



Oakham Church of England Primary and The Parks School

Acceptable Use Agreement:

Children, Staff, Volunteers, Governors & Contractors

Date	October 2019
Approved by Executive Headteacher	Stephen Cox
Approved by Chair of Governors	Stewart Needham
Review Date	October 2021

Oakham Church of England Primary and The Parks School
Acceptable Use Agreement

“In loving Christian **Fellowship** we equip everyone to have a **Passion** for life and learning. To have **Pride** in our local community and be **Thankful** for all the parts which make us whole. Building **Hope** and resilience to **Persevere** and develop a sense of **Humility** and **Purpose** in our lives.” Our Vision is at the forefront of our thinking and decision making when writing, reviewing and updating all school procedures and policies.

At Oakham C of E and the Parks School we recognise that the safe use of technologies plays an important part in learning. All adults and learners in school must use technology appropriately, safely and legally. We have a responsibility to make all adults and learners aware of the appropriate behaviours’ and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies. This policy is linked, and works alongside the Safeguarding, Positive Behaviour, Anti-bullying & Prejudice and curriculum policies.

Acceptable use and E-safety encompasses Internet technologies and electronic communications such as mobile phones, tablets, netbooks as well as collaboration tools and personal publishing. It highlights the need to educate staff and learners about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

This agreement covers the use of all digital technologies while in school: i.e. email, internet, network resources, software, communication tools, social networking tools, school website, apps and other relevant digital systems provided by the school. The agreement also covers school equipment when used outside of school, use of online systems provided by the school or when accessed from outside school, and posts on social media made from outside school premises/hours which reference the school or which might bring your professional status into disrepute.

Oakham C of E and the Parks School regularly reviews and updates documents to ensure that they are consistent with the latest guidance. These rules will help to keep everyone safe and to be fair to others. Please note that school systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. Your behaviour online when in school and on all school devices whether in school or otherwise may therefore be subject to monitoring.

The Learners:

Will be taught to understand that using the technologies and network at Oakham C of E Primary and The Parks School is a responsibility and if not used appropriately there will be consequences and may be withdrawn.

When using the technologies and network learners will:

- Always behave sensibly, respecting other members of the school.
- Only log in using their own username and password.
- Keep their password a secret as only they should know it.
- Never access or distribute any material on the network which may upset/be considered offensive by others.
- Be polite at all times, never type, send or post anything that could be considered offensive.
- Close the lid of the laptop immediately and then report any upsetting/offensive messages or images that they receive through the network to my teacher or nearest adult.
- Not waste my learning time playing non-educational games.
- Not download any games or other programs without the permission of my teacher.
- Never enter my person address, telephone number, photograph or any other details about me or anyone else.
- I will not leave inappropriate comments on any blog pages or learning platform pages that I have access to (including the school Twitter or Facebook page).

- If I break any of these rules I will report it to my teacher (nearest adult) as soon as possible and realise that there may be consequences, but that my honesty will be recognised.

The Adults:

