




St Edward's Church of England  
Primary School

# **Acceptable Use Policy**

**February 2018**

## Staff

	<b>Name of School</b>	<b>St Edward's C. of E. Primary School</b>
	<b>AUP review Date</b>	<b>October 2017</b>
	<b>Date of next Review</b>	<b>October 2018</b>
	<b>Who reviewed this AUP?</b>	<b>Governors' Teaching and Learning Committee</b>

### Acceptable Use Policy (AUP): Staff agreement form

Covers use of digital technologies in school: i.e. email, Internet, intranet and network resources, learning platform, software, equipment and systems.

- I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will not reveal my password(s) to anyone.
- I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school / LA systems.
- I will ensure all documents, data etc., are saved, accessed and deleted in accordance with the school's network and data security and confidentiality protocols.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved, secure email system(s) for any school business.  
(Which is currently: lgfl staff mail.)
- I will only use the approved school e-mail or other school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business.
- I will not browse, download or send material that could be considered offensive to colleagues.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the appropriate line manager / school named contact.
- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.

- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus, firewall and other ICT 'defence' systems.
- I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home without permission.
- I will use the school's Learning Platform in accordance with school / and London Grid for Learning advice.
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role.
- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue & Customs.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I will embed the school's e-safety curriculum into my teaching.
- I will only use School and/or LA systems in accordance with any appropriate school and/or LA policies.
- I understand that all Internet usage / and network usage can be logged and this information could be made available to my manager on request.
- I understand that failure to comply with this agreement could lead to disciplinary action.

**Acceptable Use Policy (AUP): Staff agreement form**

**User Signature**

I understand that it is my responsibility to ensure that I participate in all training provided, remain up-to-date and read and understand the school's most recent e-safety policies.

I agree to abide by all the points above.

I wish to have an email account; be connected to the Intranet & Internet; be able to use the school's ICT resources and systems.

Signature ..... Date .....

Job title .....

School .....

**Authorised Signature (Head Teacher)**

I approve this user to be set-up and will ensure all necessary training and guidance is provided.

Signature ..... Date .....

Full Name: MRS STEPHANIE ELLNER





# Online Safety

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## Key Stage 1 : Acceptable Use Agreement

This is how I keep things <b>SAFE</b> online :	
1. I only use the devices I'm <b>ALLOWED</b> to	
2. I <b>CHECK</b> before I use new sites, games or apps	
3. I <b>ASK</b> for help if I'm stuck	
4. I <b>THINK</b> before I click	
5. I <b>KNOW</b> people online aren't always who they say	
6. I don't keep <b>SECRETS</b> just because someone asks me to	
7. I don't change <b>CLOTHES</b> in front of a camera	
8. I am <b>RESPONSIBLE</b> so never share private information	
9. I am <b>KIND</b> and polite to everyone	
10. I <b>TELL</b> a trusted adult if I'm worried, scared or just not sure	

My trusted adults are ..... at school and

..... at home.

My name is .....



# Online Safety

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## Key Stage 2 : Pupil Online Acceptable Use Agreement

**This agreement will help keep me safe and help me to be fair to others**

- **I am an online digital learner** - I use the school's internet and devices for schoolwork, homework and other activities to learn and have fun. I only use sites, games and apps that my trusted adults say I can.
- **I am a secure online learner** - I keep my passwords to myself and reset them if anyone finds them out.
- **I am careful online** - I think before I click on links and only download when I know it is safe or has been agreed by trusted adults. I understand that some people might not be who they say they are, so I should be very careful when someone wants to be my friend.
- **I am private online** - I only give out private information if a trusted adult says it's okay. This might be my home address, phone number or other personal information that could be used to identify me or my family and friends.
- **I keep my body to myself online** - I never change what I wear in front of a camera and remember that my body is mine and mine only, and I don't send any photos without checking with a trusted adult.
- **I say no online if I need to** - if I get asked something that makes me worries or upset or just confused, I say no, stop chatting and tell a trusted adult.
- **I am a rule-follower online** - I know that some websites and social networks have age restrictions and I respect this; I only visit sites, games and apps that my trusted adults have agreed to.
- **I am considerate online** - I do not join in with bullying or sharing inappropriate material.
- **I am respectful online** - I do not post, make or share unkind, hurtful or rude messages/ comments and tell my trusted adults if I see these.
- **I am part of a community** - I do not make fun of anyone or exclude them because they are different to me. If I see anyone doing this , I tell a trusted adult.

- **I am responsible online** - I keep others safe by talking to my trusted adults if a friend or person I know is being bullied or harassed or is worried or upset by things they read, watch or hear.
- **I don't do public live streams on my own** - and only go on a video chat if my trusted adult knows I am doing it and who with.
- **I communicate and collaborate online** - with people I know and have met in real life or that a trusted adult knows about.
- **I am SMART online** - I understand that unless I have met people in real life, I can't be sure who someone is online, so if I want to meet someone for the first time, I must always ask a trusted adult for advice.
- **I am a creative digital learner online** - I don't just spend time online to look at things from other people; I get creative to learn and make things! I only edit or delete my own digital work and only use other people's with their permission or where it is copyright free or has a Creative Commons licence.
- **I am a researcher online** - I use safer search tools approved by my trusted adults. I understand that not everything online can be believed, but I know how to check things and know to 'double check' information I find online.

**I have read and understand this agreement. I know who are my trusted adults are and agree to the above..**

Signed:

Date:

## ACCEPTABLE USE POLICY

**Approved by Teaching and Learning Committee:**

\_\_\_\_\_  
Chair of Teaching and Learning Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head Teacher

\_\_\_\_\_  
Date

**Approved by Full Governing Body:**

\_\_\_\_\_  
Chair of Governors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head Teacher

\_\_\_\_\_  
Date