

ICT Acceptable Use Policy (AUP) – Staff and Governors

ICT and the related technologies such as e-mail, the internet and mobile devices are an integral part of our daily life in school. This agreement is designed to ensure that all staff and Governors are aware of their individual responsibilities when using technology. All staff members and Governors are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the headteacher. This policy should be read in conjunction with the [Child Protection Policy](#).

1. I will take responsibility for my own use of any technologies, making sure that I use them safely, responsibly and legally.
2. I will be an active participant in e-safety education, taking personal responsibility for my awareness of the opportunities and risks posed by the use of technology.
3. I will not use communications devices, whether school provided or personally owned, for bullying or harassment of others in any form.
4. I will not be involved with any online activities, either within or outside school that may bring the school, staff, children or wider members into disrepute. This includes derogatory/inflammatory comments made on Social Network Sites, Forums and Chat rooms.
5. I will not browse, download/upload or distribute any material that could be considered offensive, illegal or discriminatory.
6. I will respect copyright and intellectual property rights.
7. I will ensure that all electronic communications with other adults are appropriate.
8. I will not use the school system(s) for personal use during working hours.
9. I will not install any hardware or software without the prior permission of the Computing co-ordinator or the IT Technician.
10. I will ensure that personal data (including data held on MIS systems) is kept secure at all times and is used appropriately in accordance with Data Protection legislation.
11. I will ensure that images of children and/or adults will be taken, stored and used for professional purposes in line with school policy and with written consent of the parent/carer or relevant adult. I will not distribute images outside the school network without the prior permission of the parent/carer, or person/s in the image. Each teacher keeps electronic samples of children's work and achievements using [Earwig](#). These online timelines enable teachers and the headteacher to review progress for individual classes or across classes and to compare one year with another. These records demonstrate a broad range of ability and achievement for each age group in the school. Access to [Earwig](#) records are password protected, which only trained members of staff have access too. Each [Earwig](#) parent gets secure, any-time access to their children's timeline, containing up to date records of activity in class, on the

sports field or on school trips. Parents are aware of keeping their username and password private and secure. I will ensure I keep *Earwig* passwords safe and secure and not pass them on to people outside of school.

12. I will abide by the school's rules for using personal mobile equipment, including my mobile phone, at all times.

13. I will not use my mobile phone to take images of children in or out of school.

14. I will report any known misuses of technology, including the unacceptable behaviours of others.

15. I have a duty to respect the technical safeguards which are in place. I understand that attempting to breach technical safeguards or gain unauthorised access to systems and services is unacceptable.

16. I have a duty to report failings in technical safeguards which may become apparent when using the systems and services.

17. I have a duty to protect passwords and personal network logins, and should log off the network when leaving workstations unattended. I understand that any attempts to access, corrupt or destroy other users' data, or compromise the privacy of others in any way, using any technology, is unacceptable

18. I understand that network activities and online communications are monitored, including any personal and private communications made using school systems.

19. I am aware that in certain circumstances where unacceptable use is suspected, enhanced monitoring and procedures may come into action, including the power to confiscate personal technologies such as mobile phones.

20. I will take responsibility for reading and upholding the standards laid out in the AUP. I will support and promote the school's e-safety policy and help children to be safe and responsible in their use of ICT and related technologies.

21. I understand that these rules are designed for the safety of all users and that if they are not followed, school sanctions will be applied and disciplinary action taken.

User Signature

I have read and agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Signature

Date.....

Full Name.....(PRINT)

Position/Role.....

ICT Acceptable Use Policy (AUP) – Students, Supply Teachers, Visitors, Guests etc.

To be signed by any adult working in the school for a short period of time.

1. I will take responsibility for my own use of any technologies, making sure that I use them safely, responsibly and legally.
2. I will not browse, download/upload or distribute any material that could be considered offensive, illegal or discriminatory.
3. I will not use any external device to access the school's network e.g. pen drive.
4. I will respect copyright and intellectual property rights.
5. I will ensure that images of children and/or adults will be taken, stored and used for professional purposes in line with school policy and with written consent of the parent/carer or relevant adult. I will not distribute images outside the school network without the prior permission of the parent/carer, or person/s in the image.
6. I will abide by the school's rules for using personal mobile equipment, including my mobile phone, at all times.
7. I understand that network activities and online communications are monitored, including any personal and private communications made using school systems.
8. I will not install any hardware or software onto any school system.
9. I understand that these rules are designed for the safety of all users and that if they are not followed, school sanctions will be applied and disciplinary action taken.

User Signature

I have read and agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Signature

Date.....

Full Name.....(PRINT)

Position/Role.....

ICT Acceptable Use Policy (AUP) - Children

These rules reflect the content of our school's e-safety policy. It is important that parents/carers read and discuss the following statements with their child(ren), understanding and agreeing to follow the school rules on using ICT, including use of the internet.

