Trinity Anglican Methodist Primary School

Acceptable Use Policy (AUP)

Technology can generate discussion, promote creativity and stimulate awareness of context to support effective learning. New technologies also bring opportunities for staff to be more creative and productive in their work and in developing the link between home and school learning and management of teacher workload.

- All users should have an entitlement to safe internet access at all times and feel safe about other technologies in school.
- All should use the internet and other technologies in a responsible and safe manner. These technologies include the internet, ipads, laptops, cameras, mobile phones. Mobile devices offer a particular opportunity but also challenge in maintaining acceptable use across the school community.

This Acceptable Use Policy is intended to ensure:

- That children, staff, parents/carers 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 community understands the guidelines and parameters which have been agreed.

The school will aim to ensure that children, staff and volunteers will have good access to ICT to enhance their learning and work and will, in return, expect the children, staff and volunteers to agree to be responsible users.
The school community will work together to promote the highest level of safety and security for all within Trinity School. This includes ensuring equipment is not at risk of being stolen, especially where this may contain information about people within the school.

It is expected that every member of staff in school will be familiar with The Online Safety Policy (on our website) and Use of Mobile Devices Policy. These contain important policy and procedure decisions with regard to mobile phones and other mobile devices.

If a child, member of staff or any other potential user of the network does not sign this agreement, they will not be permitted to use the school network or technological equipment.

General Guidelines:

- There are sections within this policy for children, staff, volunteers and parents/carers.
- Governors may be provided with an account in school if they require one for specific purposes.
- Students on teaching undergraduate or post-graduate courses may be given a temporary username and password.
- Visitors are welcome to use the wireless link.
- Visitors will not be given access to the school internet for any reason or have access to mail or direct contact with children (unless strictly necessary).
- Make use of resources such as cameras and microphones but ensure that these are

returned after their use. They should also endeavour to remove pictures/files on return too

- Try not to be wasteful, in particular when it comes to batteries, printer ink and paper
- The Data Protection Policy has some important information for staff to remember with regard to data of a personal nature such as school reports, ILPs, correspondence, photographs and assessment.
- Return any hardware or equipment if they are no longer employed by the school.
- Be aware that software or hardware should not be installed without prior consent of the ICT Coordinator or Head teacher
- Report any issues to the Senior Management team or ICT Coordinator as soon as possible.

Appendix 1 – Acceptable Use Policy Agreement for Children
Appendix 2 – Acceptable Use Policy Agreement for Parent / Carers
Appendix 3 – Acceptable Use Policy Agreement for Staff and Volunteers
Appendix 4 – Use of Digital Visual and Sound Images
Appendix 5 – Useful checklist for children

Appendix 1:

Acceptable Use Policy Agreement for Children

These guidelines will be shared as part of the Computing Curriculum throughout the year at school, but initially we would ask parents/carers to discuss these with their own child in an age-appropriate way.
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.

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password. I will always log-off.
- I will be aware of "stranger danger" when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line.
- 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.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not (unless I have permission) 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 use the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.
- I will not steal, disable or cause any damage to school equipment, or the equipment belonging to others.
- I will keep drinks or water away from all digital and electronic equipment.

I will act as I expect others to act toward me:

- I will respect others' 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 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.
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will give my mobile phone to my teacher at the beginning of the day, if I have it in school for any reason. I will collect it at the end of the day.
- I will only use my personal handheld/external devices (mobile phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in

school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.

- I understand the risks and will not upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I 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 immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- 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.
- I will not use chat and social networking sites.

When using the internet for research or recreation, I recognise that:

- I should 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 try to download copies (including music and videos)
- 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 understand that I am responsible for my actions, both in and out of school:

- 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 if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, contact with parents/carers and in the event of illegal activities involvement of the police.

The school may exercise its right to monitor the use of the school's information systems, including internet access, the interception of e-mail and the deletion of 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 unauthorized or unlawful text, imagery or sound.

