



# Our Lady of Good Help

## Catholic Primary School

### Acceptable Use Policy

Chair of Governors	Mrs S. Devereux
Headteacher	Mr M. McQuiston
<b>Date Reviewed:</b> September 2023	<b>Next Review Date:</b> September 2024

## **Pupils Acceptable Use Policy Agreement**

Digital technology has become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital devices are powerful tools, which open up new opportunities for everyone. These devices can stimulate discussion, promote creativity and promote effective learning. Young people have an entitlement to safe internet access.

### **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 computing systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

At Our Lady of Good Help Primary School, we provide pupils with a number of opportunities to use digital devices to support learning. They have shared laptops and iPads which all provide access to the internet. Staff also have access to this range of equipment.

### **Access arrangements**

Pupils are encouraged to use the internet regularly in school. The pupil online safety rules apply to the use of all devices. Access to the internet is provided to staff and pupils through a filtering system (Smoothwall) to ensure minimal risk of accessing inappropriate material online. Should this occur accidentally, staff and pupils are both required to act swiftly in reporting this to senior members of staff.

### **iPads and laptops**

iPads and laptops are used in school across all year groups. They are monitored by staff and MGL technical support to ensure appropriate access. Staff regularly remind pupils of the online safety rules, ensuring that they are also displayed in class.

### **Pupils are expected to:**

- Fully adhere to the Pupil Acceptable Use Agreement for online safety rules (*see appendices*).
- Report any concerns about online bullying to school immediately.

### **Pupil Acceptable Use Policy Agreement**

- ✓ I will only use digital devices in school for school purposes.
- ✓ I will only use my own school email address or username when logging onto educational platforms, such as GSuite.
- ✓ I will not tell others my passwords.
- ✓ I will only open or delete my own files, not those of others.
- ✓ I will make sure that all communication with other people online is polite, responsible and sensible.

- ✓ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this, I will tell my teacher immediately.
- ✓ I will not send inappropriate images or harmful and/ or abusive messages to others via any social media site or online communication platform, such as WhatsApp, Snapchat or Instagram.
- ✓ I will keep my personal details private when online.
- ✓ I will not arrange to meet anyone that I have met online.
- ✓ I will be responsible for my behaviour when using devices because I know that these rules keep me safe.
- ✓ I know that my use of technology can be checked and that my parent/carers will be contacted by a member of staff if there are any concerns about my safety online.
- ✓ I will look after devices in school and treat it with respect.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## **Staff/Volunteer Acceptable Use Policy Agreement**

Digital Devices have become integral in today's society. The internet and other digital devices are powerful tools, which open up new opportunities for everyone. This technology can stimulate discussion, promote creativity and promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

### **Staff/ Volunteers are expected to:**

- Comply with all copyright, libel, fraud, discrimination and obscenity laws.
- Communicate in a professional manner consistent with the rules of behaviour governing employees in the education sector and in line with the Our Lady of Good Help Safer Working Practices (Code of Conduct) Policy.
- Display the online safety rules in class and remind pupils of them regularly.
- Ensure that pupils know and understand that no internet user is permitted to:
  - Retrieve, send, copy or display offensive messages or pictures;
  - Use obscene or racist language;
  - Bully others;
  - Damage devices;
  - Violate copyright laws;
  - Use another user's password;
  - Trespass in another user's folders, work or files;
  - Intentionally waste resources.
- Show pupils how to use the internet safely in order to respond to any unsuitable sites or images that are accidentally encountered immediately. If this occurs, staff must then report this immediately to the head teacher.
- Not do anything which could bring the school or themselves into disrepute.

### **This Acceptable Use Policy is intended to ensure:**

- That staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school digital systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That staff are protected from potential risk in their use of technology in their everyday work.

The school will ensure that staff and volunteers will have good access to technology to enhance their work, to enhance learning opportunities for pupils' learning and will, in return, expect staff and volunteers to agree to be responsible users.

### **Acceptable Use Policy Agreement**

I understand that I must use the school computing systems in a responsible way to ensure that there is no risk to my safety or to the safety and security of the computing systems and other users. I recognise the value of using technology to enhance learning and will ensure that pupils receive opportunities to gain from this. I will regularly educate the young people in my care in the safe use of devices and online platforms and embed online safety in my work with young people.

### **For my professional and personal safety:**

- I understand that the school can monitor my use of the computing systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to the use of school computing systems (eg laptops, email etc.) outside of school.
- I understand that the school computing systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of to the appropriate person(s).

### **I will be professional in my communications and actions when using school devices:**

- 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 images or video. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. 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 only communicate with pupils and parents/ carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any online 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:**

- I will not connect any personal devices to the schools' network/ WIFI.
- I will not use personal email addresses on the school computing systems.
- I will use any personal devices in accordance with school policy.
- I will not open any attachments to emails, unless the source is known and trusted, 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 without consulting the Senior Leadership Team.
- 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. Where personal data is transferred outside the secure school network, it must be encrypted.
- I understand that data protection policy requires that any staff or 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 school:**

- I understand that this Acceptable Use Policy applies not only to my work and use of school computing systems and equipment in school, but also applies to my use of school computing systems and equipment out of school as well as my use of personal equipment in school 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 School Governors 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 computing 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.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Parent/Carer Acceptable Use Policy Agreement

The school will ensure that pupils will have good access to technology to enhance their learning and will, in return, expect the pupils to agree to be responsible users. A copy of the 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.

### Parents are expected to:

- Support this school policy;
- Discuss the acceptable use rules with their child and sign the agreement;
- Ensure their child accesses appropriate material online at home;
- Report any concerns about cyber-bullying to school immediately.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_