- ✓ I will only use ICT in school for school purposes.
- ✓ I will not bring equipment e.g. a mobile phone or mobile games consoles into school unless specifically asked by my teacher.
- ✓ I will only use the internet and/or online tools when a trusted adult is present.
- ✓ I will not deliberately look for, save or send anything that could be unpleasant or nasty.
- ✓ I will not deliberately bring in inappropriate electronic materials from home.
- ✓ I will not deliberately look for or access inappropriate websites.
- ✓ If I accidentally find anything inappropriate I will tell my teacher immediately.
- ✓ I will only communicate online with people a trusted adult has approved.
- ✓ I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- ✓ I will not give out my own, or others', details such as names, phone numbers or home addresses.
- ✓ I will not tell other people any school ICT passwords.
- ✓ I will not arrange to meet anyone that I have met online.
- ✓ I will only open/delete my own files.
- ✓ I will not attempt to download or install anything on to the school network without permission.
- ✓ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- ✓ I know that my use of ICT can be checked and that my parent/carer contacted if a member of school staff is concerned about my e-safety.
- ✓ I understand that failure to comply with this Acceptable Use Policy may result in disciplinary steps being taken in line with the school's Behaviour Policy.

□

.....Parent/Carer

Signature

We have discussed this Acceptable Use Policy and [Print child's name]agrees to follow the e-safety rules and to support the safe use of ICT at Euxton CE Primary School.

Parent /Carer Name (Print).....

Parent /Carer (Signature).....

Class..... Date.....

ICT Acceptable Use Policy (AUP) – Parent’s Letter

Dear Parent/Carer,

The use of ICT including the internet, e-mail, learning platforms and mobile technologies are integral elements of learning in our school. To make this as successful and as beneficial as possible for all learners, we expect all children to act safely and responsibly when using technology both within, and outside of, the school environment.

In school, we ensure that all resources used by the children are age appropriate and suggest that parents check the terms and conditions for the use of online resources and games to ensure that resources used at home are also age appropriate. This is particularly relevant when using Social Network Sites that incorporate age-restriction policies where the minimum acceptable age is 13 years. Any child who sets up or uses such a site and is below the acceptable age is in clear breach of the site’s privacy policy and / or terms and conditions and therefore we actively discourage this in our school.

The enclosed ICT Acceptable Use Policy forms part of the wider school e-safety policy and alongside the school’s Behaviour and Safeguarding policies outlines those principles we expect our children to uphold for the benefit of both themselves and the wider school community.

Your support in achieving these aims is essential and I would therefore ask that you please read and discuss the enclosed ICT Acceptable Use Policy with your child and return the completed document as soon as possible. Signing the School Acceptable Use Policy helps us to maintain responsible use of ICT and safeguard the children in school.

If you would like to find out more about e-safety for parents and carers, please visit the Lancsngfl e-safety website www.lancsngfl.ac.uk/esafety

If you have any concerns or would like to discuss any aspect of the use of ICT in school, please contact Mr Storch.

Yours sincerely,

Headteacher

Our **Golden Rules** for Staying Safe with ICT

- ✓ We only use the internet when a trusted adult is with us.
- ✓ We are always polite and friendly when using online tools.
- ✓ We always make careful choices when we use the internet.
- ✓ We always ask a trusted adult if we need help using the internet.
- ✓ We always tell a trusted adult if we find something that upsets us.

Our **Golden Rules** for Staying Safe with ICT

- ✓ We always ask permission before using the internet.
- ✓ We only use the internet when a trusted adult is around.
- ✓ We immediately close/minimise any page we are uncomfortable with (or if possible switch off the monitor).
- ✓ We always tell an adult if we see anything we are uncomfortable with.
- ✓ We only communicate online with people a trusted adult has approved.
- ✓ All our online communications are polite and friendly.
- ✓ We never give out our own, or others', personal information or passwords and are very careful with the information that we share online.
- ✓ We only use programmes and content which have been installed by the school.

