



# Acceptable Use of Technology Policy

## Key contact personnel in School

Designated Safeguarding Lead(s):  
Tracey Sandy (Head of School)  
Zoe Amos (Class 2 Teacher)  
Jo Hygate (Executive Headteacher)

Named Safeguarding Governor: Michael Brazier

**Written and agreed by staff: October, 2019**

**Approved by Governors: November, 2019**

**To be reviewed: November, 2020**

The aim of this Acceptable Use of Technology Policy is to ensure that pupils benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet and email use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed. The AUP will be revised annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

Worth Primary School employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

### **General**

- Internet sessions will always be supervised by a teacher.
- Filtering systems are used by our Internet Service Provider, in order to minimise the risk of exposure to inappropriate material.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software is present on all machines and is updated and checked automatically on a daily basis.
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

### **World Wide Web**

- School staff and pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- School staff and pupils will report accidental accessing of inappropriate materials in accordance with school procedures.
- Pupils will use the Internet for educational purposes only.
- Pupils will not copy information into work without acknowledging the source (plagiarism and copyright infringement).
- Pupils will NEVER disclose or publicise personal information.
- Downloading materials or images not relevant to class work and homework is in direct breach of the school's acceptable use policy.

- School staff and pupils will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

## **Email**

- School staff and pupils will use approved email accounts.
- School staff and pupils will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- School staff will not display, publish or share offensive or inflammatory material via social media.
- School staff will portray and represent the school in a positive light and in a professional manner at all times via any electronic communication or social media.
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
  - Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Pupils will note that sending and receiving email attachments is subject to permission from their teacher.

## **School Website**

- The platform will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of any pupil work will be co-ordinated by school staff.
- Pupils' work may appear in an educational context on our school website pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission. Video clips may be password protected.
  - Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will not publish the surnames of any pupils.
- The school will ensure that the image files are appropriately named – will not use pupils' names in image files if published on the web.
  - Pupils will continue to own the copyright on any work published.

## **Personal Devices**

Pupils are prohibited from bringing personal devices into school.

## **Support Structures**

Worth Primary School will regularly inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

## **Sanctions**

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

## **Learner Acceptable Use Statements for Early Years and KS1 (0-6)**

Larger versions of the posters available for use to reinforce the schools expectations regarding pupils' acceptable use of technology can be found at [www.kelsi.org.uk](http://www.kelsi.org.uk) (via the e-Safety section) and [www.eiskent.co.uk](http://www.eiskent.co.uk)

- I only use the internet when an adult is with me.
- I only click on links and buttons when I know what they do.
- I keep my personal information and passwords safe online.
- I only send messages online which are polite and friendly.
- I know the school can see what I am doing online.
- I always tell an adult/teacher if something online makes me feel unhappy or worried.
- I will not bring my own personal devices into school.
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) to learn more about keeping safe online.
- I know that if I do not follow the rules there will be consequences.
- I have read and talked about these rules with my parents/carers.

## **EYFS and KS1 shortened version (for use on posters etc.)**

- I only go online with a grown up.
- I am kind online.
- I keep information about me safe online.
- I tell a grown up if something online makes me unhappy or worried.

# Early Years and KS1 Acceptable Use Poster



1 I only go online with a grown up



2 I am kind online



3 I keep information about me safe



4 I tell a grown up if something online makes me unhappy



## Statements for KS2 Pupils (7-11)

### Safe

- I only send messages which are polite and friendly.
- I will only post pictures or videos on the internet if they are appropriate, and if I have permission.
- I only talk with and open messages from people I know, and I only click on links if I know they are safe.
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult.

### Trust

- I know that not everything or everyone online is honest or truthful.
- I will check content on other sources like other websites, books or with a trusted adult.
- I always credit the person or source that created any work, image or text I use.

### Responsible

- I always ask permission from an adult before using the internet.
- I only use websites and search engines that my teacher has chosen.
- I use school computers for school work, unless I have permission otherwise.
- I will not use my own personal devices/mobile phones in school.
- I keep my personal information safe and private online.
- I will keep my passwords safe and not share them with anyone.
- I will not access or change other people's files or information.
- I will only change the settings on the computer if a teacher/technician has allowed me to.
- I will always be myself and not pretend to be anyone or anything I am not. I know that posting anonymous messages or pretending to be someone else is not allowed.
- I will be polite and sensible when I message people online and I know that sending a message is the same as having a conversation with someone. I will not be rude or hurt someone's feelings online.