Appendix 2:

Acceptable Use Policy
Agreement for Parents / Carers

I will do all that I can to help my child in their understanding of being a good e-citizen:

- I will read the information provided by the school that will help me help my child to be safe on-line and with other digital aids, such as mobile phones, social networking, etc.
- I will support school policy.
- I will not encourage my child to access digital information below the age to which it is legally permissable.
- I will share with the school any concerns I have about my child's inappropriate use of digital networking or equipment, if it has an impact on relationships or issues within the school community.
- I will seek support from the school if I feel unsure about how to support my child or I am concerned in any way.
- I will inform the school if I have any specific concerns about school policy or by sharing anything I may have seen that concerns me.
- I will aim to be a good role model for my child.
- I will try to keep abreast of new technological developments as much as possible so that I am able to support my child.

I will act as I expect others to act toward me:

- 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.
- I will share any concerns that I may have with the school rather than use social networking to
- share possible inaccuracies with others.
- I understand that I may be reported for abusive use of digital media and the school would take
- action against any malicious comments.
- I will take action in reporting any malicious comments to the school, printing any relevant
- material immediately where possible as evidence.
- I will not take or distribute images of anyone without their permission.
- I will follow school policy and procedures on the use of digital images and sound.
- I will respect others' work and property and will not access, copy, remove or otherwise alter any
- other user's files, without the owner's knowledge and permission.

Appendix 4:

Use of Digital Visual and Sound Images

The use of digital visual and sound images plays an important part in learning activities.

Children and members of staff may use school iPads to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media.

Parents/carers may wish to take digital recordings or images of their child in events at school under staff direction and in line with pupil permissions.

The school will comply with the Data Protection Act and request parents / carers permission before taking images of members of the school. This is done through the pupil information sheet completed by parents/carers when their child starts at Trinity and subsequently on an annual basis.

We will also ensure that when images are shared in line with pupil permissions. Parents/carers and volunteers are also signing to agree to do the same.

Parents, carers, staff and volunteers must not put any recordings, that include any child other than their own, on the internet or any social networking site unless this goes through the school website where school agreed protocols will be followed.

There are some children in the school who do not have 'photo permission' for various reasons and anyone breaching this agreement may be putting a child in danger.

Appendix 5:

Useful Checklist for Children

The Golden Rule: Think before you click

Early Years and KS1(N, R, Y1, Y2):

- I will be careful when going on the internet.
- I will only use the internet when a teacher is with me.
- I will tell a teacher if I see something that upsets me.
- I know people online might not be who they say they are.
- I will be polite when talking to people or writing online.
- I will think before I print or delete.
- I will be careful when using or carrying equipment.
- I will keep my password secret, but I can tell my family.
- I won't tell anyone any personal details like my phone number or last name.
- I won't log on using someone else's username.
- I will never put water bottles on the table when using ICT.

KS2 (Y3, Y4, Y5, Y6):

- At all times, I will think before I click (especially when deleting or printing)
- When using the internet, I will think about the websites I am accessing
- If I find a website or image that is inappropriate, I will tell my teacher straight away
- When using information or pictures from websites, I will try and say which website it came from and if possible link back to the site
- When communicating online (in blogs, email etc) I will think about the words that I use and will not use words that may offend other people
- When communicating online, I will only use my first name and not share personal details such as my email address or phone number
- I understand that people online might not be who they say they are
- I will not look at other people's files or documents without their permission
- I will not logon using another person's account without their permission
- I will think before deleting files
- I will think before I print
- I know that the teachers can, and will, check the files and websites I have used
- I will take care when using the computers and transporting equipment
- I will keep my usernames and passwords secure, but I understand I can share them with appropriate people, such as my parents/carers or teachers
- I will not install any software or hardware (including memory sticks) without permission from a teacher
- I understand that if I am acting inappropriately then my parents/carers may be informed whether this is in school or outside of school.