



Acceptable Use Documents

Bournville Primary School

**Staff/Volunteer
Pupil
Pupil/Parent
Technician
Visitor**

2016-2017 Academic Year

Bournville Primary School

Staff Acceptable Use Policy 2016-17

School Policy

This Acceptable Use Policy reflects the school e-safety policy. The school will ensure that staff will have good access to ICT to enable efficient and effective working, to enhance learning opportunities for pupils and will, in return, expect staff to agree to be responsible users.

Scope of Policy

This Acceptable User Policy (AUP) policy applies to staff who have access to and are users of school ICT systems and to school related use of ICT systems outside of school.

My Responsibilities

I agree to:

- read, understand, sign and act in accordance with the School e-Safety policy
- report any suspected misuse or concerns about e-Safety to the e-Safety Leader
- monitor ICT activity in lessons, extracurricular and extended school activities
- model the safe use ICT
- refrain from publishing any information that: may be offensive to colleagues, may breach the integrity of the ethos of the school or may bring the school into disrepute (this includes personal sites)
- protect own professional identity online by ensuring security settings for social networking sites are enabled fully

Education

- I understand that I am responsible for the e-Safety education of pupils
- I will respect copyright and educate the pupils to respect it as well

Training

- I understand that I will participate in e-Safety training
- I understand that it is my responsibility to request training if I identify gaps in my abilities

Cyberbullying

- I understand that the school has a zero tolerance of bullying. In this context cyberbullying is seen as no different to other types of bullying.
- I understand that I should report any incidents of bullying in accordance with school procedures

Technical Infrastructure

I will not try to by-pass any of the technical security measures that have been put in place by the school. These measures include:

- the proxy or firewall settings of the school network (unless I have permission)
- not having the rights to install software on a computer (unless I have permission)
- not using removable media (unless I have permission)
- **Passwords**
 - I will only use the password(s) given to me
 - I will never log another user onto the system using my login
- **Filtering**
 - I will not try to by-pass the filtering system used by the school
 - If I am granted special access to sites that are normally filtered I will not leave my computer unsupervised
 - I will report any filtering issues immediately
- I understand that the school will monitor my use of computers and the internet

I will be professional in my communications and actions when using *school* ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.

- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (eg on the school website) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use chat and social networking sites in school in accordance with the school's policies. I will have read the schools Social Media Policy and adhere to its guidelines.
- 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 am aware of the risk of using my personal email addresses, mobile phones and social networking sites for such communications.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my mobile devices (PDAs / laptops / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted , or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to 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 not try (unless I have permission) to 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 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 disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School / LA Personal Data Policy (or other relevant policy). Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.
- I understand that data protection policy requires that any staff or student / pupil 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 school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will 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 download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of the school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school.

- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors / Directors and / or the Local Authority and in the event of illegal activities the involvement of the police.
- I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines

Reporting incidents

- I will report any incidents relating to e-safety to the e-safety Leader, safeguarding lead or ICT Technician/Lead.
- I will make a note of any incidents in accordance with school procedures
- I understand that in some cases the Police may need to be informed

Sanctions and Disciplinary procedures

- I understand that there are regulations in place when pupils use ICT and that there are sanctions if they do not follow the rules.
- I understand that if I misuse the School ICT systems in any way then there are disciplinary procedures that will be followed by the school.

Staff Acceptable Use Policy 2016-17

I have read and understand the full School e-safety policy and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) in a responsible and professional manner as outlined in that document.

Staff Name _____

Signed _____

Date _____

**Bournville Primary School
Pupil Acceptable Use Policy Agreement
(Foundation / KS1)**

This is how we stay safe when we use computers:

I will ask a teacher or suitable adult if I want to use the computers.

I will only use activities that a teacher or suitable adult has told or allowed me to use.

I will take care of the computer and other equipment.

I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.

I will tell a teacher or suitable adult if I see something that upsets me on the screen. I can press Hector the Dolphin to help me do this.

I know that if I break the rules I might not be allowed to use a computer.

ALL CHILDREN IN CLASS TO WRITE NAMES BELOW

Signed (teacher): Date:

Bournville Primary School

Pupil Acceptable Computer and Internet Use Policy (KS2)

Technology is a great tool to find information and to communicate with others. The School encourages its appropriate, effective and safe use. All users of technology in the school must agree to certain rules and will only use the equipment and software as instructed.

