



Annie Lennard Primary School

ACCEPTABLE USE POLICY 2020-2021

REVIEW DATE: JUNE 2021

Annie Lennard School

Acceptable Usage Policy

New technologies have 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 information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Annie Lennard Primary School recognises this and continues to ensure that pupils have a right to have their learning experiences enriched and enlivened by the application of ICT in all areas of the curriculum.

This acceptable use policy is intended to ensure:

- that staff, pupils 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 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.
- 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 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 online 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 staff and volunteers will have good access to digital 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.

Individual users of the internet are responsible for their behaviour and communications over the network. Users must comply with school standards and honour the agreements they have signed.

Listed below are the terms of our schools Acceptable Usage Policy (AUP). All pupils are expected to use the ICT facilities in accordance with these terms. Please read this document carefully, sign and date in order to indicate your acceptance. The children will also be expected to sign to show that they understand and accept the terms within it.

Equipment

Care of the equipment – All the children will look after all of the equipment and treat everything with respect. This includes making sure that there is no deliberate damage to computer hardware such as laptops, iPads, keyboards, screens, and other hardwares

Printers

Printers are available in classes and also through two photocopiers for pupils. It is important that children learn to use the printers correctly and be patient while waiting for their work to be printed out. Any printing completed through the photocopiers will be done through the class teacher's account as these are not available to pupils.

Internet and Email

Content filtering and use of the internet – Annie Lennard School uses LGFL (London Grid for Learning) as its internet provider. This service provides an internet filtering system, designed to remove controversial, offensive and illegal material that would cause your child to be upset.

The internet is a rich source of information and provides educational activities which are of great benefit to the children. However, there are concerns about inappropriate materials and the school takes a range of measures to minimise these risks.

- ☐ All access to the internet is supervised by an adult.
- ☐ A filtering system is in place.
- ☐ Children are not allowed to access chat rooms or any social media at any time.
- ☐ Children are taught about internet safety by their teachers consistently throughout the year.

Email

As part of the ICT learning children will have access to Purple Mash to allow for them to practise the skill of sending emails in conjunction with their computing curriculum. This is a secure site that allows staff and children to save and share work completed in and out of school.

It is important in all emails to:

- ☐ Be polite – NEVER send or encourage others to send abusive messages.
- ☐ Use appropriate language.

Online Learning Platform

Annie Lennard provides children with a number of different learning platforms which are accessible online. These include, but are not limited to, Purple Mash, Times Table Rockstars and Curriculum Visions. Use of this service should only be in accordance with instructions from the class teachers and in accordance with the following guidelines.

The online learning platform is provided for use of Annie Lennard School staff, Governors, pupils and parents ONLY.

Access by other parties is strictly prohibited.

To log in to these platforms a username and password is required. These passwords should never be shared with anyone and attempts to access the service using another person's log in details are strictly forbidden.

Mobile Technologies

For reasons of safety and security your child should not have a mobile phone in school. Children in Year 6 are allowed to bring mobile devices into school due to them having parental permission to walk home without an adult. However, these are to be handed in where they are stored in a secure location throughout the school day (school Office). They are then handed back to the children before they leave school. If your child does bring a phone in then it must be handed into the office where it will be stored in a safe location until the end of the day. When using mobile phones outside the school it should be done in such

a way that the reputation of the school is maintained and the welfare of other pupils or adults that work within the school is protected. This includes misuse of sites such as WhatsApp, which have the potential to be used with negative effect and could be construed as online bullying.

All staff are required to ensure that their mobile phones are locked in their designated locker and are switched to silent. Mobile phones are only allowed to be used during non-contact time with pupils.

Sanctions

Failure to follow these guidelines or sending inappropriate material via email or mobile phone will result in parents being informed. This policy is also supported by our Behaviour policy.

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Staff (and Volunteer) Acceptable Use Policy Agreement

For my professional and personal safety:

- I understand that the school will monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, etc.) out of school, and to the transfer of personal data (digital or paper based) out of school
- I understand that the school digital technology 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 understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
- I will report any e-safety concerns to the designated safeguarding officer immediately through My Concern.

I will be professional in my communications and actions when using school 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 (e.g. on the school website/VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites in school in accordance with the school's policies.
- I understand that images of pupils will only be taken and used for professional purposes in line with school policy with consent of the parent or carer. Images will not be distributed outside of school without the permission of the parent/carers and Headteacher.
- I will only communicate with pupils and parents/carers using official school systems. Any such communication will be professional in tone and manner. I am also aware of the risks attached to using their personal email addresses/mobile phones/social networking sites for such communications.

- I will not engage in any on-line activity that may compromise my professional responsibilities.
- I will ensure I do not post pictures of my colleagues on social media websites without their prior permission.

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 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 use personal email addresses on the school ICT systems.
- 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, terrorist or extremist 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, unless permission has been given.
- 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 Data Policy (or other relevant policy). Any data must be stored on a secure, encrypted device
- 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. This can be done through the book located in the staff room.

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 digital technology equipment in school, but also applies to my use of school 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 agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to 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 digital technology 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.

Staff/Volunteer Name:

Signed:

Date:

ICT Acceptable use policy for pupils in KS2 for use at home (H) and at school (S).

The school has installed computers and Internet access to help our learning.

These rules will keep us safe and help us to be fair to others.

- I will only use ICT in school for school purposes unless I have been given permission by an adult such as in Golden Time. (S)
- I will make sure that I look after any technology that I am using such as iPads, Laptops, Now Press Play, etc (S) (H)
- I will ask permission from a member of staff before using the Internet and will only be online when an adult is in the room. (S)
- I will only use my login and password and never share these with others. (S) (H)
- I will ask permission before bringing in memory sticks or discs into school. (S)
- I will only open and delete my own files. (S)
- 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 (S) (H)
- The messages I send will be polite and sensible. (S) (H)
- I will never give out my own or other people's name, address or phone number online. (S) (H)
- I will never upload any images of school activities to any social networking site. (S) (H)
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. (S) (H)
- If I see anything I am unhappy with on the laptops or iPads, I will turn the screen off and tell my teacher or an appropriate adult straight away. (S) (H)
- I understand that the school can check my computer use and that my parents/carers can be contacted if school staff are concerned about my safety online. (S)
- I know that if I break the rules I might not be allowed to use a computer/tablet (S) (H)

I agree to follow the online safety rules that have been established to keep me safe at home and at school. Please return this signed slip to school for the attention of Mrs N Crozier

Pupil Name: _____ Signed: _____

Date: _____

Parent Signed: _____ Date: _____

ICT Acceptable use policy for pupils in KS1 for use at home (H) and at school (S).

The school has installed computers and Internet access to help our learning.

These rules will keep us safe and help us to be fair to others.

- I will ask a teacher or suitable adult if I want to use the computers/tablets (S)
- I will only use activities that a teacher or suitable adult has told or allowed me to use (S) (H)
- I will take care of computers/tablets and other equipment (S) (H)
- 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 (S) (H)
- I will tell a teacher or suitable adult if I see something that upsets me on the screen (S) (H)
- I know that if I break the rules I might not be allowed to use a computer/tablet (S) (H)

By signing this, you are confirming that you have shared this with your child and that they have agreed to follow these rules both at school and at home. Please return this signed slip to school for the attention of Mrs N Crozier

Child's Name:

Parent Signature:

Date:

Parent Acceptable Usage Permission Form

At Annie Lennard School we are committed to developing our ICT and securing the safety of our children. As a result, we have updated our current Acceptable Usage Policy to match the current technological landscape within school. This policy outlines expected behaviour for children whilst using the ICT equipment and also whilst on the Internet. It also explains the sanctions that will result if the policy guidelines are not followed.

It is very important that the children are aware of the safety issues relating to the use of the internet. Whilst children are taught online safety in school we would also appreciate it if you would discuss the Acceptable Use Policy with your children so that they are clear about expected behaviour.

As online safety and correct use of the equipment is so important we are asking your child to sign the attached form and return it to school. If your child is in KS1 then you will need to sign it on their behalf. Failure to do this could result in your child not being able to have full access to our ICT and internet facilities which are a vital resource in their learning.

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.

KS2

I know that my son/daughter has signed an acceptable use agreement and has received, or 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.

KS1

I understand that I will have discussed the acceptable use agreement with my son/daughter and that they have received, or 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 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 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 systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the acceptable use agreement.

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 online safety.

Parent Signature

Date