



# Bickerstaffe

## C.E. School & Nursery

*Love each other as I have loved you...*

## Acceptable User Policy

### INTRODUCTION

Information Communication Technology (ICT) in the 21<sup>st</sup> Century is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, schools need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment.

Information and Communications Technology covers a wide range of resources including; web-based and mobile learning. It is also important to recognise the constant and fast paced evolution of ICT within our society as a whole. Currently the internet technologies children and young people are using both inside and outside of the classroom include:

- Websites
- Apps
- E-mail, Instant Messaging and chat rooms
- Social Media, including Facebook and Twitter
- Mobile/ Smart phones with text, video and/ or web functionality
- Other mobile devices including tablets and gaming devices
- Online Games
- Learning Platforms and Virtual Learning Environments
- Blogs and Wikis
- Podcasting
- Video sharing
- Downloading
- On demand TV and video, movies and radio / Smart TVs

Whilst exciting and beneficial both in and out of the context of education, much ICT, particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these Internet technologies and that some have minimum age requirements (13 years in most cases).

At Bickerstaffe CE Primary, we understand the responsibility to educate our pupils on eSafety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

Schools hold personal data on learners, staff and others to help them conduct their day-to-day activities. Some of this information is sensitive and could be used by another person or criminal organisation to cause harm or distress to an individual. The loss of sensitive information can result in media coverage, and potentially damage the reputation of the school. This can make it more difficult for your school to use technology to benefit learners.

Everybody in the school community has a shared responsibility to secure any sensitive information used in their day to day professional duties and even staff not directly involved in data handling should be made aware of the risks and threats and how to minimise them.

Both this policy and the Acceptable Use Agreement (for all staff, governors, regular visitor and pupils) are inclusive of both fixed and mobile internet; technologies provided by the school (such as PCs, laptops, mobile devices, webcams, whiteboards, voting systems, digital video equipment, etc); and technologies owned by pupils and staff, but brought onto school premises (such as laptops, mobile phones and other mobile devices).

# **Acceptable Use Policy**

## **Pupil Acceptable Use Agreement / eSafety Rules**

- I will only use ICT (Information and Communication Technology) in school for school purposes
- I will only use my class e-mail address when e-mailing
- I will only open e-mail attachments from people I know, or who my teacher has approved
- I will not tell other people my ICT passwords
- I will only open/delete my own files
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible
- I will not 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 give out my own/others details such as name, phone number or home address.
- I will not arrange to meet someone or send my image unless this is part of a school project approved by my teacher and a responsible adult supervises me
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe
- I will support the school approach to online safety and not upload or add any images, video, sounds or text that could upset any member of the school community
- I know that my use of ICT can be checked and my parent/carers contacted if a member of school staff is concerned about my safety
- I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher
- I will not bring a mobile phone or Smart Watch into school
- I understand that I should be 13 years of age to sign up to online services
- I will immediately tell an adult if I experience anything online that I know is not acceptable and I understand that this is a safety measure

Dear Parent/ Carer

ICT including the internet, e-mail and mobile technologies has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please read and discuss these eSafety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation please contact us.

Please take care to ensure that appropriate systems are in place at home to protect and support your child/children.

### **Parent/Carer Agreement**

We have discussed this document with our child/children and we agree to follow the eSafety rules and to support the safe use of ICT at Bickerstaffe CE Primary School.

Child's name \_\_\_\_\_ Class \_\_\_\_\_

Parent/Carer Signature \_\_\_\_\_

Parent/ Carer Name \_\_\_\_\_

Date \_\_\_\_\_

Please sign and return to school as soon as possible.

# **Acceptable Use Policy**

## **Staff, Governor and Visitor**

### **Acceptable Use Agreement / Code of Conduct**

Information Communication Technology (ICT), including data, and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with Headteacher.

