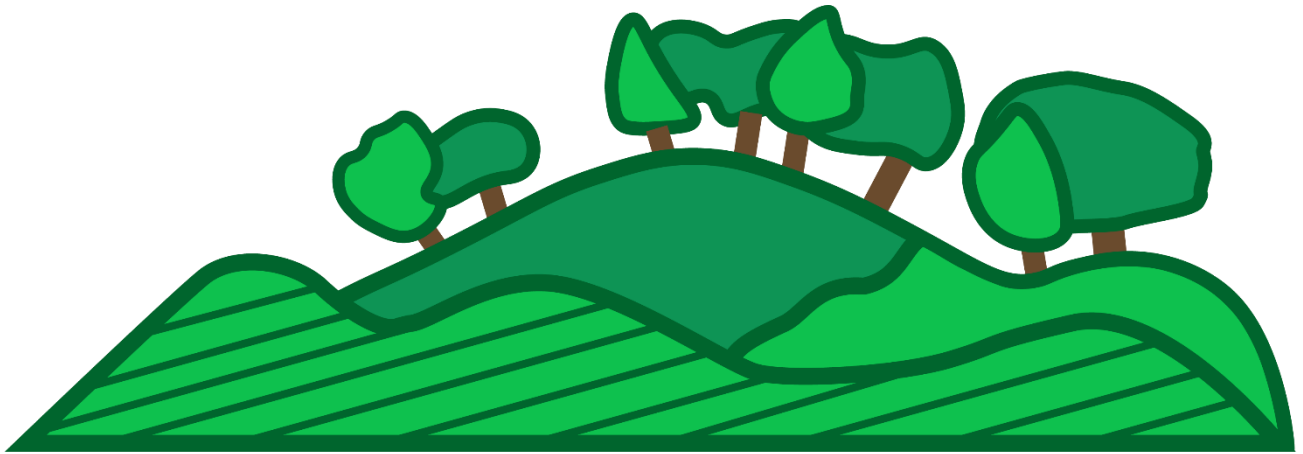


# Acceptable Use of Technology Policy



# Downsview

Community Primary School

Approved by:	Governing Body
Date:	29.03.23
Next review due by:	March 2024

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## Learner Acceptable Use of Technology Statements

### Early Years and Key Stage 1 (0-6)

I understand that the school Acceptable Use Policy will help keep me safe and happy online.

- I only use the internet when an adult is with me.
- I only click on links and buttons online when I know what they do.
- I keep my personal information and passwords safe.
- I only send messages online which are polite and friendly.
- I know the school can see what I am doing online when I use school computers and tablets and including when I am at home.
- I always tell an adult if something online makes me feel upset, unhappy, or worried.
- 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 I may be prevented from using the school ICT equipment.
- I have read and talked about these rules with my parents/carers.

### Shortened KS1 version (for use on posters)

- 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.

## Key Stage 2 (7-11)

I understand that the school Acceptable Use Policy will help keep me safe and happy online at home and at school

### Safe

- I will behave online the same way as I behave in the classroom.
- I only send messages which are polite and friendly.
- I will only post pictures or videos on the internet if they are safe and appropriate, and if I have permission.
- I only talk with, and open messages, from people I know.
- I will 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.

### Learning

- My own personal smart devices and/or mobile phone at should not be used at school
- 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 devices for school work unless I have permission otherwise.
- If I need to learn online at home, I will follow the school remote learning AUP.

### Trust

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

### Responsible

- I keep my personal information safe and private online.
- I will keep my passwords safe and will not share them.
- I will not access or change other people's files or information.
- I will only change the settings on a device if a member of staff has allowed me to.

### Understand

- I understand that the school/setting internet filter is there to protect me, and I will not try to bypass it.

- I know that all school/setting devices and systems are monitored to help keep me safe, including when I use them at home.
- 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 being safe online.
- I know that if I do not follow the school/setting rules then I may be prevented from using the school ICT equipment.

## **Tell**

- If I see anything online that I should not or that makes me feel worried or upset, I will minimise the page and tell an adult straight away.
- If I am aware of anyone being unsafe with technology, I will report it to a teacher.
- I know it is not my fault if I see, or someone sends me, something bad online. I always talk to an adult if I am not sure about something or if something happens online that makes me feel worried or frightened.

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

- 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 am unsure, I will not 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, 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.

