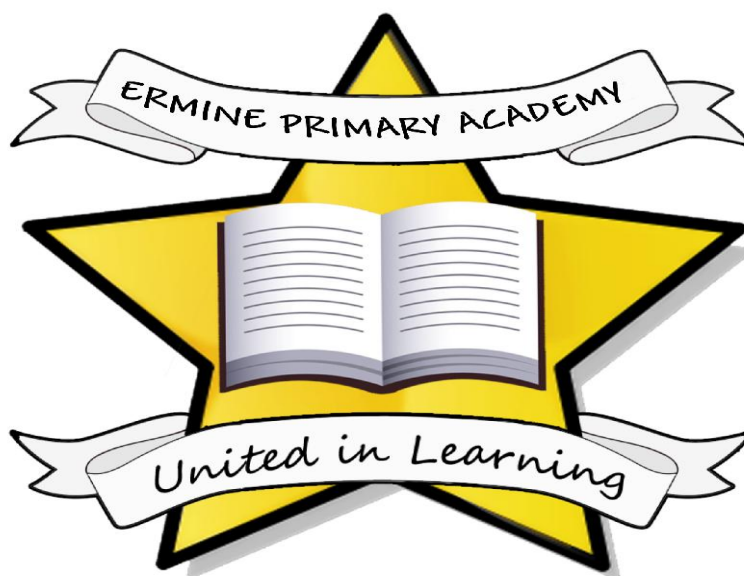


# Acceptable Usage Policy Ermine Primary Academy



This Policy has been approved by the Headteacher

Signed..... Date.....

This Policy has been approved by the Governing Body

Signed..... Date.....

Reviewed 16<sup>th</sup> March 2018

Next Review Date of Policy – September 2019

## Introduction

ICT in its many forms – internet, email, mobile devices (including mobile phones and smart devices) etc – are now part of our daily lives. It is our duty to ensure that they are used safely and responsibly. All staff at Ermine Primary Academy are aware of the following responsibilities:

- All Staff, Governors and visitors understand that ICT includes a wide range of systems, including mobile phones, digital cameras, laptops and tablets.
- All staff, Governors and visitors understand that it is a disciplinary offence to use the school ICT equipment for any purpose not permitted by its owner.
- No staff, Governors or visitors will disclose any passwords provided to them by the school.
- All staff, Governors and visitors understand that they are responsible for all activity carried out under their username.
- Staff, Governors and visitors will not install any hardware or software on any school owned device without the Head's permission.
- All staff, Governors and visitors understand that their use of the internet may be monitored and if anything untoward is uncovered, could be logged and used in line with any disciplinary procedures. This includes all school owned devices. If an E-safety incident should occur, staff will report it to the Senior or Deputy Designated lead for Child Protection as soon as possible.
- All staff, Governors and visitors will only use the school's email / internet / intranet etc and any related technologies for uses permitted by the Head or Governing Body. If anyone is unsure about an intended use, they should speak to the Head beforehand.
- All staff, Governors and visitors will ensure that data is kept secure and is used appropriately as authorised by the Head or Governing Body. No passwords should be divulged and memory sticks should also be encrypted. In the case of data becoming lost or stolen, the staff member must inform the DPO within 72 hours.
- Personal devices must only be used in the context of school business with the explicit permission of the Head. Personal mobile phones or digital cameras must NEVER be used for taking any photographs related to school business. Each class has a tablet specifically for this purpose.
- All staff, Governors and visitors using school equipment will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- All staff, Governors and visitors will only use the approved email system for school business.
- Images will only be taken, stored and used for purposes within school unless there is parental permission for alternative use. At the start of each year, our parents are asked to sign if they agree to their children's images being used in our brochure or in the local press. If a parent does not agree to this, we ensure that their child's photograph is not used. Filming and photography by parents and the wider community at school events, such as sports days and school productions, are made aware of only using images for personal use and not publishing them online. If a school trip makes use of the school phone to publish images online, the phone must have a lock code to ensure data security.
- All staff, Governors and visitors will make every effort to comply with copyright and intellectual property rights.
- All staff, Governors and visitors will report any incidents of concern regarding staff use of technology and/or children's safety to the Head or the Deputy Designated Safeguarding lead in line with our school's Safeguarding Policy.

I acknowledge I have received a copy of the Acceptable Use Of Technology Code of Conduct.

Full Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Ermine Primary Academy

### Pupil Acceptable Use Agreement / E-Safety Rules

Both children and parents/carers are asked to sign the agreement on the next page to show that the School Computing Acceptable Use Agreement has been read and understood. The full school **Online Safety Policy** and ICT policy can be found on the school website.

#### **Security and Safety**

- Each pupil is responsible for the security and use of their Username and password. No one should use the account, Username or password for any other user. You must not disclose your Username or password to anyone else (children may only share these details with their teachers/parents/carers)
- To keep you safe, you must never give out your personal information online and you must let an adult know immediately if you come across something that asks for this, or that you find upsetting or if you think something should not be there.
- All ICT equipment should be treated with care and respect.
- Your digital footprint is the information you leave online if you post comments or upload content.
- When online you should:- always keep personal information about yourself and others private. Don't share it online, be polite and show respect to the other people online, remember you are talking with real people, always make interactions respectful.
- Be aware that our system is maintained and monitored. They help filter and restrict access to some sites to protect you from inappropriate materials and keep a record of all computer activity on our system, including websites visited and files uploaded/downloaded. Access to social media sites is blocked.
- Any child not following the rules in our agreement may find computing privileges restricted or consequence in line with school behaviour policy.

#### **When using the school's computing resources:**

- I will only log on using my own username and password (which I am responsible for) **and I won't use devices already logged on by other users.**
- I will only share my password with my teacher/parent/carer
- I will use ICT in school only for studying purposes **in lessons.**
- When e-mailing, I will use my class or school e-mail address.
- I will only delete or open my own files.
- I will only open e-mail attachments from people known to me or people who my teachers have approved.
- I will make sure ICT communication with other pupils and adults is polite and responsible.
- I will not send pupils or adults any content which is unpleasant. If I find something like this, I will report it to my teacher **or the Designated Safeguard Lead.**
- I will not share details of name, phone number or address. I will not meet someone unless it is part of a school project and / or responsible adult is present with me.
- I am responsible for my behaviour while using ICT
- I will not upload images, sound, video or text content that could upset pupils, staff and others.
- 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 eSafety.

- If I see something online that makes me feel uncomfortable, I will inform my class teacher, **E Safety squad members or Designated Safeguarding Lead.**

Dear Parent / Carer

Since the use of ICT including the use of internet, e-mail, mobile, social networking etc. have become a crucial part of learning, we want all pupils to be safe and responsible while using these valuable resources.

Please discuss these eSafety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation please contact Mr Hodges



**Parent / carer signature**

We have discussed this and .....(child's name) agrees to follow the eSafety rules and to support the safe use of ICT at Ermine Primary Academy.

Parent / Carer Signature .....

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