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed acceptable by the Head or Governing Body
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role
- I will not give out my own personal details, such as mobile phone number, personal e-mail address, personal Twitter account, or any other social media link, to pupils
- I will only use the approved, secure e-mail system(s) for any school business
- I will ensure that personal data (such as data held on MIS software) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body. Personal or sensitive data taken off site must be encrypted, eg on a password secured laptop or memory stick
- I will not install any hardware or software without permission of Headteacher
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory
- Images of pupils and/or staff will only be taken on school devices, stored and used for professional purposes in line with school policy and with consent of the parent, carer or staff member
- Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher
- I will support the school approach to online safety and not upload or add any images, video, sounds or text linked to or associated with the school or its community'
- I understand that all my use of the Internet and other related technologies within school can be monitored and logged and can be made available, on request, to my Line Manager or Headteacher
- I will respect copyright and intellectual property rights
- I will ensure that my online activity, both in school and outside school, will not bring the school, my professional reputation, or that of others, into disrepute
- I will support and promote the school's e-Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies
- I will not use personal electronic devices (including mobile phones and smart watches) in public areas of the school when children are present. I will use these devices in the staff room where no pupils should be present.
- Smart watches and Fitbits are permitted to be worn by staff but to be used only as a watch when working with children. Staff must switch their smart watches to school mode, during school hours. During the induction process staff sign a declaration that they agree to the policy regarding smart watches.

#### **Twitter**

The purpose of account is to promote school, interact with parents and network with other schools. Account not locked and therefore images can be viewed by general public. Therefore:

- Images of children will not be labelled with their names
- First names can be used on examples of work where no photograph of child is present

#### **Class Dojo**

The purpose of account is to interact with parents and keep them informed of what their child is learning within school. This is a secure account and requires a QR code for parents to access. Therefore:

- Full face photographs can be used

## Communication with Children and Young People Policy

This policy has been produced in response to: an increase across the County of disciplinary cases and allegations of professional misconduct involving the use of social networking sites; and requests for advice on how staff can ensure that they do not put themselves unnecessarily at risk of allegations of inappropriate behaviour through their use of this type of media.

Communication between children and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones text messaging, e-mails, digital cameras, videos, web-cams, websites and blogs.

Adults should:

- Not give their personal contact details to children or young people, including their mobile telephone numbers and details of any blogs, or personal websites
- Only use equipment e.g. mobile phones, provided by school to communicate with children, making sure that parents have given permission for this form of communication to be used
- Not take photographs of children on their mobile phones, or personal cameras, using only school equipment
- Only make contact with children for professional reasons and in accordance with Bickerstaffe C.E.'s communication policy
- Recognise that text messaging is rarely an appropriate response to a child in a crisis situation or at risk of harm. It should only be used as a last resort when other forms of communication are not possible
- Not use internet or web-based communication channels to send personal messages to a child/young person
- Ensure that if a social networking site is used, details are not shared with children and young people and privacy settings are set at maximum
- Bring to the headteacher's attention any incidents in which members of staff operate outside the agreed protocols stipulated in this policy
- Be aware that e-mail or text communications between adult and a child/young person outside agreed protocols may lead to disciplinary and/or criminal investigations

For further information and advice please see 'Guidance for Safer Working Practice for Adults who Work with Children and Young People' on the staffroom noticeboard, or speak to the Headteacher.

### Conduct Outside of Work

Whilst it is true to say that all people have a right to a private life and this must be respected, the assumption that it is of no concern to their employer can sometimes be misplaced. In relation to the use of social networking sites, where information can easily reach a wider audience than might have originally been intended, in certain circumstances, the conduct of the employee might also be deemed to have damaged the reputation of the school and the trust and confidence in the school that parents and the community can reasonably expect. Therefore, the Authority's advice to staff is that they should be very careful in how they communicate with pupils via the use of technology and in terms of what they elect to share about themselves through internet based networking sites, such as Facebook and Twitter.

**Staff, Governor and Visitor  
Acceptable Use Agreement / Code of Conduct**

**I have read and understood this Acceptable Use Agreement / Code of Conduct and agree to support the safe and secure use of ICT regarding school**

Staff/Gov/Visitor Signature\_\_\_\_\_

Staff/Gov/Visitor Name\_\_\_\_\_

Staff/Gov/Visitor Title or Role\_\_\_\_\_

Date\_\_\_\_\_

**Staff, Governor and Visitor**

**Communication with Children and Young People**

**I have read and understood the 'Communication with Children and Young People Policy' and agree to abide by the protocol stipulated.**

Staff signature:\_\_\_\_\_

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

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