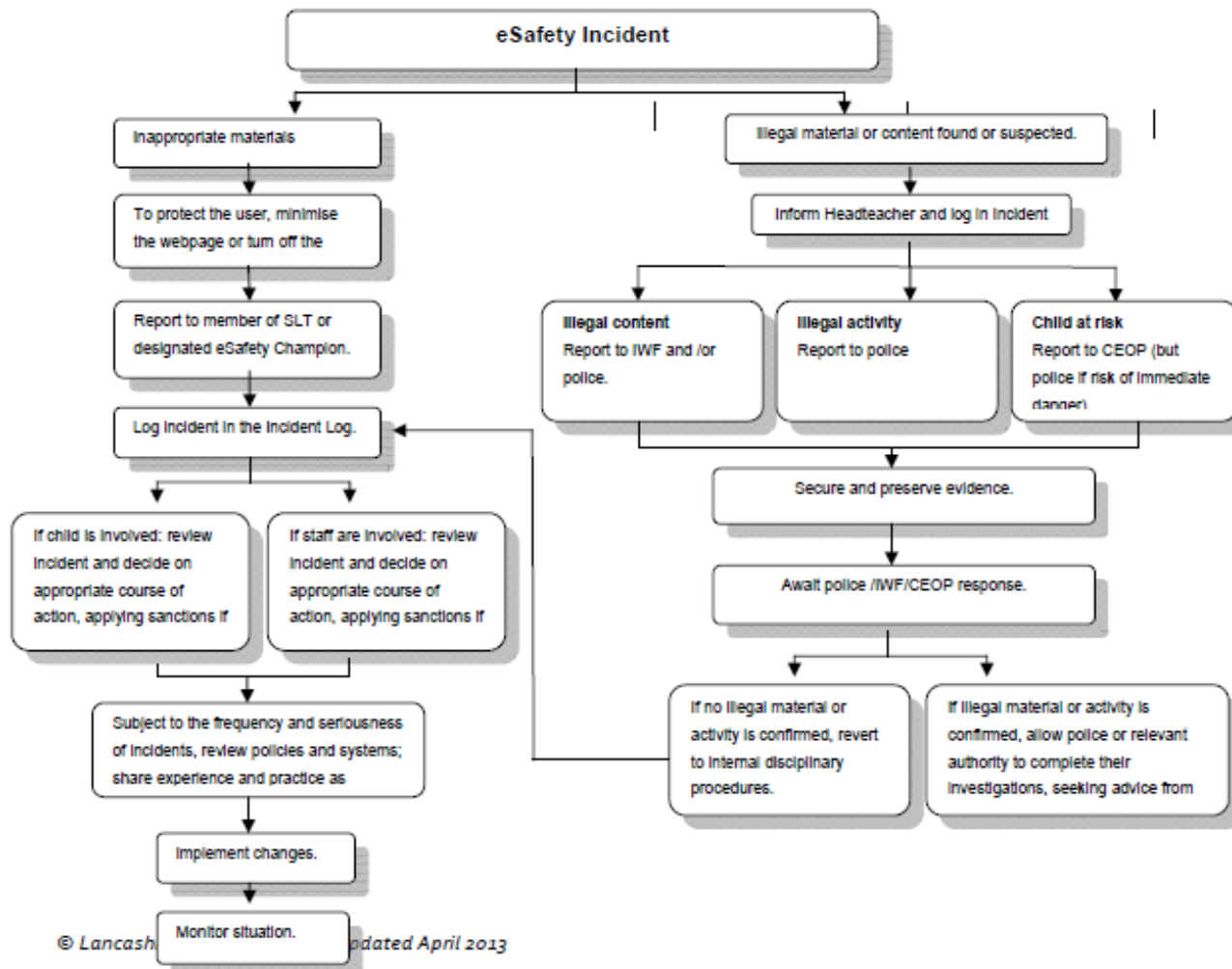
e-safety Incident Log

All e-safety incidents must be recorded by the member of staff who teaches and/or witness' the incident. The school e-safety champion and heateacher must also be informed.

This incident log will be monitored and reviewed regularly by the Headteacher and Chair of Governors.

Date / Time of Incident	Type of Incident	Name of pupil/s and staff involved	System details	Incident details	Resulting actions taken and by whom (and signed)
01 Jan 2010 9.50 am	Accessing Inappropriate Website	A N Other (Pupil) A N Staff (Class Teacher)	Class 1 Computer 1.5	Pupil observed by Class Teacher deliberately attempting to access adult websites.	Pupil referred to Headteacher and given warning in line with sanctions policy for 1 st time infringement of AUP. Site reported to LGFL as inappropriate.

Responding to eSafety Incident/ Escalation Procedures



Internet Watch Foundation
IWF Reporting Page:
www.iwf.org.uk/reporting.htm

Lancashire Constabulary
Neighbourhood Policing Team
www.lancashire.police.uk/contact-us
0845 1 25 35 45

Child Exploitation and Online Protection Centre (CEOP)
CEOP Reporting Page:
www.ceop.gov.uk/reportabuse/index.asp

LCC Schools' eSafety Lead
Lancashire Schools' ICT Centre
graham.lowe@ict.lancsngf.ac.uk

Securing and Preserving Evidence – Guidance Notes
The system used to access the suspected illegal materials or activity should be secured as follows:

- Turn off the monitor (Do NOT turn off the system).
- Ensure the system is NOT used or accessed by any other persons (inc. technical staff).
- Make a note of the date / time of the incident along with relevant summary details.
- Contact your School's Neighbourhood Policing Team for further advice.