

## **Pupils Acceptable Use Policy**

At The Abbey Primary School we want to ensure that all members of our community are safe and responsible users of technology. We will support our learners to...

- Become empowered and responsible digital creators and users
- Use our resources and technology safely, carefully and responsibly
- Be kind online and help us to create a community that is respectful and caring, on and offline
- Be safe and sensible online and always know that you can talk to a trusted adult if you need help

We encourage pupils to take a SMART approach to social media behaviour. Online safety posters are a non-negotiable throughout the school showing this approach:

- Safe – Do not give out personal information, or post photos of yourself to people you talk to online. Follow age restriction rules.
- Meeting – Do not meet somebody you have only met online. We encourage parents / carers to speak regularly to their children about who they are talking to online.
- Accepting – We advise that pupils only accept emails and other forms of communication from people they already know.
- Reliable – We teach pupils about the dangers of believing everything they see online.
- Tell – We encourage pupils to tell a teacher, parent or carer if they see anything online that makes them feel uncomfortable.

At the Abbey Primary School, through our Online Safety curriculum we support our children to understand and adhere to the following online safety rules:

### **Early Years and Key Stage 1 statements**

- 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 online
- I only send messages online which are polite and friendly
- I know the school can see what I am doing online
- I know that if I do not follow the rules then:
  - I may lose my Internet and device privileges
  - My parent/carer will be contacted and informed.
- I always tell an adult/teacher if something online makes me feel unhappy or worried
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) to learn more about keeping safe online.
- I have read and talked about these rules with my parents/carers

### **KS2 Statements**

- I know that I will be able to use the internet in school, for a variety of reasons, if I use it responsibly. However, I understand that if I do not, I may not be allowed to use the internet at school.
- I know that being responsible means that I should not look for bad language, inappropriate images or violent or unsuitable games, and that if I accidentally come across any of these I should report it to a teacher or adult in school or a parent or carer at home.
- I will not share my passwords with anyone (even my best friend), and I will log off when I have finished using the computer or device.
- I will protect myself by never telling anyone I meet online my address, my telephone number, my school's name or by sending a picture of myself without permission from a teacher or other adult.
- I will never arrange to meet anyone I have met online alone in person without talking to a trusted adult.

- If I get unpleasant, rude or bullying emails or messages, I will report them to a teacher or other adult. I will not delete them straight away, but instead, keep them so I can show them to the person I am reporting it to.
- I will always be myself and not pretend to be anyone or anything I am not. I know that posting anonymous messages or pretending to be someone else is not allowed.
- I will not download software or data from the internet without permission.
- I know that information on the internet may not be reliable and needs checking using a minimum of three sources.
- I will be polite and sensible when I message people online and I know that sending a message is the same as having a conversation with someone. I will not be rude or hurt someone's feelings online.
- I know that I am not allowed on personal email, social networking sites or instant messaging in school.
- If, I have school permission to bring my mobile phone into school, my parents must have signed an agreement, I know that it is to be handed in to my teacher and then collected at the end of the school day.
- I will tell a teacher or other adult if someone online makes me feel uncomfortable or worried when I am online using games or other websites or apps.

## **Parent/Carers Acceptable Use Policy**

1. I will read and discuss The Abbey Primary School Acceptable Use Policy with my child.
2. I know that my child 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.
3. I am aware that any internet and computer use using school equipment may be monitored for safety and security reasons, to safeguard both my child and the schools' systems. This monitoring will take place in accordance with data protection (including GDPR) and human rights legislation.
4. 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.
5. I understand that if the school has any concerns about my child's safety online, either at school or at home, then I will be contacted.
6. I understand that if my child does not abide by the school Acceptable Use Policy then sanctions will be applied in line with the school policies including behaviour, online safety and anti-bullying policy. If the school believes that my child has committed a criminal offence then the Police will be contacted.
7. I, together with my child, will support the school's approach to online safety and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.
8. I know that I can speak to the school Designated Safeguarding Leads, including Mrs Popat, or my child's teacher if I have any concerns about online safety.

9. I will visit the school website <https://www.abbeyprimary.co.uk/index.php/information/online-safety-information> for more information about the school's approach to online safety as well as to access useful links to support both myself and my child in keeping safe online at home.

I can visit the following websites for more information about keeping my child(ren) safe online:

- [www.thinkuknow.co.uk/parents](http://www.thinkuknow.co.uk/parents),
- [www.nspcc.org.uk/onlinesafety](http://www.nspcc.org.uk/onlinesafety)
- [www.internetmatters.org](http://www.internetmatters.org)
- [www.saferinternet.org.uk](http://www.saferinternet.org.uk)
- [www.childnet.com](http://www.childnet.com)

10. I will support the school and my child by role modelling safe and positive online behaviour (such as sharing images, text and video responsibly) and by discussing online safety with them when they access technology at home.