### Understand

- I understand that the school's internet filter is there to protect me, and I will not try to bypass it.
- I know that my use of school devices/computers and internet access will be monitored
- I have read and talked about these rules with my parents/carers
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) and [www.childline.org.uk](http://www.childline.org.uk) to learn more about keeping safe online
- I know that if I do not follow the school rules then I will be reported to the Head of School.

### Tell

- If I am aware of anyone being unsafe with technology, I will report it to a teacher or adult.
- I always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened.
- If I see anything online that I shouldn't or that makes me feel worried or upset then I will shut the laptop lid and tell an adult straight away.

- If I get unpleasant, rude or bullying emails or messages, I will report them to a teacher or other adult. I will not delete them straight away, but instead, keep them so I can show them to the person I am reporting to.

## **KS2 Shortened version (for use on posters etc)**

- I ask a teacher about which websites I can use.
- I will not assume information online is true.
- I know there are laws that stop me copying online content.
- I know I must only open online messages that are safe. If I'm unsure then I won't open it without speaking to an adult first.
- I know that people online are strangers and they may not always be who they say they are.
- If someone online suggests meeting up then I will always talk to an adult straight away.
- I will not use technology to be unkind to people.
- I will keep information about me and my passwords private.
- I always talk to an adult if I see something which makes me feel worried.

# KS2 Acceptable Use Poster

30 Winner! You were safe online

29

28

27

26 I will keep information about me and my passwords secret.

21

22

23 I will not be unkind to anyone online.

24

25 I acted unsafely online!

20 If someone asks me to meet them, I will always talk to an adult straight away.

19

18 I know that people online are strangers and they may not be who they say they are.

17

16 I acted unsafely online!

11 I always talk to an adult if I see something online which worries me.

12

13

14 I know there are laws that stop me copying online content.

15

10 I acted unsafely online!

9

8 I know I must only open messages online that are safe. If I am unsure I will ask an adult first.

7

6 I always check if information online is true.

1 Online

2

3 I ask an adult which websites I can look at or use.

4

5

**STAY SAFE Online**



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At Worth Primary School we want to ensure that all members of our community are safe and responsible users of technology. We will support our learners to...

- Become empowered and responsible digital creators and users.
- Use our resources and technology safely, carefully and responsibly.
- Be kind online and help us to create a community that is respectful and caring, on and offline.
- Be safe and sensible online and always know that you can talk to a trusted adult if you need help.

## Learners with SEND

### Learners with SEND functioning at Levels P4 –P7

- I ask a grown up if I want to use the computer.
- I make good choices on the computer.
- I use kind words on the internet.
- If I see anything that I don't like online, I tell a grown up.
- I know that if I do not follow the school rules then it will be reported to the Head of School.

### Learners with SEND functioning at Levels P7-L1 (Based on Childnet's SMART Rules: [www.childnet.com](http://www.childnet.com) )

#### Safe

- I ask a grown up if I want to use the computer.
- On the internet I don't tell strangers my name.
- I know that if I do not follow the school rules then it will be reported to the Head of School.

#### Meeting

- I tell a grown up if I want to talk on the internet.

#### Accepting

- I don't open emails from strangers.

#### Reliable

- I make good choices on the computer.

#### Tell

- I use kind words on the internet.
- If I see something I don't like online, I will tell a grown up.

### Learners with SEND functioning at Levels L2-4 (Based on Childnet's SMART Rules: [www.childnet.com](http://www.childnet.com))

#### Safe

- I ask an adult if I want to use the internet.
- I keep my information private on the internet.

- I am careful if I share photos online.
- I know that if I do not follow the school rules then I will be reported to the Head of School.

### **Meeting**

- I tell an adult if I want to talk to people on the internet.
- If I meet someone online, I talk to an adult.

### **Accepting**

- I don't open messages from strangers.
- I check web links to make sure they are safe.

### **Reliable**

- I make good choices on the internet.
- I check the information I see online.

### **Tell**

- I use kind words on the internet.
- If someone is mean online then I don't reply, I save the message and show an adult.
- If I see something online I don't like, I will tell a teacher or another adult.



Dear **child's name**

All pupils at our school use computer facilities, including internet access, as an essential part of learning in today's modern British Society. You will have the opportunity to access a wide range of technology resources. This includes access to:

- Computers, laptops and other digital devices.
- The Internet, which may include search engines and educational sites.
- Email.
- Digital cameras, webcams and video cameras.

At Worth Primary School we recognise the essential and important contribution that technology plays in promoting your learning and development, both at school and at home. However, we also recognise there are potential risks. The school will take all reasonable precautions to ensure that you are as safe as possible when using school equipment and will work together with you and your family to help you stay safe online.

**At Worth Primary School we want to ensure that all members of our community are safe and responsible uses of technology. We will support you to:**

- ☞ Become empowered and responsible digital creators and users.
- ☞ Use our resources and technology safely, carefully and responsibly.
- ☞ Be kind online and help us to create a community that is respectful and caring, on and offline.
- ☞ Be safe and sensible online, and always know that you can talk to a trusted adult if you need help.

Should you have any worries about online safety then you can speak with Ms Sandy or Mrs Amos. You can also access support through the school by speaking to your class teacher and via other websites such as [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) and [www.childline.org.uk](http://www.childline.org.uk)

We request that you and your family read our school Acceptable Use of Technology Policy and return the attached slip. We look forward to helping you become a positive and responsible digital citizen.

Yours sincerely,  
Head of School



## Learner Acceptable Use Policy Agreement Form

### Worth Primary School Acceptable Use of Technology Policy – Learner

I, with my parents/carers, have read and understood the pupil Acceptable Use of Technology Policy (AUP).

I agree to follow the pupil AUP when:

1. I use school systems and devices, both on and offsite
2. I use my own equipment out of school, in a way that is related to me being a member of the school community, including communicating with other members of the school, accessing school email or website.
3. I will not bring into school personal devices or mobile phones.

Name..... Signed.....

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

Parent/Carers Name.....

Parent/Carers Signature.....

Date.....



Dear Parent/Carer

All pupils at Worth Primary School use computer facilities and internet access, as an essential part of learning as required by the National Curriculum. Your child will have the opportunity to access a wide range of information and communication technology (ICT) resources. This includes access to:

- Computers, laptops and other digital devices
- The Internet, which may include search engines and educational sites
- Email
- Digital cameras, webcams and video cameras

Worth Primary School recognises the essential and important contribution that technology plays in promoting children's learning and development. We believe it offers a fantastic range of positive activities and experiences. We do recognise however that this can bring risks. We take your child's online safety seriously and, as such, will take all reasonable precautions, including monitoring and filtering systems, to ensure that pupils are safe when they use our internet and systems.

We recognise however that no technical system can replace online safety education and believe that children themselves have an important role to play in developing responsible behaviour. To support the school in developing your child's knowledge and understanding about online safety, we request that you read the attached Acceptable Use Policy with your child, discuss the content with them and return the attached slip.

**For some children with SEND and those children in Early Years and Key Stage 1:**

*We understand that your child may not understand or be too young to give informed consent on his/ her own; however, we feel it is good practice to involve them as much as possible in the decision-making process, and believe a shared commitment is the most successful way to achieve this.*

Hopefully, you will also find this Acceptable Use Policy provides you with an opportunity for conversations between you and your child about safe and appropriate use of the technology, both at school and at home.

We request that all parents support our approach to online safety by role modelling safe and positive online behaviour and by discussing online safety whenever children access technology at home. Parents can visit the school website [www.worthprimary.co.uk](http://www.worthprimary.co.uk) for more information about our approach to online safety. Full details of the school's online safety policy is available on the school website or on request. Parents/carers may also like to visit the following links for more information about keeping children safe online:

- [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
- [www.childnet.com](http://www.childnet.com)
- [www.nspcc.org.uk/onlinesafety](http://www.nspcc.org.uk/onlinesafety)
- [www.saferinternet.org.uk](http://www.saferinternet.org.uk)
- [www.internetmatters.org](http://www.internetmatters.org)

Should you wish to discuss the matter further, please do not hesitate to contact the Designated Safeguarding Lead, Ms Sandy or Mrs Hygate (Executive Head)

Yours sincerely,

Head teacher



## Parent/Carer Acknowledgement Form

### **Pupil Acceptable Use of Technology Policy: Worth Primary School Parental Acknowledgment**

I, with my child, have read and discussed Worth Primary School's Pupil Acceptable Use of Technology Policy.

I am aware that any internet and IT use using school equipment may be monitored for safety and security reason to safeguard both my child and the schools' systems. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure my child will be safe when they use the internet and other associated technologies. I understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I with my child, am aware of the importance of safe online behaviour and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.

