Frogwell Primary School (2017 – 2019)
Acceptable Use Policy

1. Rationale:

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 technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion and promote creativity, promoting effective learning. They also bring opportunities for staff to be more creative and productive in their work.

The presence of a multitude of technologies is ever changing and also poses additional challenges to school in ensuring that personal data is not compromised and in ensuring that children and adults can remain safe.

2. Aims and Objectives:

At Frogwell Primary School we build our aims around the school's core values of equipping every pupil with the skills to become a lifelong learner and caring and considerate member of their community. We also draw on aspects of the values promoted through the International Primary Curriculum which have underpinned the way we have promoted pupils approaches to learning and lifelong learning.

These values are interpreted within the aims of our Child Protection and Data Protection Policies and are applicable to this policy in the following ways:

Morality	• To foster an ethos of trust within the school where all who handle personal data do so within the framework of the law.
	• To ensure that confidentiality is a whole school issue and that in lessons ground rules are set for the protection of all.
	• To ensure that if there are child protection issues then the correct procedure is followed as outlined in the school's Child Protection policy.
Communication	• To ensure that staff, parents and pupils are aware of the school's Data Protection Policy and procedures and how personal data should be processed, stored, archived and deleted/destroyed and kept safe.
	• To provide consistent messages in school about handling information and images about children, staff and families once it has been received.
	• To ensure that children/parents know that school staff <u>cannot</u> offer unconditional confidentiality.
Cooperation	• To reassure those associated with the school that their best interest will be maintained.
	• To ensure that staff and parents have a right of access to all records held on them or their child(ren), except where the sharing of these could endanger the child.
Respect	• To protect personal data at all times and to give all school staff clear, unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the school which is understood by children, parents / carers and staff.
	• To ensure that there is equality of provision and access for all including rigorous monitoring of cultural, gender and special educational needs.

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3. Purpose

This Acceptable Use Policy is intended to ensure:
- That staff and volunteers are safe and responsible users of the internet and other digital technologies.
- That school IT systems and users are protected from accidental or deliberate misuse.
- The school will try to ensure that staff and volunteers will have good access to IT to enhance their work and improve opportunities for learners and will, in return, expect staff and volunteers to agree to be responsible users.

4. Guiding Principles (Staff):
Staff are required to sign for and agree that they must use school IT systems in a responsible way, to minimise the risk to their safety or to the safety and security of the IT systems and other users. They will ensure that the children in Frogwell Primary School are taught about ways to use the internet and IT safely through embedding the principles of e-safety in their work.

To achieve this:
4.1   For professional and personal safety, staff are made aware that:
- The school will monitor my use of its IT systems including email and other digital communications technologies.
- This policy and the staff acceptable use policy agreement also applies to the use of school IT systems out of school (eg laptops, email, VLE etc), see Appendix 1.
- The school IT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- Usernames and passwords private are to be kept secure and should not be shared with anyone. Staff will not try to use anyone else's username and password.
- They must report any illegal, inappropriate or harmful material or incident, to the school's Computing and IT Data controller, the Head Teacher or in their absence the school's Deputy Head Teacher.
4.2   Staff will be professional in their communications and actions when using school IT systems. This will be achieved through staff:
- Not accessing, copying, deleting or otherwise altering any other user's files, without their permission.
- Communicating with others in a professional manner.
- Ensuring that when staff take or publish images of pupils or parents/colleagues, they will do so with their permission and in accordance with the school's policy.
- Not using personal equipment to record any images, unless permission to do so has been agreed. Where these images are published (eg on the school website /) it will not be possible to identify pupils by name, or other personal information.
- Will not use chat and social networking sites in school and will only communicate with pupils and parents / carers using official school systems and in a professional manner.
  Will not share any personal information with a pupil (including personal phone numbers or email address). Nor will they request or respond to any personal information from a young person unless it is appropriate as part of my professional role.
- Will not engage in any on-line activity that may compromise my professional responsibilities.
4.3   Frogwell Primary School will provide safe and secure access to technologies and the internet. In using this staff have the responsibility to ensure that they:
- Do not use personal email addresses on the school IT systems.
- Do 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.
  Staff must make every effort to not upload, download or access any material which is illegal or inappropriate or may cause harm or distress to others (eg child sexual abuse images, criminally racist material, adult pornography etc).
  Staff will only use school approved systems to bypass the filtering system and will not use any other programmes or software to enable them to bypass the filtering / security systems intended to prevent access to such materials.
- Regularly backed up their work or data, in accordance with relevant school policies.