## **Acceptable Internet Use - Parental and Pupil Consent**

At The Abbey Primary School ICT is at the heart of our creative curriculum. We recognise that access to technology in school gives pupils greater opportunities to learn, engage, be motivated to communicate with a wider audience, and develop skills that will prepare them for future education, life, and citizenship ahead.

We are committed to helping our pupils develop 21st-century technology and communication skills.

All digital work at our school is underpinned by our Computing and Online safety policies. Access to the Internet, email, subscriptions websites and ICT resources is a privilege, not a right. It is important that your child respects this, and uses all equipment in an appropriate manner.

The teaching and learning of Online safety is embedded with our Computing curriculum. Members of staff are responsible for explaining the rules and their implications to children in their classes. Pupils are responsible for good behaviour on the Internet just as they are within the school, general school rules apply – our core values, and the five b's.

Parents are asked to support their child, helping them adhere to our 'pupil rules for responsible Internet use', (outlined below) and also understand the consequences and sanctions if they chose to break these rules.

**Please read and share the information below with your child. Both parent and child are asked to sign this document. Failure to return it will mean that your child will not be given access to the school ICT network, the Internet, email and digital devices within school.**

### **Pupil Rules for Responsible Internet Use**

The school has laptops and tablets with Internet access to help our learning.

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

- I will only use the laptops and tablets for schoolwork and homework.
- I will ask permission from a member of staff before using the Internet.
- I will only email using our school email address when my teacher has asked me to.
- I will not access any social networking sites.
- I will not share my personal details online; give my home address or telephone number, or arrange to meet anyone under any circumstances.
- I will report any unpleasant material seen or messages sent to me to my teacher immediately.
- I understand that the school will check computer files and will monitor the Internet sites that I visit.
- I will not access other people's files, passwords, or impersonate others online.
- I will not bring in CD's, memory sticks, or hard drives from outside school unless I have been given permission.
- I will not bring my mobile phone, device or smart watch into school.

### **Sanctions**

- Violations of the rules will result in a temporary or permanent ban on Internet use and digital devices.
- A letter will be sent home informing parents of the nature of the incident and breach of the rules.
- The Head/Governing body of the school may decide to seek further actions if violations are persistently breached.

**Please sign and return to the school office.**

**Pupil agreement:**

- With an adult, I have read and understood the rules and sanctions for using the Internet and email safely and responsibly.
- I know the adults working with me in school will help me to stay safe and check that I am using the computers to help me with my work.
- 

Name of pupil:	
Class name:	
Year group:	
Signature of pupil:	
Date:	

**Parent / Guardian agreement:**

- I have read and discussed the rules, and sanctions with my child and confirm they understand what the rules mean.
- I understand that the school will use appropriate filtering and ensure supervision of pupils when using the Internet and email in school. I understand that occasionally inappropriate materials may be accessed and accept that the school will endeavour to ensure this is infrequent, dealing with any incidents that may arise according to policy.
- I understand that while my child is using the Internet and email facilities outside of school, that it is my responsibility to ensure safe and appropriate use.
- I understand that if my child is under the age of 13, they should not have access to / have their own social media account
- I understand that by choosing to use any social media sites, I do so in a responsible way that doesn't affect the reputation of the school, staff and pupils in a harmful or derogatory way.
- I understand that if I have permission to take photographs or videos of my child on the school premises, they are for my own personal use only and must not be shared on social media.

Signed parent / guardian:	
Print name parent / guardian:	
Date:	

## **Staff Acceptable Use Policy**

At The Abbey Primary School ICT is at the heart of our creative curriculum. We recognise that access to technology in school gives everyone the ability to learn new skills and work efficiently to support our daily teaching and the children's learning to greater effect. Access to the internet, email, subscription websites and ICT resources, including a school laptop/tablet is a privilege, not a right.

As a professional organisation with responsibility for safeguarding, it is important that staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the school's computer system in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using technology, they are asked to read and sign this Acceptable Use Policy and act upon it, in conjunction with the Computing and Online Safety policies within our daily practice.

This is not an exhaustive list; all members of staff are reminded that IT use should be consistent with the school ethos, school policies, national/local guidance and expectations, and the Law.

By completing and signing this document you are agreeing to adhere to the statements set out below for the duration that you are employed at The Abbey Primary School. Your consent will automatically expire when such a time that your contract ends.

1. I understand that Information Systems and IT include networks, data and data storage, online and offline communication technologies and access devices. Examples include laptops, mobile phones, tablets, digital cameras, email and social media sites.
2. 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.
3. I understand that any hardware and software provided by my workplace 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 protect the devices in my care from unapproved access or theft, and will not leave them unattended in a vehicle at any time.
4. I will respect system security and will not disclose any password or security information. I will use a 'strong' password to access school systems. A strong password should include a combination of numbers, letters, capital letters and symbols, with 8 or more characters, and should only be used for one device.
5. I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the system manager (EasiPC/Computing Leads). If any apps are required for tablets, a request should be submitted to the Computing Leads, where they can be distributed to the relevant devices using the Mobile Device Management System.

6. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection legislation, including GDPR.
  - 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 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 includes data being encrypted by password protection, Bitlocker systems and password encrypted memory sticks.
  - Any data sensitive emails should not include full names, using initials only wherever possible.
  - Any images or videos of pupils will only be used as stated in the school image use policy and will always reflect parental consent.
7. 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 server to upload any work documents and files in a password protected environment.
8. I will not store any personal information on the school computer system including any school laptop or similar device issued to members of staff that is unrelated to school activities, such as personal photographs, files or financial information.
9. I will respect copyright and intellectual property rights.
10. I have read and understood the school's online safety policy which covers the requirements for use of mobile phones and personal devices and safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of learners within the classroom and other working spaces.
11. I will immediately report any illegal, inappropriate or harmful material or incidents I become aware of to the Designated Safeguarding Lead.
12. 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, I will report this to the Computing Leads, Computing Technician (EasiPC) or headteacher as soon as possible.
13. My electronic communications with current or past pupils, parents/carers and other professionals will take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.
  - All communication will take place via school approved communication channels, such as a school provided email address or telephone number, and not via my personal devices or communication channels, such as personal email, social networking or mobile phones.
  - Any pre-existing relationships or situations that may compromise this will be discussed with the Designated Safeguarding Lead and/or headteacher.
14. I will ensure that my online reputation and use of IT and information systems are compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming and any other devices or websites.

- I will take appropriate steps to protect myself online as outlined in the Online Safety/Social Media policy and will ensure that my use of IT and the internet will not undermine my professional role, interfere with my work duties and will be in accordance with the school code of conduct/behaviour policy and the Law.

15. I will not create, transmit, display, publish or forward any material online or through any electronic form of communication that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the County Council, into disrepute.

16. 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. I will do this in accordance with the Online Safety, and Computing Policy.

17. 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 Designated Safeguarding Lead.

18. If I have an Online Safety concern/incident involving a pupil I will report it electronically on the My Concern platform, followed up in person with a member of the DSL team, and where possible the Online Safety Lead.

19. I understand that my use of the school information systems, including any devices provided by the school, including the school internet and school email, is monitored and recorded to ensure the safety of children and staff and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.

20. I understand that the school may exercise its right to monitor the use of information systems, including internet access and the interception of emails, to monitor policy compliance. Where it believes unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour may be taking place, the school may invoke its disciplinary procedures. If the school suspects criminal offences have occurred, the matter will be brought to the attention of the relevant law enforcement organisation.

**I have read, understood and agree to comply with The Abbey Primary School Staff Acceptable Use Policy.**

Signed:..... Print Name: ..... Date: .....



## **Visitor/Volunteer Acceptable Use Policy**

**As a professional organisation with responsibility for children's safeguarding it is important that all members of the community, including visitors and volunteers, are fully aware of their professional responsibilities and read and sign this Acceptable Use Policy.**

**This is not an exhaustive list; visitors/volunteers are reminded that ICT use should be consistent with the school ethos, other appropriate school policies, relevant national and local guidance and expectations, and the Law.**

1. I have read and understood the school's online safety policy which covers the requirements for use of mobile phones and personal devices and safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of learners within the classroom and other working spaces.
2. I will follow the school's policy regarding confidentiality, data protection and use of images and will abide with copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation.
3. My electronic communications with pupils, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.
  - All communication will take place via school approved communication channels such as via a school email address or telephone number and not via personal devices or communication channels such as via personal email, social networking or mobile phones.
  - Any pre-existing relationships or situations that may compromise this will be discussed with the Designated Safeguarding Lead and/or headteacher.
4. My use of ICT and information systems will be compatible with my role within school. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. I will take appropriate steps to protect myself online and my use of ICT will not interfere with my work duties and will always be in accordance with the school AUP and the Law.
5. 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, or anything which could bring my professional role, the school, or the County Council, into disrepute.
6. I will promote online safety with the children 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.
7. 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 Designated Safeguarding Lead, or the headteacher.
8. I will report any incidents of concern regarding children's online safety to the Designated Safeguarding Lead, or the headteacher, as soon as possible.

9. I understand that if the school believes inappropriate use or unacceptable behaviour is taking place, the school may invoke its disciplinary procedure. If the school suspects criminal offences have occurred, the matter will be brought to the attention of the relevant law enforcement organisation.
  
