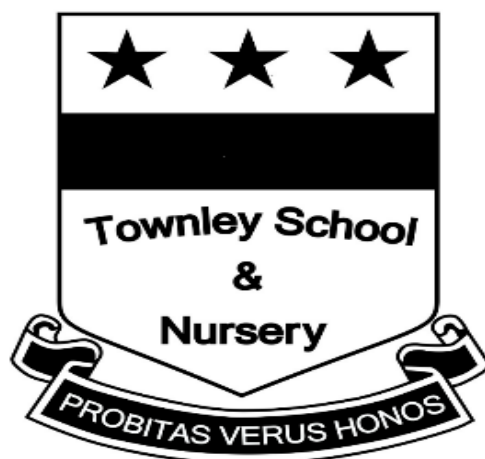




## Townley School and Nursery Policy Front Sheet

<b>POLICY DOCUMENT</b>	Acceptable Use Policy
<b>Policy Number</b>	1
<b>Type of Policy –</b>	Statutory
<b>Governor Committee</b>	Full Governing Body
<b>Approval Date</b>	March 2024
<b>Review Frequency</b>	Annual
<b>Date of next review</b>	March 2025
<b>Publication Date</b>	April 2024
<b>Chair of Governing Body signature</b>	
<b>Publish on School Website</b>	Yes
<b>Purpose of Policy</b>	Policy Review
<b>Supporting documents if applicable</b>	
<b>Chair of Governing Body signature</b>	
<b>Date</b>	

# Townley School and Nursery



## Acceptable Use Policy

## **Background**

Modern 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 / pupils learning and will, in return, expect staff and volunteers to agree to be responsible users.

## **Pupils' Access to the Internet**

Townley School use a Cambridgeshire County Council "filtered" Internet Service (Lightspeed/Smoothwall), which will minimise the chances of pupils encountering undesirable material. Townley School will normally only allow children to use the Internet when there is a responsible adult present to supervise. However, it is unrealistic to suppose that the teacher's attention will always be directed toward the computer screen. Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils, the expectation we have of pupils.

Teachers will have access to pupils' emails and other Internet related files and will check these on a regular basis to ensure expectations of behaviour are being met.

## **Expectations of Pupils using the Internet**

- All pupils are expected to read and agree the Internet Agreement.
- At Townley, we expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and the language they use.
- Pupils using the Internet are expected to avoid deliberately seeking out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher.
- Pupils are expected to use inoffensive language in their email communications and only contact only people they know or those the teacher has approved. It is forbidden to be involved in sending chain letters.
- Pupils must ask permission before accessing the Internet.
- Pupils will not access social networking sites unless expressly permitted by the school or as part of a specific learning activity.
- Pupils should not access other people's files unless permission has been given.

- Computers should only be used for schoolwork and homework unless permission has been granted otherwise.
- No program files may be downloaded to the computer from the Internet. This is to prevent corruption of data and avoid viruses.
- No programs on disc or other portable media should be brought in from home for use in school.
- Homework completed at home may be brought in on portable media, but this will have to be virus scanned by the class teacher before use.
- Personal printing is not allowed on our network.
- No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made unless this is part of an approved school project.
- Uploading and downloading of non-approved software is not permitted.
- Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources.

**For my professional and personal safety, I understand that:**

- I will ensure that my on-line activity does not compromise my professional responsibilities, nor bring the school into disrepute.
- My use of technology can be monitored.
- When communicating professionally I will ONLY use the technology provided by the school unless I seek permission from the school management
- I will not pursue or respond to personal communication through social networks from children/young people in the school, their mother/father/carer.
- I will seek permission should I need to use the school's technology for my personal use.

**For the safety of others:**

- I will not access, copy, remove or otherwise alter any other user's files, without authorisation.
- I will communicate with others in a professional manner.
- I will share other's personal data only with their permission.
- I understand that any images I publish will be with the owner's permission and follow the school's code of conduct.
- I will use ONLY the school's equipment to record any digital and video images unless I have permission to do otherwise.

**For the safety of the School, I understand that:**

- I will not try to access anything illegal, harmful or inappropriate.
- It is my responsibility to immediately report any illegal, harmful or inappropriate incident.
- I will not share my online personal information (e.g. social networking profiles) with the children and young people in my care.
- I will not deliberately bypass any systems designed to keep the school safer.
- Where personal data is transferred, externally, it will be encrypted.
- I understand that data protection policy requires that any personal 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 the school's policy to disclose such information to an appropriate authority.
- Personal passwords and those of other users will be kept confidential.
- I will not download anything that I do not have the right to use.