I understand that the school will contact me if they have concerns about any possible breaches of the AUP or have any concerns about my child's safety.

I will inform the school or other relevant organisations if I have concerns over my child's or other members of the school communities' safety online.

I know that my child 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 will support the schools online safety approaches and will encourage my child to adopt safe use of the internet and digital technologies at home.

Child's Name..... Child's Signature..... (if appropriate)

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

Parents Name.....

Parents Signature..... Date.....

## Parent/Carers Acceptable Use of Technology Policy

- I know that my child will be provided with internet access and will use a range of IT systems in order to access the curriculum and be prepared for modern life whilst at Worth Primary School.
- I am aware that learners' use of mobile technology and devices, such as mobile phones, is not permitted at Worth Primary School.
- I am aware that any internet and technology use using school equipment may be monitored for safety and security reasons, to safeguard both my child and the schools' systems. This monitoring will take place in accordance with data protection (including GDPR) and human rights legislation.
- I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that learners are safe when they use the internet and systems. I understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
- I am aware that my child 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 have read and discussed Worth Primary School's Acceptable Use of Technology Policy (AUP) with my child.
- I will support Worth Primary School's safeguarding policies and will ensure that I appropriately monitor my child's use of the internet outside of school and discuss online safety with them when they access technology at home.
- I know I can seek support from the school about online safety, such as via the school website to help keep my child safe online at home.
- I will support the school's approach to online safety. I will role model safe and positive online behaviour for my child by sharing images, text and video online responsibly.
- I, together with my child, will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.
- I understand that a partnership approach to online safety is required. If the school has any concerns about either my or my child's behaviour or safety online, then I will be contacted.
- I understand that if I or my children do not abide by Worth Primary School's AUP, appropriate action will be taken. This could include sanctions being applied in line with the school's policies and if a criminal offence has been committed, the police may be contacted.
- I know that I can speak to the Designated Safeguarding Lead, Ms Sandy, my child's teacher or the Executive Head if I have any concerns about online safety.

**I have read, understood and agree to comply with Worth Primary School's Parent/Carer Acceptable Use of Technology Policy.**

Child's Name..... Class.....

Parent/Carers Name.....

Parent/Carers Signature.....

Date.....





## **Staff Acceptable Use of Technology Policy**

**As a professional organisation with responsibility for safeguarding, all members of staff are expected to use Worth Primary School's IT systems in a professional, lawful, and ethical manner. To ensure that members of staff understand their professional responsibilities when using technology and provide appropriate curriculum opportunities for learners, they are asked to read and sign the staff Acceptable Use of Technology Policy (AUP).**

**Our AUP is not intended to unduly limit the ways in which members of staff teach or use technology professionally, or indeed how they use the internet personally, however the AUP will help ensure that all staff understand Worth Primary School's expectations regarding safe and responsible technology use, and can manage the potential risks posed. The AUP will also help to ensure that Worth Primary School's systems are protected from any accidental or deliberate misuse which could put the safety and security of our systems or members of the community at risk.**

### **Policy Scope**

1. I understand that this AUP applies to my use of technology systems and services provided to me accessed as part of my role with Worth Primary School both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras and email as well as IT networks, data and data storage and online and offline communication technologies.
2. I understand that Worth Primary School's Acceptable Use of Technology Policy (AUP) should be read and followed in line with the school's staff code of conduct policy.
3. I am aware that this AUP does not provide an exhaustive list; all staff should ensure that technology use is consistent with the school's ethos, behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

### **Use of Worth Primary School's Devices and Systems**

4. I will only use the equipment and internet services provided to me by Worth Primary School when working with learners e.g. internet access, laptops.
5. I understand that any equipment and internet services, provided by my workplace, is intended for educational use and should only be accessed by members of staff.

### **Data and System Security**

6. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or securing/locking access.
  - I will use a 'strong' password to access school systems. A strong password has numbers, letters and symbols with 8 or more characters.