10. I will ensure that, only when explicit permissions are give, any personal data of learners, staff or parents/carers is kept in accordance with Data Protection legislation, including GDPR. Any data which is being removed from the site, such as via email or on memory sticks or CDs, will be authorised and encrypted by a method approved by the setting. Any images or videos of learners will only be used as stated in the school image use policy and will always reflect parental consent.

**I have read, understood and agree to comply with The Abbey Primary School Visitor /Volunteer Acceptable Use Policy.**

Signed:..... Print Name: ..... Date: .....

## **Official School Social Networking Account Management for Staff Acceptable Use Policy**

1. As part of the school’s drive to encourage safe and appropriate behaviour in the use of today’s technology, I will support the school’s approach to online safety. I am aware that Facebook, Twitter and blogs are public and global communication tools and that any content posted may reflect on the school, its reputation and services.
  
2. I will not use the school Facebook, Twitter or school blog accounts to express any personal opinions or create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring the school into disrepute.
  
3. I will not disclose information, make commitments or engage in activities on behalf of the school without authorisation from the school Designated Safeguarding Lead, and/or the headteacher. The headteacher retains the right to remove or approve content posted on behalf of the school.
  
4. I will ensure that any content posted abides by copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation.
  
5. I will follow the school’s policy regarding confidentiality and data protection/use of images.
  - This means I will ensure that the school has written permission from parents/carers before using images or videos which include any members of the school community.

- Any images of pupils will be taken on school equipment, by the school and in accordance with the school image policy. Images which include pupils will only be uploaded by the school via school owned devices. Images taken for the sole purpose of inclusion on social media or the school website will not be forwarded to any other person or organisation.
6. The school social media and blog accounts are set up using a school provided email address to administrate them, using a strong password to secure the account. I will keep these details confidential. I will not use personal social networking accounts or email addresses.
    - The school Designated Safeguarding Lead and/or headteacher will have full admin rights to Facebook, Twitter and the school blogs.
  7. Where it believes unauthorised and/or inappropriate use of Facebook and Twitter, or unacceptable or inappropriate behaviour may be taking place, the school will exercise the right to ask for the content to be deleted or deactivated.
  8. I will ensure that the content is suitable for the audience and will be sensitive in the tone of language used and will ensure content is written in accessible plain English.
  9. I will report any accidental access or receipt of inappropriate materials or inappropriate comments to the headteacher and/or Designated Safeguarding Lead urgently.
  10. I will ensure that the Facebook, Twitter and school blog pages are moderated on a regular basis as agreed with the school Designated Safeguarding Lead.
  11. I have read and understood the school online safety policy which covers the requirements for safe IT use, including using appropriate devices and the use of social media. I have ensured that the site has been suitably risk assessed and this use has been agreed by the headteacher.
  12. If I have any queries or questions regarding safe and acceptable practise online I will raise them with the Designated Safeguarding Lead, or the headteacher.

**I have read, understood and agree to comply with the The Abbey Primary School Social Networking Account Management Acceptable Use policy.**

Signed: ..... Print Name: ..... Date: .....

## **Pupil Mobile Phone Acceptable Use Policy**

This policy outlines the acceptable use of mobile phones by pupils at The Abbey Primary School in the context of safeguarding.

The Abbey Primary School discourages pupils from bringing mobile phones to school as we have a no mobile phone policy in place for our pupils.

However, we do understand that in exceptional circumstances, pupils in Year 5 and 6 may need to bring a mobile phone to school.

If parents want their children to bring a phone it is on the understanding that they adhere to the following:

- A letter must be sent to the HT outlining the need for the phone to be brought to school
- Parents must complete a 'Consent Form' (see Appendix 1)
- Mobile phones must be switched off at all times during the school day and must remain off once the child is on school premises
- It is not permitted to film or take photographs of anyone on the school grounds
- All mobile phones will be named/made distinguishable and handed into their class teacher at the beginning of the school day and collected at the end of the school day
- The school will not be held responsible for the security of a mobile phone brought into school

The school reserves the right to withdraw this consent should a pupil be found to be using their mobile phone inappropriately.

**Mobile Phones Year 5 and 6 Consent Form**

Dear Parent/Carer,

Children are not encouraged to bring mobile phones to school as they are an expensive item and The Abbey Primary School has a no mobile phone policy in place. However, an exception may be made for children who have a valid reason for bringing a mobile phone to school.

If you feel you have a valid reason please complete the following:

Name of child \_\_\_\_\_ Class \_\_\_\_\_

Make/model of phone \_\_\_\_\_

Reason for bringing to school \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that my child must hand in his/her mobile phone to the class teacher when he/she arrives at school and collect it from the class teacher at the end of the school day.

**I fully understand that The Abbey Primary School accepts no responsibility for my child's mobile phone.**

Parent/Carer signature \_\_\_\_\_ Date \_\_\_\_\_

Request approved by Headteacher (signature) \_\_\_\_\_

Date \_\_\_\_\_