

Appendix 3:

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.

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 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 etc.) out of school, and to the transfer of personal data (digital or paper based) out of school
- I understand that the school ICT 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.

Staff passwords:

- **All staff users will be provided with a username and password** by Bolton Schools ICT who will keep an up to date record of users and their usernames.
- the password should be a minimum of 7 characters long and must include three of – uppercase character, lowercase character, number, special characters
- must not include proper names or any other personal information about the user that might be known by others

- 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 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 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 /blog) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use chat and social networking sites in school in accordance with the school's policies.
- I will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- 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 (PDAs / 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.
- 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 / academy 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 / LA 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 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.
- 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 the *school*:

- I understand that this Acceptable Use Policy applies not only to my work and use of school/ academy 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, referral to Governors / Directors 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.

Staff / Volunteer Name

Signed

Date

EYFS Acceptable Use Policy

 <p>My Learning</p>	<ul style="list-style-type: none">• I will use school devices (PCs, laptops, tablets/ ipads) for my learning.• I will ask a teacher before using a device and ask for help if I can't work the device.• I will only use activities that a teacher has told or allowed me to use.• I will ask a teacher if I am not sure what to do or I think I have done something wrong.• I will look after the school's computing equipment and tell a teacher if something is broken or not working properly.
 <p>My Online Safety</p>	<ul style="list-style-type: none">• I will always use what I have learned about Online Safety to keep myself safe.• I will tell a teacher if I see something that upsets me on the screen.
 <p>Using the Internet @school</p>	<ul style="list-style-type: none">• I will only use the internet when the teacher says I can.• I will only go on websites that my teacher allows me to.• I will tell my teacher if I go on a website by mistake.
 <p>Using the Internet @home</p>	<ul style="list-style-type: none">• I will tell a trusted adult if I see something that upsets me on the screen.

I understand that these rules help me to stay safe and I agree to follow them.

I also understand that if I break the rules I might not be allowed to use the school's computing equipment.

Child's Signature

EYFS Parents / Carers:

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 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 technologies.





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 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.

Parent/Carer's Signature

Date

Year 1 and Year 2 Acceptable Use Policy

 <p>My Learning</p>	<ul style="list-style-type: none"> • I will use school devices (PCs, laptops, tablets/ ipads) for my learning. • I will ask a teacher before using a device and ask for help if I can't work the device. • I will only use activities that a teacher has told or allowed me to use. • I will ask a teacher if I am not sure what to do or I think I have done something wrong. • I will look after the school's computing equipment and tell a teacher if something is broken or not working properly.
 <p>My Online Safety</p>	<ul style="list-style-type: none"> • I will always use what I have learned about Online Safety to keep myself safe. • I will tell a teacher if I see something that upsets me on the screen.
 <p>Using the Internet @school</p>	<ul style="list-style-type: none"> • I will only use the internet when the teacher says I can. • I will only go on websites that my teacher allows me to. • I will tell my teacher if I go on a website by mistake.
 <p>Using the Internet @home</p>	<ul style="list-style-type: none"> • I will not share personal information about myself when on-line (names, addresses, telephone numbers, age, gender, school details) • Where I have my own username and password, I will keep it safe and secret. • I will tell a trusted adult if I see something that upsets me on the screen. <p>My use of Social Media and Gaming</p> <ul style="list-style-type: none"> • I understand that certain sites and games have age restrictions to keep me safe. • I understand that by accessing such sites and games, I maybe putting myself at risk of accessing inappropriate content and cyberbullying.

I understand that these rules help me to stay safe and I agree to follow them.
 I also understand that if I break the rules I might not be allowed to use the school's computing equipment.

I understand that these rules, help me to stay safe and I agree to follow them.
 I also understand that if I break the rules I might not be allowed to use school computing equipment.

Child's Signature

Date

Key Stage 1 Parents / Carers:

I know that my son / daughter has signed an Acceptable Use Agreement and has 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 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 technologies.




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 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.