- Will not make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- Will not install or attempt to install programmes of any type on school systems, nor alter computer settings, unless this has been authorised by IT Technical Support Staff.
- Will not disable or cause any damage to school equipment, or the equipment belonging to others.
- Will only transport, hold, disclose or share personal information about myself or others, as outlined in the School Data Protection Policy. Where personal data is electronically transferred outside the secure school network, it will be encrypted or protected with a password. Any passwords forwarded to recipients will be shared in separate e-mails or texts.
- Will immediately report any damage or faults involving equipment or software, however this may have happened.
- Turn off or silence personal hand held / external devices in school unless there is an agreed reason not to do this. Devices should be stored securely in bags or classroom store cupboards. Where personal laptops / mobile phones / USB devices etc are used in agreement with the Head Teacher or Deputy Head Teacher, staff will follow the rules set out in this agreement, in the same way as if I was using school equipment.
Staff will also ensure that when connecting these devices to school IT systems, they are protected by up to date anti-virus software and are free from viruses.

4.4   When using the internet in a professional capacity or for school sanctioned personal use staff will:
- Ensure that they have permission to use the original work of others in their own work.
- Not download or distribute copies (including music and videos) where this work is protected by copyright.

5. Guiding Principles (parents and visitors):
Visitors to Frogwell Primary School are defined as individuals who are working in the school either on a professional or voluntary basis. To support the aims of this policy they are required to sign for and agree that they will use school IT systems in a responsible way so that they minimise the risk to their safety and the safety and security of the IT systems and other users, (Appendix 2 – Visitors and Appendix 3 – Parent volunteers / helpers / visitors).

To achieve this:
5.1 For children's and visitors personal safety, adults visiting the school are made aware that they are not permitted to capture or record any images / audio of children, staff or their work without the express permission of a staff member. To enable this and the safe use of school IT systems:
- All mobile phones or portable devices must be turned off on entry to the school. Where there is a need for these devices to be used (laptops for presentation or mobile phones for urgent / emergency communication), these will be agreed on entry to the school and silenced and no audio or visual capturing capacities will be turned on. Devices must be stored securely in bags or left in the school office. The school can however not be held responsible for damage, loss or theft of these devices.
- The school IT systems are intended for educational use and any access to the school's systems is for professional reasons. Anyone using the school IT system is to do so using the guest account and must not use this for personal or recreational reasons.
- Any usernames and passwords provided by the school are to be kept private and secure. In accepting the use of these passwords, visitors agree note to store these for future use and will not share these with anyone.
- All visitors must report any illegal, inappropriate or harmful material or incident, to the school's Computing and IT Data controller, the Head Teacher or in their absence the school's Deputy Head Teacher.

5.2   Where Frogwell Primary School is providing visitors with safe and secure access to technologies and the internet. Visitors have the responsibility to ensure they:
- Only use work e-mail while using the school internet facilities.

- Do 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.
  Visitors must make every effort to not upload, download or access any material which is illegal or inappropriate or may cause harm or distress to others (eg child sexual abuse images, criminally racist material, adult pornography etc).
  Visitors will only use school approved systems to bypass the filtering system and will not use any other programmes or software to enable them to bypass the filtering / security systems intended to prevent access to such materials.
- Do not make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- Do not install or attempt to install programmes of any type on school systems, nor alter computer settings, unless this has been authorised by IT Technical Support Staff.
- Will not disable or cause any damage to school equipment, or the equipment belonging to others.
- Will immediately report any damage or faults involving equipment or software, however this may have happened.
- Will also ensure that when connecting these devices to school IT systems, they are protected by up to date anti-virus software and are free from viruses.