- I will protect the devices in my care from approved access or theft. Personal devices will be kept out of sight of the pupils and will not be unsupervised.
7. I will respect Worth Primary School's system security and will not disclose my password or security information to others.
  8. I will not open any hyperlinks or attachments in emails unless they are from a known and trusted source. If I have any concerns about email content sent to me, I will report them to EIS.
  9. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from SNS.
  10. I will ensure that any personal data is kept in accordance with the Data Protection legislation including GDPR in line with the school's information security policies.
    - All personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.
    - Any data being removed from the school site (such as via email or on memory sticks or CDs) will be suitably protected. This may include data being encrypted by a method approved by the school.
  11. I will not keep documents which contain school-related sensitive or personal information, including images, files, videos and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. Where possible, I will use the school learning platform/network to upload any work documents and files in a password protected environment or via VPN.
  12. I will not store any personal information on the school IT system including school laptops or similar devices issued to members of staff that is unrelated to school activities, such as personal photographs, files or financial information.
  13. I will ensure that Worth Primary School's owned information systems are used lawfully and appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
  14. I will not attempt to bypass any filtering and/or security systems put in place by the school.
  15. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to our IT lead, Mrs Hurst, as soon as possible.
  16. If I have lost any school related documents or files, I will report this to the IT Lead, Mrs Hurst, and the school's Data Protection Officer, Ms Sandy, as soon as possible.
  17. Any images or videos of learners will only be used as stated in the school's image use policy.

- I understand images of learners must always be appropriate and should only be taken with the school's provided equipment and taken/published where learners and their parent/carer have given explicit consent.

## **Classroom Practice**

18. I am aware of safe technology use in the classroom and other working spaces, including appropriate supervision of learners, as outlined in the school's online safety policy.
19. I have read and understood the school's online safety policy which covers the expectations for learners regarding mobile technology and social media.
20. I will promote online safety with the learners in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create by:
  - Exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used on site.
  - Creating a safe environment where learners feel comfortable to say what they feel, without fear of getting into trouble and/or being judged for talking about something which happened to them online.
  - Involving the Designated safeguarding Lead (DSL), Ms Sandy as a part of planning online safety lessons or activities to ensure support is in place for any learners who may be impacted by the content.
  - Make informed decisions to ensure any online safety resources used with learners is appropriate.
21. I will report any filtering breaches such as access to illegal, inappropriate or harmful material) to the DSL, in line with the school's online safety and safeguarding policies.
22. I will respect copyright and intellectual property rights. I will obtain appropriate permission to use content, and if videos, images, text or music are protected, I will not copy, share or distribute or use them.

## **Use of Social Media and Mobile Technology**

23. I have read and understood the school's online safety policy which covers expectations regarding staff use of mobile technology and social media.
24. I will ensure that my online reputation and use of IT and information systems are compatible with my professional role and in line with the staff code of conduct policy, when using the school and personal systems. This includes my use of email, text, social media and any other personal devices or mobile technology.
  - I will take appropriate steps to protect myself online when using social media as outlined in the online safety policy.

- I am aware of the school's expectations with regards to the use of personal devices and mobile technology, including mobile phones as outlined in the mobile phone policy.
  - I will not discuss or share data or information relating to learners, staff, school business or parents/carers on social media.
  - I will ensure that my use of technology and the internet does not undermine my professional role or interfere with my work duties and is in accordance with the school's code of conduct policy and the law.
25. My electronic communications with current and past learners and parents/carers will be transparent and open to scrutiny and will only take place within clear and explicit professional boundaries.
- I will ensure that all electronic communications take place in a professional manner via school approved communication channels, such as a school email address or telephone number.
  - I will not share any personal contact information or details with learners, such as my personal email address or phone number.
  - I will not add or accept friend requests or communications on personal social media with current or past learners and/or parents//carers.
  - If I am approached online by a learner or parents/carers, I will not respond and will report the communication to my line manager and Designated Safeguarding Lead, Ms Sandy.
  - Any pre-existing relationships or situations that compromise my ability to comply with the AUP this will be discussed with the Designated Safeguarding Lead, Ms Sandy and/or Executive Head.
26. If I have any queries or questions regarding safe and professional practice online either in school or off site, I will raise them with the DSL or Executive Head.
27. I will not upload, download or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.
28. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience or needless anxiety to any other person.
29. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the school into disrepute.

### **Policy Compliance**

30. I understand that the school may exercise its right to monitor the use of information systems, including internet access and the interception of emails, to monitor policy compliance and to ensure the safety of learners and staff. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.

## Policy Breaches or Concerns

31. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the DSL in line with the school's child protection policy.
32. I will report concerns about the welfare, safety and behaviour of staff to the Head of School in line with the allegations against staff policy.
33. I understand that if the school believe that unauthorised and/or inappropriate use of school systems or devices is taking place, the school may invoke its disciplinary procedures as outlined in the staff code of conduct.
34. I understand that if the school believe that unprofessional or inappropriate online activity, including behaviour which could bring the school into disrepute, is taking place online, the school may invoke its disciplinary procedures as outlined in the staff code of conduct.
35. I understand that if the school suspects criminal offences have occurred, the police will be informed.

**I have read, understood and agreed to comply with Worth Primary School's Staff Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.**

Name of staff member: .....

Signed: .....

Date (DDMMYY) : .....

# Sample Letter for Staff

Dear **member of staff name**

At Worth Primary School we recognise that staff can be vulnerable to online risks. Social media can blur the definitions of personal and working lives; it is important that all members of staff at Worth Primary School take precautions to protect themselves both professionally and personally online. We request that all members of staff:

- Are conscious of their own professional reputation and that of the school when online.
  - All members of staff are strongly advised in their own interests to take steps to ensure that their personal information and content is not accessible to anybody who does not or should not have permission to access it.
  - Content shared online cannot be guaranteed to be “private” and could potentially be seen by unintended audiences. This could have consequences including civil, legal and disciplinary action being taken.
- Are aware that as professionals, we must ensure that the content we post online does not bring the school or our professional role into disrepute and does not undermine professional confidence in our abilities.
  - The teaching standards state that as professionals we should be achieving the highest possible standards in our conduct, act with honesty and integrity and forge positive professional relationships.
- All Staff be careful when publishing any information, personal contact details, video or images online.
  - It is very important to be aware that sometimes content shared online, even in jest, can be misread, misinterpreted or taken out of context, which can lead to complaints or allegations being made. Don't be afraid to be yourself online but do so respectfully.
  - Ensure that the privacy settings of the social media sites you use are set appropriately.
  - Consider if you would feel comfortable about a current or prospective employer, colleague, and child in your care or their parent/carer, viewing or sharing your content. If the answer is no, consider if it should be posted online at all.
- Do not accept pupils (past or present) or their parents/carers as “friends” on a personal account.
  - You may be giving them access to your personal information and allowing them to contact you inappropriately through unregulated channels. They may also be giving you access to their personal information and activities which could cause safeguarding concerns.
  - If you have a pre-existing relationship with a child or parent/carer or any other situation that may compromise this, speak to the Designated Safeguarding Lead (T Sandy).
- Always use a work provided email address or phone number to contact children and parents – this is essential to protect yourself as well as the wider community.
- If you are concerned about a child's wellbeing or online behaviour, please speak to the Designated Safeguarding Lead (T Sandy). If you are targeted online by a member of the community or are concerned about a colleague, then please speak to the Executive Head

- If you are unhappy with the response you receive, or do not feel able to speak to the Designated Safeguarding Lead, Executive Head teacher or Chair of Governors then we request you follow our Whistleblowing procedure
- If you have any questions regarding online conduct expected of staff, please speak to the Designated Safeguarding Lead (T Sandy) and/or Executive Head

Documents called “Cyberbullying: Supporting School Staff”, “Cyberbullying: advice for head teachers and school staff” and “Safer professional practice with technology” are available in the staffroom to help you consider how to protect yourself online.

Please photocopy them if you want or download the documents directly from:

- [www.childnet.com/teachers-and-professionals/for-you-as-a-professional](http://www.childnet.com/teachers-and-professionals/for-you-as-a-professional)
- [www.gov.uk/government/publications/preventing-and-tackling-bullying](http://www.gov.uk/government/publications/preventing-and-tackling-bullying)
- [www.saferinternet.org.uk](http://www.saferinternet.org.uk)
- [www.kscb.org.uk/guidance/online-safety](http://www.kscb.org.uk/guidance/online-safety)

Additional advice and guidance for professionals is available locally through the Education Safeguarding Team or nationally through Professional Unions and/or the Professional Online Safety helpline [www.saferinternet.org.uk/about/helpline](http://www.saferinternet.org.uk/about/helpline)

I would like to remind all staff of our Acceptable Use Policy and the importance of maintaining professional boundaries online. Failure to follow this guidance and the school code of conduct could lead to disciplinary action; it is crucial that all staff understand how to protect themselves online.

Please speak to your line manager, the Designated Safeguarding Lead (T Sandy) or the Executive Head if you have any queries or concerns regarding this.