- I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Headteacher and Governing Body.
- I will not reveal my password(s) to anyone.
- I will follow 'good practice' advice in the creation and use of my password and change my passwords regularly. If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access email / internet / network / social networks / mobile apps / or any other system I have access to via the school or school umbrella.
- I will ensure all documents, data, etc. are printed, saved, accessed and deleted / shredded in accordance with the school's acceptable use and GDPR protocols.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved email system(s) for any school business.
- I will only use the approved method/s of communicating with pupils or parents/carers using the school e-mail system and only communicate with them in a professional manner and on appropriate school business.
- I will not support or promote extremist organisations, messages or individuals.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach or equipment failure to the appropriate line manager.
- I will not download any software or resources from the internet that can compromise the network or might allow me to bypass the filtering and security system or are not adequately licensed.
- I will check copyright and not publish or distribute any work including images, music and videos, that is protected by copyright without seeking the author's permission.
- I will not connect any device (including USB flash drives), to the network that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus and other ICT 'defence' systems.
- I will not develop personal online relationships with current pupils.
- I will not use any personal phones or devices for contacting children, young people and their families within or outside of the setting in a professional capacity unless I am taking responsibility for an offsite trip/activity and my personal mobile is listed on the approved risk assessment.
- I will ensure my mobile phone and devices will be switched off or switched to 'silent' mode, Bluetooth communication will be "hidden" or switched off and the device kept in a cupboard or staff locker. Any personal device will not be used during teaching periods unless, in exceptional circumstances, permission has been given by a member of Senior Leadership Team.
- If, during a break or after school I use my phone/device I will not use it in any area of the school where children are present.
- I will not use personal digital cameras or camera phones or digital devices for taking, editing and transferring images or videos of pupils or staff and will not store any such images or videos at home or on any personal devices.* *(With the rare exception of staff authorised by the Chair of Governors, Headteacher or Assistant Headteacher to take images on personal mobiles for direct upload to the school website/twitter account. In this circumstance the image(s) must be immediately deleted after uploading/saved to shared areas and never kept on the adults own device).*
- I will only use school approved equipment for any storage, editing or transfer of digital images / videos and ensure I only save photographs and videos of children and staff on the appropriate system or staff-only drive within school.
- I will only I take or publish images of staff and students with their permission and in accordance with the school's policy on the use of digital / video images. Images published on

the school website, online learning environment etc. will not identify students by full name, or other personal information.

- I will ensure that any private social networking sites / blogs, etc. that I create or actively contribute to are not confused with my professional role.
- I will ensure, where used, I know how to use any social networking sites / tools securely, so as not to compromise my professional role.
- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any “significant personal use” as defined by HM Revenue & Customs.
- I will only access school resources remotely (such as from home) using the school approved system and follow e-security protocols to interact with them.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school’s information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I am aware that under the provisions of the GDPR (General Data Protection Regulation), my school and I have extended responsibilities regarding the creation, use, storage and deletion of data, and I will not store any pupil data that is not in line with the school’s data policy and adequately protected. The school’s data protection officer must be aware of all data storage.
- I understand it is my duty to support a whole-school safeguarding approach and will report any behaviour of other staff or pupils, which I believe may be inappropriate or concerning in any way to a Designated Safeguarding Lead (DSL).
- I understand that all internet and network traffic / usage can be logged and this information can be made available to the Head / Safeguarding Lead on their request.
- I understand that internet encrypted content (via the https protocol), may be scanned for security and/or safeguarding purposes.
- I understand that I have a responsibility to uphold the standing of the teaching profession and of the school, and that my digital behaviour can influence this.

Acceptable ICT Use Guidelines

Always ask an adult

Only use the Internet with adult permission and under adult supervision.

Never give anyone your personal details.

Never give any information which would help anyone work out where you live or who you are. You would not give your name and address to a stranger you meet at a bus stop. So do not give your full name, telephone number or address when working on the Internet. The same applies about giving information about your family and friends.

Do not to arrange to meet people through the Internet.

Remember, not everyone you 'meet' on-line are who they say they are. People can pretend to be someone else.

Be polite at all times.

Never type, send or post anything that could be considered offensive.

If you see or receive something which worries you

Close the lid of the laptop immediately and then report any upsetting/offensive messages or images that you received through the network to your teacher or nearest adult.

Ask 'Is it True?'

Just because it comes out of a computer does not mean it is true! Some people make up things. Always check where the information has come from and check it.

Never delete, change or read other people's e-mails, files or passwords.

We share our network so remember to be careful. You do not want your work deleted or changed, so don't do it to others. Never attempt to log on as somebody else.

Do not play computer games that are not suitable for school.

If you are playing games, make sure they are in line with the school's Code of Conduct – we don't have fighting in school, so don't play games that involve fighting. Don't play games which are violent or are meant for older children or adults.

Do not download or listen to music.

If music is free to download then it is usually illegal. Don't listen to music in school that is rude, racist or is meant for older children or adults.

What to do if you see something that concerns you

It is likely that at some point you will come across some images or words that you did not intend to see. If this happens and you do see or hear something that scares, worries or upsets you do the following immediately.