5.3   When using the internet in a professional capacity or for school sanctioned personal visitors will:
- Ensure that they have permission to use the original work of others in their own work.
- Not download or distribute copies (including music and videos) where this work is protected by copyright.

6. Responsibilities:
6.1   This Acceptable Use Policy applies not only to the work of staff and visitors use of school IT equipment in school, but also applies to my use of school IT systems and equipment out of school and any use of personal equipment in school or in situations related to employment by the school.

6.2   Staff and visitors are responsible for their compliance with this Acceptable Use Policy Agreement. Failure to follow this policy could result in disciplinary action and in the event of illegal activities, the involvement of the police.
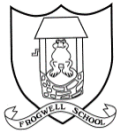
Frogwell Primary School (2017 – 2019)
Acceptable Use Policy Agreement

Acceptable Use Policy Agreement
I understand that I must use school IT systems in a responsible way, to minimise the risk to my safety or to the safety and security of the IT systems and other users. I will, where possible, educate the young people in my care in the safe use of IT and embed e-safety in my work with young people.

Guiding principles:

For my professional and personal safety:
- I understand that the school will monitor my use of its IT systems including email and other digital communications technologies.
- I understand that this agreement also apply to use of school IT systems out of school (eg laptops, email, VLE etc).
- I understand that the school IT systems are primarily intended for educational use and that I will only use the systems for personal or
- recreational use within the policies and rules set down by the school.
- I will keep my usernames and passwords private and will not try to use anyone else's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident, to the appropriate person in school.

I will be professional in my communications and actions when using school IT systems:
- I will not access, copy, delete or otherwise alter any other user's files, without their permission.
- I will communicate with others in a professional manner.
- I will ensure that when I take or publish images of pupils or parents/colleagues, I will do so with their permission and in accordance with the school's policy. I will not use my personal equipment to record these images, unless I have permission to do so.
- Where these images are published (eg on the school website / VLE) it will not be possible to identify pupils by name, or other personal information unless agreed in advance with parents or carers.
- I will not use chat and social networking sites in school.
- I will only communicate with pupils and parents / carers using official school systems and in a professional manner. I will not share any personal information with a pupil (including personal phone numbers or email address). Nor will I request or respond to any personal information from a young person unless it is appropriate as part of my professional role.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

Frogwell Primary School has the responsibility to provide safe and secure access to technologies. In accessing this, I accept that:
- I will not use personal email addresses on the school IT 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, in accordance with relevant school policies.
- I will not try to upload, download or access any material which is illegal or inappropriate or may cause harm or distress to others (eg child sexual abuse images, criminally racist material, adult pornography etc). I will not try to use any programmes or software that might allow me to bypass the filtering / security systems intended to prevent access to such materials.
- Unless I have permission, I will not try to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

- I will not install or attempt to install programmes of any type on school systems, nor will I try to alter computer settings, unless this has been authorised by IT Technical Support Staff.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School Data Protection Policy.
- Where personal data is electronically transferred outside the secure school network, it must be encrypted or password protected. Where passwords are used these will be sent or texted in a separate communication.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- When using personal hand held / external devices in school, these will be turned off or silent unless there is an agreed reason not to do this. Devices will be stored securely in bags or classroom store cupboards.
  Where personal laptops / mobile phones / USB devices etc are used this will be in agreement with the Head Teacher or Deputy Head Teacher and I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
  I will also ensure that when connecting these devices to school IT systems, they are protected by up to date anti-virus software and are free from viruses.

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 IT equipment in school, but also applies to my use of school IT 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 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 IT 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 …………………………………………….. Print name……………………………….