Yours sincerely,

Head of School



# Visitor and Volunteer Acceptable Use of Technology Policy

**As a professional organisation with responsibility for children's safeguarding it is important that all members of the community, including visitors and volunteers, are aware of their professional responsibilities when using technology, This AUP will help Worth Primary School ensure that all visitors and volunteers understand the school's expectations regarding safe and responsible technology use.**

## Policy Scope

1. I understand that this Acceptable Use of Technology Policy ( AUP) applies to my use of technology systems and services provided to me or accessed as part of my role within Worth Primary School both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras and email as well as IT networks, data and data storage and communication technologies.
2. I understand that Worth Primary School's AUP should be read and followed in line with the school's staff code of conduct.
3. I am aware that this AUP does not provide an exhaustive list: visitors and volunteers should ensure that all technology use is consistent with the school's ethos, school staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

## Data and Image Use

4. I will ensure that any access to personal data is kept in accordance with Data Protection legislation, including GDPR.
5. Any images or videos of learners will only be taken in line with the school's image use policy.

## Classroom Practice

6. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of learners, as outlined in the school's online safety policy.
7. I will support teachers and other staff in reinforcing safe behaviour whenever technology is used on site and I will promote online safety with the children in my care.
8. I will immediately report any filtering breaches ( such as access to illegal, inappropriate or harmful material) to the Designated Safeguarding Lead (DSL) Ms Sandy, in line with the school's online safety and child protection policies.



9. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text or music is protected, I will not copy, share or distribute or use it.

## **Use of Social Media and Mobile Technology**

10. I have read and understood the school's online safety policy which covers expectations regarding staff use of social media and mobile technology.
11. I will ensure that my online reputation and use of technology is compatible with my role within the school. This includes my use of email, text, social media, social networking, gaming and any other personal devices or websites.
  - I will take appropriate steps to protect myself online as outlined in the online safety policy.
  - I will not discuss or share data or information relating to learners, staff, school business or parents/carers on social media.
  - I will ensure that my use of technology and the internet will not undermine my role, interfere with my duties and will be in accordance with the school's code of conduct policy and the law.
12. My electronic communications with learners, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.
  - All communication will take place via school approved communication channels such as via a school provided email address or telephone number and not via personal devices or communication channels such as via personal email, social networking or mobile phones.
  - Any pre-existing relationships or situations that may compromise this will be discussed with the Designated Safeguarding Lead (Ms Sandy) and/or Executive Head
13. If I have any queries or questions regarding safe and professional practice online either in school or off site, I will raise them with the Designated Safeguarding Lead (Ms Sandy) or the Executive Head.
14. I will not upload, download or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.
15. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience or needless anxiety to any other person.
16. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the school into disrepute.

## Policy Breaches or Concerns

17. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the DSL (Ms Sandy) in line with the school's child protection and online safety policies.
18. I will report concerns about the welfare, safety or behaviour of staff to the Head of School, in line with the allegations against staff policy.
19. I understand that if the school believes that if unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour is taking place online, the school may invoke its disciplinary procedures.
20. I understand that if the school suspects criminal offences have occurred, the police will be informed.

**I have read, understood and agreed to comply with Worth Primary School's Visitor /Volunteer Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.**

Name of visitor/volunteer: .....

Signed : .....

Date: (DDMMYY) .....



## Wi-Fi Acceptable Use Policy

**As a professional organisation with responsibility for children's safeguarding it is important that all members of the school community are fully aware of the schools' boundaries and requirements when using the school Wi-Fi systems, and take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft.**

**This is not an exhaustive list and all members of the school community are reminded that technology use should be consistent with our ethos, other appropriate policies and the law.**

1. The school provides Wi-Fi for the school community and allows access for education use only.
2. I am aware that the school will not be liable for any damages or claims of any kind arising from the use of the wireless service. The school takes no responsibility for the security, safety, theft, insurance and ownership of any device used within the school premises that is not the property of the school.
3. The use of technology falls under Worth Primary School's Acceptable Use of Technology Policy, online safety policy, and behaviour policy which all learners/staff/visitors and volunteers must agree to and comply with.
4. The school reserves the right to limit the bandwidth of the wireless service, as necessary, to ensure network reliability and fair sharing of network resources for all users.
5. School owned information systems, including Wi-Fi, must be used lawfully; I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
6. I will take all practical steps necessary to make sure that any equipment connected to the schools' service is adequately secure, such as up-to-date anti-virus software, systems updates.
7. The school's wireless service is not secure, and the school cannot guarantee the safety of traffic across it. Use of the school's wireless service is done at my own risk. By using this service, I acknowledge that security errors and hacking are an inherent risk associated with any wireless network. I confirm that I knowingly assume such risk.
8. The school accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed via the school's wireless service's connection to the internet. Any damage done to equipment for any reason including, but not limited to, viruses, identity theft, spyware, plug-ins or other internet-borne programs is my sole responsibility; and I indemnify and hold harmless the school from any such damage.
9. The school accepts no responsibility regarding the ability of equipment, owned by myself, to connect to the school's wireless service.