- I will only use my personal device if I have permission and use it within the agreed rules
- I will inform the appropriate person if I find any damage or faults with technology.
- I will not attempt to install programs of any type on the devices belonging to the school, without permission

## Use of school-based equipment

When using the school's ICT equipment and other information systems, I have understood and will comply with the following statements

- I will access the internet and other ICT systems using my personal username and password, which I will keep secure. I will ensure that I log out after each session and never allow other users to access the internet through my username and password. I will report any suspicion, or evidence that there has been a breach of my personal security in relation to access to the internet or ICT systems, to the e-safety coordinator.
- All passwords I create will be in accordance with the school e-safety Policy. I will ensure that I use a suitably complex password for access to the internet and ICT systems.
- I will not share my passwords.
- I will seek consent from the e-safety coordinator/ headteacher prior to the use of any new technologies (hardware, software, cloud-based services) within school.
- I will not search for, download, upload or forward any content that is illegal or that could be considered an offence by another user. If I encounter any such material I will report it immediately to the e-safety coordinator/ Headteacher/ DSL (Designated Safeguarding Lead).
- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will take a professional and proactive approach to assessing the effectiveness of the internet content-filtering platform in relation to the educational content that can be viewed by the pupils in my care.
- I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the network manager/e-safety coordinator (as appropriate)
- I understand my personal responsibilities in relation to the [Data Protection Act](#) and the privacy and disclosure of personal and sensitive confidential information.
- I will take reasonable precautions to ensure that any devices (laptops, tablets, cameras, removable media or phones) are stored in a secure manner when taken off site (car / home/ other location). Devices will not be stored in a car overnight or left in sight when not in use, e.g., by an open window or on the back seat of a car.
- Wherever possible I will use school provided cloud storage solutions to move files between devices. If I must use a portable storage device (USB sticks, SSD cards, portable hard drives etc) I will ensure that it has been approved for use on the school network by the network manager/e-safety co-ordinator.
- I will ensure that any personal or sensitive information taken off site will be stored on a school-owned device with appropriate technical controls such as encryption/ password protection deployed.
- Any information asset, which I create or have access to from other information systems, which could be deemed as personal or sensitive will be either stored on the school network or school provided cloud storage and access controlled in a suitable manner in accordance with the school data protection controls. (For example, spread sheets/other documents created from information located within the school information management system).
- I will not download or install any software from the internet or from any other media which may compromise the school network or information situated on it without prior authorisation from the network manager/e-safety co-ordinator.

- I understand that the use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the [Computer Misuse Act 1990](#) and breaches will be reported to the appropriate authorities.
- I understand that my files, communications and computer activity may be monitored and always checked to protect my own and others' safety, and action may be taken if deemed necessary to safeguard me or others.
- 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.

## Social Networking

- I must not talk about my professional role in any capacity when using personal social media such as Facebook, Twitter and YouTube or any other online publishing websites.
- I must not use social media tools to communicate with current or former pupils under the age of 18.
- I will not use any social media tools to communicate with parents unless approved in writing by the Head Teacher.
- I will set and maintain my profile on social networking sites to maximum privacy and give access to known friends only.
- Staff must not access social networking sites for personal use during school hours.
- If I experience any derogatory or slanderous comments relating to the school, colleagues, or my professional status, I will take screenshots for evidence and escalate to the headteacher.

## Managing digital content

- I will demonstrate professional, safe and responsible behaviour when creating, using and storing digital images, video and sound within school.
- I will only use school equipment to create digital images, video and sound. Digital images, video and sound will not be taken without the permission of participants; images and video will be of appropriate activities and participants will be in appropriate dress. No resources will be published online without the permission of the staff and pupils involved.
- Under no circumstances will I use any personally owned equipment for video, sound, or images without prior consent from a member of the Senior Leadership Team.
- When searching for images, video, or sound clips, I will ensure that I or any pupils in my care are not in breach of any [copyright licencing](#).
- I will ensure that any images, videos, or sound clips of pupils are stored on the school network and never transferred to personally owned equipment.
- I will ensure that any images taken on school-owned devices will be transferred to the school network (storage area/server) and deleted as soon as possible from the memory card.
- I will model safe and responsible behaviour in the creation and publishing of online content within the school learning platform and any other websites. In addition to this I will encourage colleagues and pupils to adopt similar safe behaviour in their personal use of blogs, wikis and online publishing sites.