# Acceptable Use of Technology for Staff, Visitors and Volunteers

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use Downsview Community 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 our pupils 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 Downsview Community 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 school 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 or accessed as part of my role within Downsview Community 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, remote learning and online and offline communication technologies.
2. I understand that Downsview Community Primary School's Acceptable Use of Technology Policy (AUP) should be read and followed in line with the school's child protection policy and staff code of conduct.
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 ethos, staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

## Use of school devices and systems

4. I will only use the equipment and internet services provided to me by the school, for example school provided laptops, tablets, mobile phones, and internet access, when working with pupils unless permission is sought from the Head Teacher/ DSL prior to use.
5. I understand that any equipment and internet services provided by my workplace is intended for education purposes and professional use and should only be accessed by

members of staff. Reasonable personal use of setting IT systems and/or devices by staff is allowed.

## 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 Downsview Community Primary School's systems. A strong password has numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system.
  - I will protect the devices in my care from unapproved access or theft by not leaving them visible or unattended in public places, lock them away if left in school overnight and not leaving them in a car overnight.
7. I will respect Downsview Community 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 our IT system managers – Cloudhappi.
9. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the IT system manager (Cloudhappi) or the Head Teacher.
10. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including GDPR in line with the school 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 password 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 to upload any work documents and files in a password protected environment.
12. I will not store any personal information on the school IT system, including school laptops or similar device issued to members of staff, that is unrelated to school activities, such as personal photographs, files or financial information.

13. I will ensure that school 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 the ICT Support Provider (Cloudhappi) as soon as possible.
16. If I have lost any school related documents or files, I will report this to the Head Teacher, ICT Support Provider (Cloudhappi) and school Data Protection Officer (Satswana) as soon as possible.
17. I understand images of pupils must always be appropriate and should only be taken with school provided equipment and only be taken/published where pupils and/or parent and carers have given written consent.

## Classroom practice

18. I am aware of the expectations relating to safe technology use in the classroom, safe remote learning, and other working spaces as listed in the Child Protection Policy and Staff Code of Conduct.
19. I have read and understood the school mobile and smart technology and social media policies.
20. I will promote online safety with the pupils 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.
  - creating a safe environment where pupils feel comfortable to report concerns and say what they feel, without fear of getting into trouble and/or be judged for talking about something which happened to them online.
  - involving the Designated Safeguarding Lead (DSL) (Richard Moore) or a deputy (Katie Murray, Natalie Page, Katie Murray) as part of planning online safety lessons or activities to ensure support is in place for any pupils who may be impacted by the content.

- make informed decisions to ensure any online safety resources used with pupils 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 child protection policy.

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.

## **Mobile devices and smart technology**

23. I will ensure that my use of mobile devices and smart technology is compatible with my professional role, does not interfere with my work duties and takes place in line with the staff code of conduct and the school mobile technology policy and the law.

## **Online communication, including use of social media**

24. I will ensure that my use of communication technology, including use of social media is compatible with my professional role, does not interfere with my work duties and takes place in line with the child protection policy, staff code of conduct, social media policy and the law.

25. As outlined in the staff code of conduct and school social media policy:

- I will take appropriate steps to protect myself and my reputation, and the reputation of the school, online when using communication technology, including the use of social media.
- I will not discuss or share data or information relating to, staff, school business or parents/carers on social media.

26. My electronic communications with current and past pupils, parents and 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 and/or provided communication channels and systems, such as a school email address, user account or telephone number.
- I will not share any personal contact information or details with pupils, 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 pupils and/or their parents and carers.



- If I am approached online by a current or past pupil, parents or carer, I will not respond and will report the communication to my line manager and Designated Safeguarding Lead (DSL).
- Any pre-existing relationships or situations that compromise my ability to comply with the AUP will be discussed with the Head Teacher.

## Policy Concerns

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 may be harmful, 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.
30. I will report and record any concerns about the welfare, safety or behaviour of pupils or parents and carers to the DSL in line with the school child protection policy.
31. I will report concerns about the welfare, safety, or behaviour of staff online to the headteacher in line with school child protection policy and/ the allegations against staff policy.

## Policy Compliance and Breaches

32. If I have any queries or questions regarding safe and professional practise online, either in school or off site, I will raise them with the Head Teacher or DSL.
33. I understand that the school may exercise its right to monitor the use of its information systems, including internet access and the interception of messages/emails on our systems, to monitor policy compliance and to ensure the safety of children and staff. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
34. 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.
35. 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.

36. 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 the Downsview Community Primary School 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).....

# Annex A – Acceptable Use Poster KS1

**Be SAFE Online**

- 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

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# Annex B – Acceptable Use Poster KS2

**30** Winner! You were safe online

**29**

**28**

**27**

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

**25** I acted unsafely online!

**24**

**23** I will not be unkind to anyone online.

**22**

**21**

**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!

**15**

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

**13** I acted unsafely online!

**12**

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

**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.

**5**

**4**

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

**2**

**1** Online

**STAY SAFE Online**



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