Appendix 2
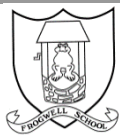
Frogwell Primary School (2017 – 2019)
Acceptable Use Policy Agreement – Professional Support

Visitors to Frogwell Primary School are defined as individuals who are working in the school. They are required to sign and agree that they will use school IT systems in a responsible way. By doing this they will minimise the risk to their safety and to the safety and security of the school's IT systems and other users.

To achieve this:
For children's and visitors personal safety, adults visiting the school are not permitted to capture or record any images / audio of children, staff or their work without the express permission of a staff member.
To enable this and the safe use of school IT systems I agree to:
- Turn off mobile telephones or portable devices on entry to the school. Where there is a need for these devices to be used (laptops for presentation or mobile phones for urgent / emergency communication), this will be agreed on entry to the school and but these will be silenced and no audio or visual capturing capacities will be turned on. Devices will be stored securely in bags or left in the school office.
I understand that the school cannot be held responsible for damage, loss or theft of these devices.
- Only use the school IT systems for educational and professional reasons and that when using the school systems this will be done by using the guest account and that this will not be used for personal or recreational reasons.
- Keep any usernames and passwords provided by the school, private and secure. In accepting the use of these passwords, I agree note to store these for future use and will not share these with anyone.
- Report any illegal, inappropriate or harmful material or incident, to the school's Computing and IT Data controller, the Head Teacher or in their absence the school's Deputy Head Teacher.

Where Frogwell Primary School is providing me with safe and secure access to technologies and the internet. I understand my responsibility to:
- Only use work e-mail accounts while using the school internet facilities.
- 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.
- Make every effort to not upload, download or access any material which is illegal or inappropriate or may cause harm or distress to others (eg child sexual abuse images, criminally racist material, adult pornography etc).
- Only use school approved systems to bypass the filtering system and that I will not use any other programmes or software to bypass the filtering / security systems intended to prevent access to such materials.
- Not make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- Not install or attempt to install programmes of any type on school systems, nor alter computer settings, unless this has been authorised by IT Technical Support Staff.
- Not disable or cause any damage to school equipment, or the equipment belonging to others.
- Report immediately any damage or faults involving equipment or software, however this may have happened.
- Ensure that when connecting devices to school IT systems that these are protected by up to date anti-virus software and are free from viruses.

When using the internet in a professional capacity or for school sanctioned personal I will:
- Ensure that I have permission to use the original work of others in my own work.

- Not download or distribute copies (including music and videos) where this work is protected by copyright.

I understand that I am responsible for my actions in and out of Frogwell Primary School:
- I understand that this Acceptable Use Policy applies not only to my work and use of school IT equipment in school, but also applies to my use of Frogwell Primary School's IT systems and equipment out of school and my use of personal equipment in school or in situations related to my work with the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action 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 IT systems both in and out of school and my own devices (in school and when carrying out communications related to the school or my work) within these guidelines.

Signed ……………………………………….. Print name……………………………….
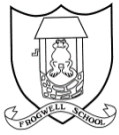
Frogwell Primary School (2017 – 2019)
Acceptable Use Policy Agreement – Parent / Carers / Visitors

Where parents, carers, friends and family are visiting the school for a school event, permission is granted to a capture images or recordings. This is done on the understanding that these are for personal use and will not be published on the internet or social media sites.

For other visits and for children's and visitors personal safety, parents / carers / family / friends are not permitted to capture or record any images / audio of children, staff or their work without the express permission.

By signing the school's visitor book, parents, carers, friends and family agree to:

- Turn off mobile telephones or portable devices on entry to the school. Where there is a need for these devices to remain on (e.g mobile phones for urgent / emergency communication), this will be agreed on entry to the school. Devices must however be silenced and no audio or visual capturing capacities turned on. Devices must be stored securely in bags or left in the school office.
  The school cannot be held responsible for damage, loss or theft of these devices.
- Report any illegal, inappropriate or harmful material or incident, to the school's Computing and IT Data controller, the Head Teacher or in their absence the school's Deputy Head Teacher.