## Email

- 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 use my school email address for all email correspondence with staff, parents or other agencies and I understand that any use of the school email system will be monitored and

checked. I will under no circumstances use my private email account for any school-related business. Support Staff will use 'Letters Home' (eSchools platform) or a generic email to correspond with parents. It is preferable for teaching staff to use the same, although it is recognised this may not always be possible. Where teaching staff use their school email address to communicate with parents they will need to consider the implications on their wellbeing.

- 
- Communication between staff and pupils or members of the wider school community should be professional and related to school matters only.
- I will ensure that any posts made on websites or via electronic communication, by either myself or the pupils in my care, will not damage the reputation of my school.
- Any personal device used to access school email or other communication systems will be encrypted and secured using a password in line with the school's password policy or biometric technology.
- I will take care in opening any attachments sent by email. I will only open emails and associated attachments from trusted senders.
- I will comply with the privacy requirements of GDPR and the 2019 DPA when sending emails to groups of people by ensuring that all such emails are sent to Undisclosed Recipients.
- Emails sent to external organisations will be written carefully and if necessary, authorised before sending to protect myself. As and when I feel it necessary, I will carbon copy (cc) the head teacher, line manager or another suitable member of staff into the email.
- I will ensure that I manage my email account and delete emails no longer required. Information I have a legitimate need to retain will not be kept in my email inbox but will be saved appropriately in the school's chosen storage system, ensuring access for other users if appropriate.
- I will access my school email account on a regular basis to ensure that I respond in a timely manner to communications that require my attention.

## **Mobile phones and devices**

We want to ensure that all staff are aware of their professional responsibilities in relation to iPads and Laptops provided for staff use by the school. (Read in conjunction with Policy on Mobile Devices).

This AUP is not intended to unduly limit the ways in which members of staff teach or use ICT but aims to ensure that the school and all members of staff comply with the appropriate legal responsibilities, the reputation of the school is maintained, and the safety of all users is ensured.

- I will ensure that my mobile phone and any other personally owned device is switched off or switched to 'silent' mode during school hours.
- Bluetooth communication should be 'hidden' or switched off and mobile phones or devices will not be used during teaching periods unless permission has been granted by a member of the Senior Leadership Team in emergency circumstances. If I must keep Bluetooth turned on, I will ensure that the connection has a name appropriate to the setting.
- I will not contact any parents or pupils on my personally owned device, unless in an emergency and in this case my telephone number will be withheld.
- I will not use any personally owned mobile device to take images, video, or sound recordings.
- The iPad and/or Laptop has been provided by the school for professional use by staff and should not be used by anyone other than the member of staff, including family members

- All staff must set a passcode on their iPad and/or Laptop to prevent others from misusing it.
- iTunes account passwords should not be shared with anyone else.
- Passwords should not be shared -misuse of passwords, codes or other unauthorised access is not acceptable.
- Individual members of staff are accountable for any activity on their device
- Downloaded apps must be for educational use only e.g. using in school or testing for school.
- Use of websites etc. should echo the school's approach to acceptable use.
- Images of pupils should be transferred off the device to the school server before the iPad is taken off site, unless the prior approval of senior leaders has been sought (for example evidence for moderation may be required to be taken to moderation meeting or using the device on school trips to take photographs).
- Personal images should not be stored on the devices.
- To prevent access to confidential information, staff iPads and/or Laptop should not be used by pupils unless the settings are changed (children login to their user on the laptop or the port changed on the iPad.)
- All material must adhere to the school ICT Responsible Use Policy. Under no circumstances must users send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.
- Illegal activities – use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity is not allowed.
- Cameras – users must use good judgment when using the camera. The user agrees that the camera will not be used to take inappropriate, illicit, or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way.
- Posting of images/movie on the Internet into a public forum is strictly forbidden, without the express permission of a member of the Senior Leadership team.
- Individual users are responsible for the setting up and use of any home internet connection and no support will be provided for this by the school.

### **iPads Responsible use by everyone**

- Protective covers/cases must be used at all times.
- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused- care should be taken to handle and hold the iPad safely and securely and avoid placing heavy objects (books, laptops, etc.) on top of the iPad.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.
- Do not subject the iPad to extreme heat or cold.

### **Learning and teaching**

- In line with every child's legal entitlement, I will ensure I teach an age and stage appropriate e-safety curriculum.
- I will always support and promote the school e-safety policy. I will model safe and responsible behaviour in pupils when using ICT to support learning and teaching.



- I will ensure that I am aware of my individual responsibilities relating to the safeguarding of children within the context of e-safety and know what to do in the event of misuse of technology by any member of the school community.
- I understand the importance of respecting and acknowledging copyright of materials found on the internet and will always model best practice in the creation of my own resources.
- I understand the need to follow the agreed protocol for Teams video calls with pupils and parents.

