school email address for any school related tasks, i.e. account logins.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted , or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)

Data -

- I will not try to upload, download or access any materials which are illegal, inappropriate or may cause harm or distress to others.
- I will not upload any personal data on to school ICT systems. i.e personal photos.
- I will not try to access or use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to inappropriate materials.
- I will not try to alter computer settings unless I have spoken to the School Business Manager or Schools ICT.
- I will only take the minimum of personal data offsite to serve the intended purpose. All other data is to be securely accessed remotely.

- I will immediately report any damage or faults involving equipment or software to the School Business Manager.
- 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).

Personal use –

- I understand as a member of staff, I am aware of the problems social media can cause and will aim to set a good example to others.
- I will not engage in any on-line activity that may compromise my professional responsibilities.
- I understand I am strongly advised not to communicate with or connect with any current or past pupils or parents via any personal social media sites, applications or profiles. This includes commenting on photos of colleagues' children that attend the school.
- I understand parents working in the school environment who are not directly employed by the school are regarded as parents first and foremost.
- I will discuss pre-existing relationships I have with parents (past or present) with the Designated Safeguarding Lead.
- I understand that teacher laptops/tablets will only be used by employees of the school (i.e. not family members, friends) and that I will exercise reasonable care in their use (i.e. laptops should not be left in a car overnight, in plain sight, etc.)
- I will not link myself to the school or East Sussex County Council on social media. This includes commenting/liking school social media posts.
- I will not tag my colleagues in posts linked to the school or current/past pupils, including Friends posts or school events.
- I will regularly check my social security settings and who has access to my social media pages.
- I will only electronically communicate with parents / carers, in my professional capacity, through designated channels. Any such communication will be professional in tone and manner.

- 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 off the premises and my use of personal equipment on the premises 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. This could include a warning, a suspension, and a referral to Governors and / or the Local Authority and in the event of illegal activities leading to 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.

Signed……

Name …….

Position …… Date…….

Cover letters for pupil acceptable use policy

Dear Parents/Carer

Acceptable Use Policy for Digital Technologies

As we are all aware, digital technologies are an integral part in the lives of children, both within school and outside of school. These technologies provide powerful tools for learning and entertainment, but like so much of our lives, we have a responsibility to ensure all children are safe and educated against the dangers of online risks.

The schools' Acceptable Use Policy is intended to ensure:

- Users will be aware, responsible and stay safe online for educational, personal and recreational use.
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That parents and carers are aware of the importance of Online Safety and are involved in the guidance of young people with regard to their on-line behaviour.

We utilitise electronic devices throughout the school to enhance the children's learning and will, in return, expect the pupils to agree to be responsible users. A copy of the Pupil Acceptable Use Policy is attached to this permission form, so that you can be aware of the school expectations.

Parents are requested to sign the appropriate permission form below to show their support of the school in this important aspect of the school's work. Should you have any questions, please feel free to speak to the school.

Yours sincerely

Lindsey Hudson

Parent Consent Form - Acceptable Use Agreement for Electronic Devices

Parent/Carer Name: ……

Child/children's full name(s): ……

Class/Classes: ……

As parent/carer of the above pupil(s), I give permission for my son/daughter to have access to the internet and the use of electronic devices at school.

I understand, as a parent, I have a responsibility to model good online safety practices.

- I know that the school has discussed the Acceptable Use Agreement with my son/daughter and they 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 know that my son/daughter is requested to sign the attached Acceptable Use Agreement (Year 1 and up).
- I understand I need to discuss Online Safety with my son/daughter to show its importance, check their understanding and talk about their online activities.

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 ICT 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 devices. I'm aware I should also take steps to ensure safe internet use at home. I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will talk to my child about their online activities and encourage them to adopt safe use of the internet and mobile devices at home. I will inform the school if I have concerns over my child's Online Safety.

I understand that I should not publish specific and detailed private thoughts, concerns, pictures or messages on any social media services, especially content that may be considered threatening, hurtful or defamatory to others about Alfriston Primary School.

Signed (Parent/Carer): ……

Date: ……..

Acceptable Use Policy for Digital Technologies (EYFS)

We stay safe on computers in school by remembering to:

- Ask a teacher when I want to use computers / tablets.
- Only use activities that a teacher has told me to use.
- Look after the equipment.
- Ask a teacher for help if I am not sure what to do.
- Ask a teacher for help if I have done something wrong
- Tell a teacher if I see something that upsets me

We stay safe on computers at home by remembering to:

- Not say anything unkind to others.
- Ask my parents when I want to use computers / tablets.
- Ask my parents for help if I am not sure what to do
- Ask my parents for help if I have done something wrong.
- Tell an adult if I see something that upsets me.
- Tell an adult what I like to do online.

I know that if I break the rules I might not be allowed to use a computer / tablet

Child's Name: …….

Acceptable Use Policy for Digital Technologies (KS1)

We stay safe on computers in school by remembering to:

- Asking a teacher when I want to use computers / tablets.
- Only use activities that a teacher has told me to use.
- Look after the equipment.
- Ask a teacher for help if I am not sure what to do.
- Ask a teacher for help if I have done something wrong.
- Tell a teacher if I see something that upsets me.
- Be polite when talking to others.
- To not touch other children's computers or alter their work.

We stay safe on computers at home by remembering to:

- Not say anything unkind to others.
- Ask my parents when I want to use computers / tablets.
- Ask my parents for help if I am not sure what to do.
- Ask my parents for help if I have done something wrong.
- Tell an adult if I see something that upsets me.
- Tell an adult what I like to do online.
- Not tell other people personal information about me, my family or my friends.
- Not talk to strangers or people I don't know.
- Talk to my parents before downloading an app or purchasing new items.

I know that if I break the rules I might not be allowed to use a computer / tablet at home and in school.

Signed (child): ……

Child's Name: …….

Acceptable Use Policy for Digital Technologies (KS2)

These are the rules I agree to follow when using any electronic devices:

- I will ask permission from an adult before using ICT equipment.
- I will only use my login and password, not sharing these with others.
- To protect myself and other pupils, if I see anything I feel is nasty or inappropriate or receive messages that make me feel uncomfortable, I will block them and flag it with a teacher/responsible adult.
- I will not share personal information about myself or others.
- I will not send pictures of anyone without their permission.
- I will not attempt to bypass the internet filtering system.
- I will only talk to people I know, or my parent/teacher has approved.
- I will act as I expect others to act toward me.
- I will respect others work at all times.
- I will not give out my details such as name, photo, address or telephone number.
- I will not arrange to meet anyone I have met on line.
- I will not bring my mobile phone or other personal device to school.
- I understand that the school may check my computer files and will monitor the internet sites I visit at school.
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.
- I understand minimum age requirements are for my own safety and to not follow them makes me and my parents legally liable for my actions.
- I will only access online sites I am told to by the teacher and/or that relate to the topic I am learning.
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
- I will not open any hyperlinks/websites, unless I know and trust the person / website, or if I have any concerns about the validity of the email.

If I am involved in incidents of inappropriate behaviour that involve members of the school community (e.g. cyber-bullying, using images/information without permission), the school will take action according to the school's Behaviour and Anti-Bullying Policy.

I understand that if I do not follow these rules, I will not be allowed to use ICT in school and at home.

I have read and understood these rules and agree to follow them:

Signed (child): ……

Child's Name: ……