10. I will respect system security; I will not disclose any password or security information that is given to me. To prevent unauthorised access, I will not leave any information system unattended without first logging out or locking my login as appropriate.
11. I will not attempt to bypass any of the schools' security and filtering systems or download any unauthorised software or applications.
12. My use of school Wi-Fi will be safe and responsible and will always be in accordance with the school AUP and the law including copyright and intellectual property rights. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites.
13. I will not upload, download, access or forward any material which is illegal or inappropriate or may cause harm, distress or offence to any other person, or anything which could bring the school into disrepute.
14. I will report any online safety concerns, filtering breaches or receipt of inappropriate materials to the Designated Safeguarding Lead (Ms Sandy) as soon as possible.
15. If I have any queries or questions regarding safe behaviour online, I will discuss them with Designated Safeguarding Lead (Ms Sandy) or the Executive Head.
16. I understand that my use of the school Wi-Fi may be monitored and recorded to ensure policy compliance in accordance with privacy and data protection legislation. If the school suspects that unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, then the school may terminate or restrict usage. If the school suspects that the system may be being used for criminal purposes, the matter will be brought to the attention of the relevant law enforcement organisation.

**I have read, understood and agree to comply with Worth Primary School's Wi-Fi Acceptable Use Policy.**

**Name:** .....

**Signed:** .....

**Date (DDMMYY):** .....

# Official Social Networking Acceptable Use Policy for Staff

## *For use with staff running official school social media accounts*

1. As part of the school's drive to encourage safe and appropriate behaviour in the use of today's technology, I will support the school's approach to online safety. I am aware that Facebook is a public and global communication tool and that any content posted may reflect on the school, its reputation and services.
2. I will not use the site to express any personal opinions or create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring the school into disrepute.
3. I will not disclose information, make commitments or engage in activities on behalf of the school without authorisation from the school Designated Safeguarding Lead (T Sandy) and/or the Executive Head. The head teacher retains the right to remove or approve content posted on behalf of the school.
4. I will ensure that any content posted abides by copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation.
5. I will follow the school's policy regarding confidentiality and data protection/use of images.
  - This means I will ensure that the school has written permission from parents/carers before using images or videos which include any members of the school community.
  - Any images of pupils will be taken on school equipment, by the school and in accordance with the school image policy. Images which include pupils will only be uploaded by the school via school owned devices. Images taken for the sole purpose of inclusion on Facebook will not be forwarded to any other person or organisation.
6. I will promote online safety in the use of Facebook and will help to develop a responsible attitude to safety online and to the content that is accessed or created. I will ensure that the communication has been appropriately risk assessed and approved by the Designated Safeguarding Lead/head teacher prior to use.
7. I will set up a specific account/profile using a school provided email address to administrate the page and I will use a strong password to secure the account. Personal social networking accounts or email addresses will not be used.
  - The school Designated Safeguarding Lead and/or Executive Head will have full admin rights to the site
8. Where it believes unauthorised and/or inappropriate use of the site or unacceptable or inappropriate behaviour may be taking place, the school will exercise the right to ask for the content to be deleted or deactivated.
9. I will ensure that the content and channel is suitable for the audience and will be sensitive in the tone of language used and will ensure content is written in accessible plain English.

10. I will report any accidental access or receipt of inappropriate materials or inappropriate comments to the Executive Head and/or Designated Safeguarding Lead urgently.
11. I will ensure that the site is moderated on a regular basis as agreed with the school Designated Safeguarding Lead.
12. I have read and understood the school online safety policy which covers the requirements for safe IT use, including using appropriate devices and the use of social media. I have ensured that the site has been suitably risk assessed and this use has been agreed by the Executive Head
13. If I have any queries or questions regarding safe and acceptable practice online I will raise them with the Designated Safeguarding Lead (T Sandy) or the Executive Head

**I have read, understood and agree to comply with the Worth Primary School Social Networking Acceptable Use policy.**

Signed: ..... Print Name: ..... Date: .....

Accepted by: ..... Print Name: .....