My Responsibilities

- I understand that I have rights and responsibilities in using ICT and will act responsibly when using technology, computers or the internet.
- I will report any suspected misuse or problems to a teacher.
- I will make sure there is permission to use any material that I find.
- I will make sure that I maintain a healthy lifestyle do not spend too much time using technology.
- I understand that I should not be accessing social media sites, internet sites and playing on online/console games above my recommended age limit e.g. Facebook, GTA etc.

Cyberbullying

- I understand that the school will not accept bullying in any form.
- I will be careful with all communications making sure that anything I write cannot be mistaken as bullying.
- I understand that I should report any incidents of bullying.

Access to Internet Sites

- I will not try to access sites that are blocked or that are unsuitable for use in school.

Communication – email, social networks, blog etc.

- I will be careful in my communications making sure that nothing I write is offensive.
- 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 (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)
- I will not write anything that could be seen as insulting to the school.

Mobile Phones

- I will not bring or use a mobile phone in school.

Sanctions

- I understand that the school will monitor my use of computers and other technology.
- I understand that the school may investigate incidents that happen outside school.
- I understand that there are regulations in place when pupils use ICT and that there are sanctions if I do not follow the rules.

Name _____

Signed _____

Class _____ Date _____

Bournville Primary School

Visitor/Student/Volunteer Acceptable Use Policy

Visitors/Students/Volunteers should apply certain standards when using computer equipment in schools. These standards should include an awareness of Data Protection and Copyright laws.

Logging in

- If you use the school's equipment then request a guest log in.
- If you are using equipment that has been logged in by a member of staff always ensure a member of staff is present. Always lock the machine if they need to leave the room.
- If your service contract (Network/MIS support) allows you access to the system through team logins inform the school how you will be accessing the system.

Wireless Access

- Request permission to use the wireless connection (if available) asking for an authorisation key. You may need to change proxy settings.
- Remember that bandwidth is limited so avoid intensive use such as large downloads.

Internet Access and uploading

- The schools Internet connection is filtered so access might be denied to some sites. Seek permission to access sites that are unavailable through the schools normal filtering system. This might not be possible as changes to the filter can take some time.
- You are responsible for the sites that appear on any machine that you are using. Report any issues with the member of staff present.
- Never upload and install software or updates without permission from a member of staff.

If you use your own equipment:

- Make sure that it has up to date virus protection software installed.
- That you take care with trailing wires.
- That you can identify your equipment.
- Never leave your equipment unattended or in an unlocked room.

Downloading files or documents

For all files

- Make sure that the USB stick/external hard drive has recently been virus checked.
- Never transfer files unless you have permission.
- Make sure that you clearly state the purpose for transferring these files.
- Check to see if the school machine you would like to transfer files from or to is encrypted as it might automatically encrypt your USB stick/hard disc drive.
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If the file contains sensitive personal data such as staff or student information

- Get permission for this in writing or by email.
- (Note: Where existing service contracts (Network/MIS support) indicate that this type of work will take place permission will not be needed).
- Use an encrypted memory stick or hard drive.
- Transfer the file only over a secure email connection.

If you take pictures, video or sound files then check

- That you have permission to capture these files.
- That the staff/children have all given their permission for these images/voices to be used.
- That if you intend to use these files in a public area (website, blog etc.) or for financial gain that you request this permission in writing or through email.

Name _____ Date _____

Bournville Primary School
Parent / Carer Acceptable Use Agreement 2016-17

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young people 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 parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that *students / pupils* will have good access to digital technologies to enhance their learning and will, in return, expect the *students / pupils* to agree to be responsible users. A copy of the Student / Pupil Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

Permission Form

Parent / Carers Name

Pupil Name

As the parent / carer of the above *pupil*, I give permission for my son / daughter to have access to the internet and to ICT systems at school.

Either: (KS2 and above)

I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

Or: (KS1)

I understand that the school has discussed the Acceptable Use Agreement with my son / daughter and that they have received, or will receive, e-safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also 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 understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

Signed

Date

Bournville Primary School
Parent Carer Agreement on Use of Digital / Video Images 2016-17

The use of digital / video images plays an important part in learning activities. Pupils and members of staff may use digital cameras 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 (including schools social media accounts e.g. Twitter and Facebook) and occasionally in the public media.

The school will comply with the Data Protection Act and request parents / carers permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

Parents / carers are requested to sign the permission form below to allow the school to take and use images of their children and for the parents / carers to agree.

Digital / Video Images Permission Form

Parent / Carers Name

Student / Pupil Name

As the parent / carer of the above *student / pupil*, I agree to the school taking and using digital / video images of my child / children. I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school.

Yes / No

Signed