Parent/Carer's Signature

Date

Year 3 and Year 4 Pupils School Acceptable Use Policy

 <p>My Learning</p>	<ul style="list-style-type: none"> • I will use school devices (PCs, laptops, tablets/ iPads) for my learning. • I will ask a teacher before using a device and ask for help if I can't work the device. • I will only use activities that a teacher has told or allowed me to use. • I will ask a teacher if I am not sure what to do or I think I have done something wrong. • I will look after the school's computing equipment and tell a teacher if something is broken or not working properly. • When logging on using my own username and password, I will keep it safe and secret. • I will save only school work on the school computer and will check with my teacher before printing. • I will log off or shut down a computer when I have finished using it
 <p>Using the Internet @school</p>	<ul style="list-style-type: none"> • I will only visit sites that are appropriate to my learning at the time <p>My School Accounts</p> <ul style="list-style-type: none"> • I will keep my username and password safe and secure - I will not share it. • I will not 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 use it. • I understand that should I bring a personal device into school this may be subject to a random search. <p>My role as a Digital Citizen.</p> <ul style="list-style-type: none"> • I will report any inappropriate material or messages or anything that makes me feel uncomfortable when I see it online to a trusted adult. • I will respect other people's work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
 <p>Using the Internet @home</p>	<ul style="list-style-type: none"> • 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, school details) • I will immediately report any inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line, to a trusted adult or online agencies e.g.: CEOP, Childnet, Childline, Barnardos <p>My Communications</p> <ul style="list-style-type: none"> • I will be aware of the "SMART" rules, when I am communicating online. • I will be polite and responsible when I communicate with others. • I will not use inappropriate language and I understand that others may have different opinions. <p>My use of Social Media and Gaming</p> <ul style="list-style-type: none"> • I understand that certain sites and games have age restrictions to keep me safe. • I understand that by accessing such sites and games, I maybe putting myself at risk of accessing inappropriate content and cyberbullying.

Year 3 and Year 4 Pupils School Acceptable Use Policy

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 these rules help me to stay safe and I agree to follow them.

I also understand that if I break the rules I might not be allowed to use school computing equipment.

My parents/carers understand that keeping me safe on the internet at home is their responsibility.

Child's Signature

Year3 & Year4 Parents / Carers:

I know that my son / daughter has signed an Acceptable Use Agreement and has 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 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 technologies.




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 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.

Parent/Carer's Signature

Date

Year 5 and Year 6 Pupils Acceptable Use Policy

 <p>My Learning</p>	<ul style="list-style-type: none"> • I will use school devices (PCs, laptops, tablets/ ipads) for my learning. • I will ask a teacher before using a device and ask for help if I can't work the device. • I will only use activities that a teacher has told or allowed me to use. • I will ask a teacher if I am not sure what to do or I think I have done something wrong. • I will look after the school's computing equipment and tell a teacher if something is broken or not working properly. • When logging on using my own username and password, I will keep it safe and secret. • I will save only school work on the school computer and will check with my teacher before printing. • I will log off or shut down a computer when I have finished using it.
 <p>Using the Internet @school</p>	<ul style="list-style-type: none"> • I will only visit sites that are appropriate to my learning at the time <p>My School Accounts</p> <ul style="list-style-type: none"> • I will keep my username and password safe and secure - I will not share it. • I will not 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. <p>My role as a Digital Citizen.</p> <ul style="list-style-type: none"> • I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online to a trusted adult. • I will respect other people's 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 not take or distribute images of anyone without their permission. • I understand that should I bring a personal device into school this may be subject to a random search.
 <p>Using the Internet @home</p>	<ul style="list-style-type: none"> • 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, school details) • 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, to a trusted adult or online agencies e.g.: CEOP, Childnet, Childline, Barnardos. <p>My Communications (Including texting and messaging)</p> <ul style="list-style-type: none"> • I will be aware of "stranger danger", when I am communicating online. • 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. <p>My use of Social Media and Gaming</p> <ul style="list-style-type: none"> • I understand that certain sites and games have age restrictions to keep me safe. • I understand that by accessing such sites and games, I maybe putting myself at risk of accessing inappropriate content and cyberbullying.

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 these rules, help me to stay safe and I agree to follow them.
I also understand that if I break the rules I might not be allowed to use school computing equipment.

My parents/carers understand that keeping me safe on the internet at home is their responsibility.

Child's Signature

Year5 & Year6 Parents / Carers:

I know that my son / daughter has signed an Acceptable Use Agreement and has 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 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 technologies.

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 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.

Parent/Carer's Signature

Date