### **Safeguarding**

- I understand that I am expected to immediately report any illegal, inappropriate, or harmful material or incidents I become aware of, to the Designated Safeguarding Lead.
  - I am aware that any queries or questions regarding safe and professional practice online either in school or off site should be raised with the Designated Safeguarding Lead or the Headteacher.
  - I must not have 1:1 audio or video meetings with pupils unless they have been approved by the Headteacher.
- .....

## **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 / pupils 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. I understand that the rules set out in this agreement also apply to use of these technologies out of school, and to the transfer of personal data out of school.

**I have read and understood the implications and my personal responsibilities in relation to the use of ICT equipment which is detailed within this policy.**

**I understand that if I fail to comply with this Acceptable Use Policy agreement, I could be subject to disciplinary action.**

Name:
Role in School:
Signed:
Date:
Laptop/iPad Serial Number:
Date device returned to school:

# Townley School and Nursery

## KS1 Acceptable Use Policy



- I only use the internet at school when an adult is with me.
- I only click on links and buttons online when I know what they do.
- I keep my personal information safe.
- I will not share my passwords with anyone.
- I only send messages online which are polite and friendly.
- I know the school/setting can see what I am doing online.
- I always tell an adult/teacher/member of staff if something online makes me feel unhappy or worried.
- I know what might happen to me at school if I do not follow the rules
- I have read and talked about these rules with my parents/carers

My name:

My signature:

### Agreement

I am signing below to show that I have discussed this with my child and they understand that they must try to abide by these rules.

<b>Pupils Name</b>	
<b>Parent/Carer Signature</b>	
<b>Date</b>	



# Townley School and Nursery

## KS2 Acceptable Use Policy

- I will only use school IT equipment for activities agreed by school staff.
- I will only delete my own files unless my teacher gives me permission to delete someone else's. I will not look at other people's files.
- I will not use my personal email address or other personal accounts in school when doing schoolwork.
- I will not sign up for any online service on school devices unless this is an agreed part of a school project approved by my teacher and agreed by my parent/carer.
- I will only open email attachments if it has been approved by a member of school staff in school or a parent/carer out of school. If I am unsure about an attachment, I will ask an adult for help.
- I will not tell anyone other than my parents/carers my passwords. I will not use other people's usernames or passwords to pretend to be them online.
- I will make sure that all online contact I make is responsible, polite and sensible. I will be kind and respectful at all times.
- I will not deliberately look for, save, or send anything that someone could find unpleasant or upsetting. If I come across anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will tell my teacher or my parent/carer immediately.
- If someone says, asks or posts anything upsetting, unpleasant or nasty, about me or anything that makes me feel unsafe, I will not reply. I will tell my teacher, my parent/carer, or another trusted adult immediately.
- I will not give out my own or other people's personal information such as name, phone number, home address, interests, schools, or clubs. If I must use a name online, I will use an anonymous nickname. I will tell my teacher or parent/carer if

anyone asks me online for personal information.

- Uploading or sending my image (photographs, videos, live streaming) online puts me at risk. I will always seek permission from my teacher or parent/carer if I wish to do this. I will not take, share, or upload any image of anyone else without their permission and, if they are a child, without their parent's/carer's permission.
- Even if I have permission, I will not upload any images, videos, sounds, or words that **could** upset, now or in the future, any member of the school community, as this is cyberbullying.
- I understand that some people on the internet are not who they say they are, and some people are not safe to be in contact with. I will not arrange to meet someone I only know on the internet. If someone asks to meet me, I will not reply to them and I will tell a teacher or a parent/carer immediately.
- I understand that everything I do or receive online can be traced now and in the future. I know it is important to build a good online reputation.
- I understand that some personal devices are allowed in school and some are not, and I will follow the rules. I will not assume that new devices can be brought into school without getting permission.
- I will not lie about my age in order to access games, apps or social networks that are for older people as this will put me at risk.
- I understand that these rules are designed to keep me safe now and in the future. If I break the rules my teachers will look into it and may:
  - Speak to me about my behaviour
  - Speak to my parents/carers about my use of technology
  - Remove me from online communities or groups
  - Not allow me to use laptops/computers or other mobile devices to access the internet, school computer network or particular programmes and apps.
  - Take any other action necessary to keep me and others safe.

## Agreement

I am signing below to show that I understand and will try to abide by these rules.

Pupils Name	
Signed	
Date	

## Agreement

I am signing below to show that I have discussed this with my child and they understand that they must try to abide by these rules.

Pupils Name	
Parent/Carer Signature	
Date	