- Turn the computer screen off (Close the lid of the laptop). Do not turn the PC off.
- Put your hand up and ask for a teacher to come straight over.
- DO NOT show other students what you have seen or discuss with them.
- Wait quietly for an adult to come over and help you, the adult will then tell you what to do next.

Oakham C of E Primary School and The Parks School Pupil's Acceptable User Agreement

Name of child:

Will be taught to understand that using the technologies and network at Oakham C of E Primary and The Parks School is a responsibility and if not used appropriately there will be consequences and may be withdrawn.

When using the computers I will:

- Always behave sensibly, respecting other members of the school.
- Only log in using my own username and password.
- Keep my password a secret as only I should know it.
- Never access or distribute any material on the network which may upset/be considered offensive by others.
- **Be polite at all times**, never type, send or post anything that could be considered offensive.
- **Close the lid of the laptop immediately and then report any upsetting/offensive messages or images that I receive through the network to my teacher or nearest adult.**
- Not waste my learning time playing non-educational games.
- Not download any games or other programs without the permission of my teacher.
- **Never enter my address, telephone number, photograph or any other details about me or anyone else.**
- Not leave inappropriate comments on any blog pages or learning platform pages that I have access to (including the school Twitter or Facebook page).
- Report it to my teacher (or nearest adult) if I break any of these rules as soon as possible and realise that there may be consequences, but that my honesty will be recognised.

Parent/carer

I understand that the school will do its utmost to ensure the suitability of content that the children are exposed to. However, I acknowledge that at some point when learning how to safely use ICT at school my child may come across something that is deemed inappropriate. I appreciate that the risk of this occurring is far outweighed by the benefits my child will gain with access to ICT in the school environment.

I acknowledge the *Acceptable Use (eSafety) Policy* and the *Pupil's Acceptable Use Agreement* and support the school in its efforts to keep children safe when using technology and the internet as well as making them aware of the dangers.

Signed:Printed.....

Child

- ✓ I understand that I must behave sensibly when using all technology at school, especially when I am on the internet.
- ✓ I will tell my teacher or nearest adult if I find something upsetting on the internet.
- ✓ I will never give away my address, telephone number, photograph or any other personal details about me or anyone else when I am working on the computer.

Signed:Printed.....

Oakham C of E Primary School and The Parks School Adult Acceptable User Agreement

To ensure that members of staff and volunteers at Oakham C of E Primary School and The Parks School are fully aware of their professional responsibilities when using information systems and when communicating with pupils, they are asked to sign this Acceptable User Agreement. Alongside this all adults should consult the school's Safeguarding policy and the most recent DfE 'Keeping Children Safe in Education' documentation.

- I understand that it is a criminal offence to use a school ICT system/device for a purpose not permitted by its owner.
- I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for school business.
- I understand that school information systems may not be used for private purposes without specific permission from the Headteacher.
- I understand that my use of school information systems, Internet and email may be monitored and recorded to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an authorised system manager.
- I will not install any software or hardware without permission.
- I will ensure that personal data is stored securely and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to one of the Designated Safeguarding Leads.
- I will only use professional electronic communications to communicate with learners in the secure environment of our school learning platform/network/community. I will only communicate with pupils in a professional capacity and will ensure they are compatible with my professional role and that messages cannot be misunderstood or misinterpreted. I will ensure that I do not communicate personally with current pupils via personal social media or other electronic communication
- I will consult the Headteacher regarding the appropriateness of any communication I am unsure about.
- I will promote e-safety with learners in my care and will help them to develop a responsible attitude to system use, communications and publishing.

The school may exercise its right to monitor the use of the school's information systems and Internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Adult: (Staff, Governor or Volunteer)

- ✓ I acknowledge and will comply with the *Acceptable Use (eSafety) Policy, the Staff or Volunteer Code of Conduct* and the most recent DfE 'Keeping Children Safe in Education' documentation and fully support the school in its efforts to keep children safe when using technology and the internet as well as making them aware of the dangers.

Signed:Printed.....

Date.....