



Acceptable Usage Policy

School: _____

Date adopted by the Governing Body: _____

Review date: _____

Signed by Chair: _____

Signed by Headteacher: _____

THE GRANGE PRIMARY SCHOOL
ACCEPTABLE USAGE POLICY FOR KS1 CHILDREN

These rules have been written to keep you safe when using IT equipment. This includes cameras, netbooks, iPads, tablets, PCs, microphones, dataloggers and other forms of communication technology. By using ICT equipment in school you have agreed to follow these rules. Your teacher will go through these rules before you sign them and a copy will be sent home to your parents.

THIS IS HOW WE STAY SAFE WHEN WE USE SCHOOL COMPUTERS:

- I will ask a teacher or suitable adult if I want to use the Computers.
- I will tell a teacher or suitable adult if I want to go on the Internet.
- I will only use activities that a teacher or suitable adult has told or allowed me to use.
- I know people online might not be who they say they are.
- I will treat people online with respect.
- I will think carefully before I print, delete or post.
- I will take care of the computer and other equipment.
- 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.
- I will tell a teacher or suitable adult if I see something that upsets me on the screen.
- I will not tell anyone any personal details like my phone number or my last name.
- I will keep log-in details secret.
- I will not use anyone else's log-in details.
- I know that if I break the rules I might not be allowed to use a computer.

Signed (pupil)Class.....Date.....

ACCEPTABLE USAGE POLICY FOR KS2 CHILDREN

These rules have been written to keep you safe when using IT equipment and to help you learn how to be responsible on-line. This includes cameras, netbooks, iPads, tablets, PCs, microphones, dataloggers and other forms of communication technology. By using ICT equipment in school you have agreed to follow these rules. Your teacher will go through these rules before you sign them and a copy will be sent home to your parents.

THIS IS HOW WE STAY SAFE WHEN WE USE SCHOOL COMPUTERS:

- I will ask a teacher or suitable adult if I want to use the computers.
- I will tell a teacher or suitable adult if I want to go on the Internet.
- I will only use appropriate websites that a teacher or suitable adult has told or allowed me to use.
- I will consider the reliability of the information on the website I use.
- I know people online might not be who they say they are.
- I will never meet anyone that I have met online.
- I will treat people online with respect.
- I will think carefully before I print or delete.
- I will not post images or videos of myself or other people.
- I will take care of the computer and other equipment.
- I will not send inappropriate emails to pupils or staff via the School's email server.
- 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.
- I will tell a teacher or suitable adult if I find an image or website that is inappropriate or upsets me.
- When using the Internet to gather information I will try and say which website it came from.
- When communicating online I will think carefully about the language I use and I will not use words that will offend other people.
- I will not tell anyone any personal details like my phone number or my last name.
- I will keep log-in details secret.
- I will not use anyone else's log-in details.
- I will not look at other people's files and documents without permission.
- I know teachers can and will check my files and websites I have used.
- I will take care when using or transporting any IT equipment.
- I will not install any software or hardware (including USB memory sticks) on to school equipment.
- I will not attempt to contact any member of staff via a social networking site such as Facebook or Instagram.
- If I require a mobile phone, before and after school, I will hand my phone to a member of the classroom staff for them to lock away for the whole day.
- I know that if I break the rules I might not be allowed to use a computer.

Signed (pupil)Class.....Date.....

ACCEPTABLE USAGE POLICY FOR STAFF

This document has been written to ensure that staff use the ICT throughout the school appropriately. If they have any questions regarding this policy, they should direct them to the Leadership Team or the Computing Subject Leader.

Staff should:

- Use computers and equipment with care and ensure children do the same for example: water bottles should stay away from machines; children do not get their own iPads from the syncing trolley.
- Ensure that they vary their password for the different pieces of equipment and programs, such as: encrypted USB, school laptop, class iPad and school e-mail account.
- All IT equipment provided by school **must** have a password.
- Ensure that they log off when they have finished using a computer and use a 'lock screen' procedure if leaving a computer unsupervised for a short length of time.
- IT equipment must be returned after use correctly ensuring that all wires and cables are secure.
- A class camera, tablet or iPad **only** be used for taking photographs of the children and **never** a personal item of IT equipment such as a phone.
- Try not to be wasteful, in particular when it comes to batteries, printer ink and paper.
- Ensure that online dialogue (e.g. blog posts, school website posts or emails) with other schools, parents or children remains professional at all times.
- Ensure that online activity is related to their professional duty and that personal use should be kept to a minimum.
- Ensure that they are not using the school's IT equipment for financial gain e.g. auction or betting sites.
- Ensure that they have read, understood and agreed to follow the Computing, Social Networking and e-Safety Policy.
- Be aware that software or hardware should not be installed without prior consent of the Computing Subject Leader or the Headteacher.
- Understand that inappropriate use of the school's network may result in some services being removed and further action being taken by the Headteacher.
- Where data of a personal nature such as school reports, provision maps, correspondence, photographs and assessment data is taken home on a school laptop or a school USB, it must be recognised that this data comes under the Data Protection Act and is subject to the school's Data Protection Policy. Care must therefore be taken to ensure its integrity and security. It **must not** be transferred to home computers and should be removed from any portable device as soon as is practical. When necessary staff will be provided with a school encrypted USB for use in the fore mentioned situations.
- If an item of school IT equipment is lost or stolen (such as a school laptop or a USB memory stick) this must be reported immediately to the Leadership Team or the Computing Subject Leader, even at the weekend or during a school holiday.
- When borrowing school IT equipment staff members must complete a 'Record of Equipment Offsite' form.
- Staff should not use School's Internet access (including Wi-Fi) on their own devices for personal use.
- Return any hardware or equipment if they are no longer employed by the school.
- Staff **must not** befriend or contact pupils, including ex pupils under the age of 18, on social networking sites.
- Staff must not post compromising content (photographs that may cause embarrassment, inappropriate discussions etc.) on social networking site. **Refer to Social Networking Policy.**
- Staff must conduct themselves with professional responsibility when online.

The Grange Primary School

ACCEPTABLE USAGE POLICY

Parents and Carers:

I agree to ensure that my child understands (age appropriate) the care that must be taken whilst using the Internet. I accept there are risks associated with Internet use and I understand that the School will take all reasonable steps to ensure that the Internet is a safe and filtered environment for my child to access in School.

I agree that if my child is to bring in a mobile device (such as a mobile phone) it will be handed immediately to the staff in their class and it will be locked away until the end of the day.

I agree that if I wish to photograph or film my child in a school event (such as a school assembly, concert or sporting event) the footage or photographs will not be uploaded onto the Internet and shared on social networking site (e.g. Facebook or Instagram).

Signed _____ Print _____ Date _____