



St Thomas More Catholic Primary School

Acceptable Use Policy

Adopted by Governing Body: September 2023

Review: September 2024

Contents:

- 1. Staff acceptable use*
- 2. Community users*
- 3. Key Stage 1 pupils*
- 4. Key Stage 2 pupils*
- 5. Parent and Carers*

Introduction

New technologies have become integral to the lives of children and young people in today's society, both within schools / academies 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 access to the internet and digital technologies 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 / academy 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 technology in their everyday work.*

The school will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for students learning and will, in return, expect staff and volunteers to agree to be responsible users.

Staff (and Volunteer) Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that students receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

For my professional and personal safety:

- I understand that St Thomas More Catholic Primary School will monitor my use of the school digital technology and communications systems.*
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, VLE etc.) out of school, and to the transfer of personal data (digital or paper based) out of.*

- *I understand that the school digital technology 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 not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.*
- *I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.*

I will be professional in my communications and actions when using St Thomas More Catholic Primary School 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 I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured, unless permission has been given.*
- *I will only use social networking sites in school in accordance with the school's policies.*
- *I will only communicate with parents / carers using official school systems. Any such communication will be professional in tone and manner and only through the use of my school email account, Class Dojo or Tapestry, not my personal account.*
- *I will not engage in any on-line activity that may compromise my professional responsibilities.*

The school and the 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 mobile devices (laptops / tablets / mobile phones/ smartwatches / 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.

- *I will only use personal devices, such as mobile phones and smartwatches, when out of sight of children e.g. staff room*
- *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)*
- *I will ensure that my data is regularly backed up, in accordance with relevant school / academy policies.*
- *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.*
- *I will not try (unless I have permission) 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 a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.*
- *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 Personal Data Policy. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.*
- *I understand that data protection policy requires that any staff or student 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.*
- *I will immediately report any damage or faults involving equipment or software, however this may have happened.*

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 St Thomas More Catholic Primary School:

- I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school 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, referral to Governors and / or the Local Authority and in the event of illegal activities the involvement of the police.*

Acceptable Use Agreement for Community Users

I understand that I must use school systems and devices in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems, devices and other users. This agreement will also apply to any personal devices that I bring into the school:

- I understand that my use of school systems and devices and digital communications will be monitored*
- I will not use a personal device that I have brought into school for any activity that would be inappropriate in a school setting.*
- 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.*
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.*

- *I will not access, copy, remove or otherwise alter any other user's files, without permission.*
- *I will ensure that if I take and / or publish images of others I will only do so with their permission. I will not use my personal equipment to record these images, without permission. If images are published, it will not be possible to identify by name, or other personal information, those who are featured.*
- *I will not publish or share any information I have obtained whilst in the school on any personal website, social networking site or through any other means, unless I have permission from the school.*
- *I will not, without permission, 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 a school device, nor will I try to alter computer settings, unless I have permission to do so.*
- *I will not disable or cause any damage to school equipment, or the equipment belonging to others.*
- *I will immediately report any damage or faults involving equipment or software, however this may have happened.*
- *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 if I fail to comply with this Acceptable Use Agreement, the school has the right to remove my access to school systems / devices*

I have read and understand the above and agree to use the school digital technology 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.

Name:

Signed:

Date:

Student / Pupil Acceptable Use Policy Agreement for younger pupils (Foundation / KS1)

This is how we stay safe when we use computers:

- *I will ask a teacher or suitable adult if I want to use the computers / tablets*
- *I will only use activities that a teacher or suitable adult has told or allowed me to use*
- *I will take care of the computer and other equipment*
- *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 will tell a teacher or suitable adult if I see something that upsets me on the screen*
- *I know that if I break the rules I might not be allowed to use a computer / tablet*

Signed (child):

Signed (parent):

Student / Pupil Acceptable Use Agreement for KS2 pupils

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- *I understand that the school will monitor my use of the systems, devices and digital communications.*
- *I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.*
- *I will be aware of “stranger danger”, when I am communicating on-line.*
- *I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)*
- *If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.*
- *I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.*

I understand that everyone has equal rights to use technology as a resource and:

- *I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.*
- *I will not try (unless I have permission) 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 use the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.*

I will act as I expect others to act toward me:

- *I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.*
- *I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.*
- *I will not take or distribute images of anyone without their permission.*

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school/academy:

- *I will only use my own personal devices (USB devices etc.) in school if I have permission. I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.*
- *If I wear a smartwatch in school, I must use it appropriately and in line with the school rules.*
- *I must not wear a smartwatch with a camera. If I see a smartwatch with a camera being worn by another child in school, I must tell adult.*
- *If I bring my mobile phone to school, I must hand it in to my class teacher at the beginning of the day. It will be kept safe all day and returned to me at the end of the day.*
- *I must not use my mobile phone to make calls or use any of the features, apps on my mobile phone on school premises, unless I have permission from an adult in school.*
- *I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to*

others, nor will I 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.

- I will immediately report any damage or faults involving equipment or software, however this may have happened.*
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, 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)*
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.*

When using the internet for research or recreation, I recognise that:

- I should 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 try to download copies (including music and videos)*
- 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 understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).*
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.*

Please complete the sections on this page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.

Student / Pupil Acceptable Use Agreement Form

This form relates to the student Acceptable Use Agreement, to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)*
- I use my own devices in the school (when allowed) e.g. USB devices.*
- I use my own equipment out of the school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, VLE, website etc.*

Name of Pupil:

Class:

Signed:

Date:

Parent / Carer Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.*
- that school / academy 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 education and guidance of young people with regard to their on-line behaviour.*

The school will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users. A copy of the Student Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form attached to show their support of the school in this important aspect of the school's work.

Parent / Carer Permission Form

Parent / Carers Name:

Student / Pupil Name:.....

As the parent / carer of the above student, I give permission for my child to have access to the internet and to ICT systems at school.

I understand that the school has discussed the Acceptable Use Agreement with my son / daughter and that they have received, or 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 also understand that my child may be asked to sign an Acceptable Use Agreement.

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 my child's activity on the 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 encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

Signed:

Date: