



# Emmanuel Holcombe C of E Primary

## Acceptable use of technology policy

### Vision Statement

Jesus came to give us life in all its fullness. Our vision is that through faith, family and friendship, each of us can grow in love and learning, being tolerant, having resilience and developing enquiring minds, so that we can all experience the abundance Jesus came to give us.

### Mission statement

In our small, friendly school, everyone respects and cares for one another  
In our community, church, home and school we work together to grown in faith and friendship  
In our learning we encourage each individual to reach their potential to grow through skills, knowledge and understanding

Policy written: January 2020

Approved:

Review date: January 2022

## Guidance for Use

Emmanuel Holcombe encourages and supports the positive use of Technology to develop curriculum and learning opportunities. Nevertheless, it is essential that the use of technology is carefully managed to ensure that all members of our school communities and their data are kept safe and that risks or dangers are recognised and mitigated.

An Acceptable Use Policy (AUP) is not intended to unduly limit the ways in which members of the school community use technology, but aims to ensure that pupils, parents, staff, governors and visitors comply with legal responsibilities; that the reputation of our school is maintained; and that the safety of all users is ensured. Individuals are entitled to seek their own legal advice on this matter before signing the AUP.

To this end it is essential to have an AUP in place that has been viewed and understood by all. Every employee and volunteer must be aware of the school rules for the use of information systems and demonstrate professional conduct online whether on or off site. Misuse of technology and any other professional misconduct will result in disciplinary procedures or staff dismissal.

Online conduct both in and out of school could have an impact on an individual's role and reputation. Civil, legal or disciplinary action could be taken should anyone be found to have brought the profession or institution into disrepute. All members of the school community must read, understand and sign the AUP before being granted access to any of the school's systems.

Use of social networking, including sites such as Facebook and Twitter, and the use of email, that occur out of school hours and on personal devices, may leave staff and governors vulnerable to abuse or a blurring of professional boundaries. It is recommended that any contact with pupils and parents only takes place via school approved communication channels e.g. school email addresses so it can be monitored and traced in the case of an allegation or concern. However, Emmanuel Holcombe recognise that in some cases there may be pre-existing relationships which mean that any "ban" from adding pupils or parents as friends or contacts on personal social networking sites may be difficult to enforce. It is therefore recommended that members of staff make the Senior Leadership Team aware of these exceptions in order to protect themselves from allegations or misinterpreted situations. Individuals are advised to check their privacy settings on any personal social media sites they use however they should always remember that once content is shared online it is possible for it be circulated more widely than intended without consent or knowledge (even if content is thought to have been deleted or privately shared).

Occasional personal use of school devices can be beneficial to the development of staff technology skills and to enable staff to maintain a positive work-life balance. However, this is at the school's discretion and can be revoked at any time. Any online behaviour and activity by a member of staff whilst using the school systems must be in accordance with the school AUP and any policies relating to staff conduct. Personal use must not interfere with the member of staff's duties or be for commercial purpose or gain.

The AUP will be reviewed annually and will be revisited and updated in response to any changes, for

example after an incident, the introduction of new technologies or after any significant changes to the school organisation or technical infrastructure. Any amendments to the AUP will then be communicated to all staff, governors, parents and pupils and be updated on our school website.

## Staff, Governor and Visitor Acceptable Use Policy

As a professional organisation with responsibility for safeguarding children it is important that all staff, governors and visitors take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All staff, governors and visitors have a responsibility to use all aspects of school technology in a professional, lawful and ethical manner, in accordance with this AUP. This is not an exhaustive list and all members of the school community are reminded that the use of technology should be consistent with school policy and the law:

- I understand that Information Systems and technology include networks, data and data storage, online and offline communication technologies and access devices.
- School owned information systems must be used 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.
- I have read and understood the school's AUP, which covers the requirements for the safe use of technology, including using appropriate devices and social media.
- I understand that any hardware and software provided by Emmanuel Holcombe School for staff use can only be used by members of staff and only for educational use. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.
- I will respect system security and I will not disclose any password or security information. I will use a 'strong' password (A strong password that 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 not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the Senior Leadership Team (SLT).
- I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with up to date Data Protection legislation. This means that 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 (only within countries or sites with suitable data protection controls) or accessed remotely.
- I will not keep professional documents which contain school-related sensitive or personal information (including images, files, videos etc.) on any personal devices (such as laptops, digital cameras, mobile phones). I will protect the devices in my care from unapproved access or theft.

- I will only use the school email system when discussing confidential information and will ensure any personal devices used to access email are password protected.
- I will not store any personal information on the school computer system that is unrelated to school activities, such as personal photographs, files or financial information.
- I will report all incidents of concern regarding children's online safety and any accidental access, receipt of inappropriate materials, filtering breaches or unsuitable websites to the Designated Safeguarding Lead.
- I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware or if I have lost any school related documents or files, then I will report this as soon as possible.
- My electronic communications with pupils, parents/carers and other professionals will only take place via work approved communication channels e.g. via a school provided email address or telephone number. Any pre-existing relationships that may compromise this will be discussed with the Senior Leadership Team.
- My use of technology and information systems will always be compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. My use of technology will not interfere with my work duties and will be in accordance with the school AUP and the Law.
- I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person without express permission of all concerned, or anything which could bring my professional role, the school or the Local Authority into disrepute.
- I will ensure that any mobile phone in my possession remains on silent during teaching time. The school accepts that there may be emergency situations that would require access to a mobile phone, therefore occasional exceptions to this rule may be given following discussion with the SLT.
- I will actively promote e-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.
- If I have any queries or questions regarding safe and professional practice online, either in school or off site, I will raise them with the SLT.
- I understand that my use of the information systems, the Internet and email may be monitored and recorded to ensure policy compliance.

The school may exercise its right to monitor the use of information systems, including Internet access and the interception of e-mails in order to monitor compliance with this Acceptable Use Policy. Where it believes unauthorised and/or inappropriate use of the service's information system or unacceptable or inappropriate behaviour may be taking place, the school will invoke its disciplinary procedure. If the school suspects that the system may be being used for criminal purposes or for storing unlawful text, imagery or sound, the matter will be brought to the attention of the relevant law enforcement organisation.

**I have read, understood and agree to comply with the Staff, Governor and Visitor Acceptable Use Policy.**

**Signed:**

**Print Name:**

**Date:**

## Parent / Carer Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet and digital technology access at all times.

### **The Acceptable Use Agreement 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.
- School systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- Parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

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.

As the parent/carer of the pupil named below, I give permission for my child to have access to the Internet and to digital technology at school.

- I acknowledge receipt of the Pupils' Acceptable Use Policy and have read it with my child.
- I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that pupils will be safe when they use the Internet and technology in school.
- I understand that whilst the school will take reasonable steps to protect my child online, it cannot be held responsible for the nature and content of materials accessed on the Internet or by using mobile technologies.
- I accept that it is the responsibility of my child to use the Internet in accordance with school rules and to report anything unsuitable to a member of staff.
- I understand that my child's activity on school systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.
- I will encourage my child to adopt safe practices when using the Internet/digital technologies and I will inform the school if I have any concerns over my child's e-Safety.

## **PARENTAL USE OF SOCIAL MEDIA**

- I will not create, transmit, display or publish any material that is likely to: harass, cause offence, inconvenience or needless anxiety to any other person or bring the school into disrepute.
- In line with safeguarding procedures, no comments will be made with reference to the school, its staff, governors, pupils, families, any persons associated with it or events. Should parent have any grievance with the school or a member of staff, they should be aware of the School's Complaints Procedure.
- I have a responsibility to inform the Head teacher if I am aware of any activity which contradicts any of the above.

## **DIGITAL IMAGES/VIDEO IMAGES**

The use of digital / video images plays an important part in learning activities. Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons. Images may also be used to celebrate success through their publication in newsletters, on school websites and occasionally in the public media.

The school complies with the Data Protection Act and requests parents / carers permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their full names. In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other students / pupils in the digital / video images.

- As the parent / carer of the above pupil, I agree to the school taking and using digital / video images of my child / children. I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school.
- I agree that if I take digital or video images at, or of, school events which include images of children, other than my own, I will abide by these guidelines in my use of these images.

**Parent signature:**

**Print Parent name:**

**Pupil's name:**

**Date:**



## **Pupils' Acceptable Use Policy**

- I understand that I must use school technology systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I will be responsible for my behaviour when using technology because I know that these rules are to keep me safe
- I know that my school may check my use of technology and monitor the Internet sites I have visited, and that my parent/carer will be contacted if a member of staff is concerned about my e-safety.
- I will keep my username and password(s) safe and secure – I will not share it, nor will I try to use any other person's username and password.
- I will only use technology in school for educational purposes and access internet sites recommended by a member of the teaching staff.
- I will only log in to the school systems and curriculum apps using school based user names and passwords.
- I will only attempt to open/delete my own files.
- I will not bring any CDs, USB sticks, memory cards etc. into school.

### **Staying safe on-line**

- I will be aware of "stranger danger", when I am communicating on-line and follow.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, school details etc.) I will only use my first name when posting online.
- I will not arrange to meet people off-line that I have communicated with on-line without my parent/carer's approval.
- I will not deliberately look for, save or send anything that could be upsetting or not allowed in school. If I accidentally find anything like this that makes me feel uncomfortable, I will close the screen and tell my teacher immediately.

## Use of Internet

- I will only access websites that are for school work and have been recommended by a member of teaching staff.
- I will only use my own email address or my class email address when emailing about school work.
- I will only email and open email attachments from people I know, or who a member of teaching staff has approved.
- I will make sure that all electronic communication including blog comments and email, with other children and adults is responsible, polite and appropriate.
- I will not download any files unless authorised by my teacher.
- I will not deliberately look for, save or send anything that could be upsetting or not allowed in school. If I accidentally find anything like this, I will close the screen and tell my teacher immediately.

## Mobile Phones

- I understand that Emmanuel Holcombe strongly discourage bringing mobile phones into school.
- If I do have a mobile phone in school, I understand that this must be with the permission of my parents and that I hold full responsibility for keeping it switched off in my school bag during school hours and whilst on school grounds.

## **I understand that I am responsible for my actions, both in and out of school:**

- I understand that my school also has the right to take action against me if I am involved in incidents of inappropriate behaviour that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet; school making contact with parents; and in the event of illegal activities, involvement of the Police. I have read, understood and agree to follow the Pupils' Acceptable Use Policy and understand I may not be allowed to use school technology if I break these rules.

Signed (Pupil):

Print Name:

Date:

Signed (Parent):

Print Name:

Date: