**Polegate School – Acceptable use policy**

*Acceptable Use Policy for Digital Technologies (Staff and Volunteers) 2018*

**Conduct**

* I will communicate with others in a professional manner; I will not use aggressive or inappropriate language and will respect any differing opinion of others.
* I understand I must only use my school email address for any school related tasks, i.e. account logins.
* 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 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 as a teacher, 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 online activity that may compromise my professional responsibilities.
* I understand I am strongly advised not to communicate with or connect with any current 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 I am strongly advised not to communicate with or connect with any former pupils or parents via any personal social media sites, applications or profiles.
* Should I be friends with other parents, I have the responsibility to act professionally online and consider carefully what I share.
* I understand I am advised to change my profile names on social media to ensure my personal privacy.
* I understand parents working in the school environment (coaches, chefs, etc.) but at not directly employed by the school are regarded as parents first and foremost.
* I will not tag my colleagues in posts linked to the school or current/past pupils, including PTFA posts or school events.
* I will report any inappropriate emails received to HT / SLT and will not delete or forward the email in question.
* I must not post disparaging or defamatory statements about any past or current member of the school community.

**Monitoring**

* I understand that the school has the right to monitor my use of the ICT systems, email and other digital communications, including data which is stored under the school’s computer systems in compliance with GDPR.
* I will not access personal email addresses on the school ICT systems.
* 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 understand that emails can be the subject of legal action for example in claims for breach of contract, confidentiality, defamation, discrimination, harassment etc. against both the member of staff who sent them and the school.

**Equipment**

* 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 understand pupils are to be supervised using ICT systems at all times.
* I will not try to alter computer settings unless I have spoken to the Computing Lead.
* I will immediately report any damage or faults involving equipment or software to the CL prior to discussing with a technician.
* 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 understand I hold responsibility for the security of issued equipment, both onsite and offsite.

**Data**

* 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 record login details.
* I will ensure any school computer I use will be locked when left unattended and spot checks maybe performed.
* All staff have an obligation to report actual and potential data protection compliance failures to the DPO.
* Paper records and documents containing personal information shall be positioned to avoid being viewed by passing persons.

**Safeguarding**

* I will immediately report any illegal, inappropriate or harmful materials or incidents to the appropriate persons, Designated Safeguarding Lead or Computing Lead.
* I will ensure that images are used in accordance with the school’s policy on the use of digital / video images.
* I will not use any personal equipment during contact time with pupils / office hours.
* I will ensure my mobile phone is on silent mode and hidden from sight during times when pupils are in school, unless discussed with DSL/HT
* I will only use my personal devices in the staff room and PPA room.
* I will not try to upload, download or access any materials which are illegal, inappropriate or may cause harm or distress to others.
* Should there be an understandable relationship, I understand I am strongly advised to not post pictures of current or past pupils or parents which are public.
* I will discuss pre-existing relationships or exceptions that maybe compromising with the Designated Safeguarding Lead.
* 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 only electronically communicate with parents / carers, in my professional capacity, through designated channels. Any such communication will be professional in tone and manner.

**Personal equipment**

* I understand some person’s mobile devices will be approved for exemption from the above statement for school communication purposes.
* 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 regularly check my social security settings and who has access to my social network pages.

**ITT student use –**

* Photos taken for evidence files/assignments must ensure pupils cannot be identified and the information is secure. Pupil faces may be shown but names, etc. must be replaced with initials. School badge must be blurred out along with any other distinguishing features.
* Evidence files/assignments must only be shared with tutors and assessors to ensure information is controlled.
* 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…………………………………………………….

Position …………………………………………………….

Date…………………………………………………….

***Cover letters*** 

Dear Parents/Carers,

Acceptable Use Policy for Digital Technologies

As we are all aware, digital technologies are an integral part of 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 online behaviour.

The school uses electronic devices throughout the curriculum to enhance their 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 ask our staff or visit one of the websites below.

Yours faithfully

***Sarah Baker***

*Computing Lead*

Parent Zone – www.parentzone.org.uk

CEOP – www.thinkuknow.co.uk

Net aware - www.net-aware.org.uk

Internet matters - www.internetmatters.org

***EYFS*** *Acceptable Use Policy for Digital Technologies* 

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

We stay safe on computers at home by remembering to:

* 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 say anything unkind to others.

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

Signed (child): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***KS1*** *Acceptable Use Policy for Digital Technologies*

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.
* Be polite when talking to others.
* To not touch others computer 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 others 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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***KS2*** *Acceptable Use Policy for Digital Technologies*

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 bring USB memory sticks into school.
* I will only talk to people I know, or my parent/teacher has approved.
* I will remember I am talking to other people and will be polite and sensible at all times.
* I will act as I expect others to act toward me.
* I will not post harmful comments on others work.
* 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 online.
* I will not use my mobile phone in school for any reason.
* If I do bring my phone to school with me, I know it needs to be switched off before entering school and will give it to the class teacher to be kept safe during the school day.
* 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.
* 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 Learning and Behaviour 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:

Name of pupil \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Parent Consent Form*** *- Acceptable Use Agreement for Electronic Devices*

|  |  |  |  |
| --- | --- | --- | --- |
| Parent/Carers 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 and could be legally liable for my own activities or my childs.

Either: (A pupil in the Foundation Stage or KS-1)

* 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 understand I need to discuss Online Safety with my son/daughter to show its importance and check their understanding.

Or: (A pupil in KS-2)

* I know that my son/daughter is requested to sign the attached Acceptable Use Agreement and will continue to 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 I need to discuss Online Safety with my son/daughter to show its importance 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, about *The school* and should discuss any concerns with school staff.

Signature of Parent/Carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_