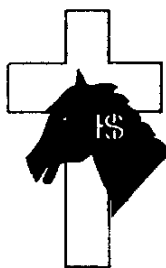


# HORSINGTON CHURCH SCHOOL



## ACCEPTABLE USE POLICY/CODE OF CONDUCT

ICT and the related technologies, such as e-mail, the Internet, Scholar Pack, Pupil Tracker and mobile devices are an expected part of our daily working life in school. The Internet and other digital information and communications technologies are powerful tools. These technologies can stimulate discussion, promote creativity and stimulate awareness of the context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe Internet access at all times.

This policy is designed to ensure that all staff (including student teachers), governors, children, visitors and the ICT technician are aware of and agree to conform to their responsibilities when using any form of ICT. This policy should be read in conjunction with the school's e-Safety Policy and Data Protection Policy.

All Acceptable Use Policies (AUPs) are included within this policy. The relevant section should be signed by the user as applicable. All Acceptable Use agreements will be held in the school office. Until the agreements are signed, users should not have access to the school's ICT or related technologies. If any of the AUPs are updated, the need for existing users to "re-sign" them will be discussed by the e-Safety Working Group.

Horsington School reserves the right to revoke or deny access to the Scholar Pack (other systems as appropriate) of any individual under the following circumstances:

- validity of governor/staff/visitor responsibility is questioned
- users are found to be in breach of the e-Safety Policy, or Data Protection Policy.

## PASSWORD POLICY

Staff, governors, the ICT technician, children (using their class blog only) and visitors have a responsibility for the security of their username and passwords, and must not allow other users to access the systems, including their logon details, and must immediately report any suspicion of evidence that there has been a breach of security.

Passwords for all new users and replacement passwords for existing users are allocated by the school administrator. The authorising member of school staff must confirm that there is a legitimate entitlement to access information, when access rights are granted to any system.

All staff must change their passwords to access the school computers monthly. Passwords for systems such as Scholar Pack and Pupil Tracker should also be changed monthly; this is not controlled by the school. Governors should change their password monthly (even if not forced to do so by the system).

The children have “class logons” to gain restricted access to the computer systems; these do not have passwords. Some children have a username and password to use their class blog; they are not required to change their password, except in exceptional circumstances.

All members of staff will be made aware of the school’s password policy:

- at induction
- through this policy
- through the school’s e-Safety Policy
- through the Acceptable Use agreement.

Children using a class blog will be made aware of the school’s password policy:

- in lesson time
- through the Acceptable Use agreement.

Details of access rights will be held by the school administrator, and will be reviewed annually by the e-Safety Working Group.

**Reviewed – September 2013**

**Adopted – September 2013**

**Reviewed – October 2014**

**Reviewed – November 2016**

## **STAFF ACCEPTABLE USE AGREEMENT**

All staff (including any student teachers) are expected to sign this agreement annually and adhere to its contents. Any concerns or clarification should be discussed with the school e-Safety Leader.

- I will only use the school's email, website, Scholar Pack, Pupil Tracker, Internet, intranet and any related technologies for professional purposes or for uses deemed "reasonable" by the Headteacher 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 sign out of any computer applications whilst I am away from my computer or ensure that the computer is locked.
- I will ensure that all electronic communications with pupils, parents, governors and staff are compatible with my professional role.
- I will not give out my own personal details (e.g. mobile phone number and personal e-mail address) to pupils.
- I will only use the school's email system for any school business.
- I will ensure that personal data (e.g. data held on Scholar Pack and Pupil Tracker) 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 Headteacher or Governing Body, and it is encrypted.
- I will not install any hardware or software without permission.
- 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, stored and used for professional purposes inline with the school Digital Images Policy and e-Safety Policy, and with written consent of the parent/carer or e-Safety Leader. Images will not be distributed outside of the school network without the permission of the parent/carer, member of staff or Headteacher. Images of children will not be named.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to the Headteacher.
- I will support the school approach to e-Safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- I will respect copyright and intellectual property rights.

- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will not attempt to access Scholar Pack/Pupil Tracker in any environment where the security of the information contained in the system may be placed at risk (e.g. a cybercafé, public library).
- I will support and promote the school's e-Safety Policy and help pupils to remain safe and responsible in their use of ICT and related technologies.
- When in school during the school day and when used for personal use, I will use personal hand held / external devices (PDA's, laptops, mobile phones, USB devices, etc.) only in office spaces (with agreement) or the staff room.

### USER SIGNATURE

I agree to follow this code of conduct and to support the safer use of ICT throughout the school.

Name (print) .....

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

## **GOVERNOR ACCEPTABLE USE AGREEMENT: SLP**

All governors are expected to sign this agreement at the start of their term of office. Any concerns or clarification should be discussed with the school E-Safety Leader.

- I will only use the school's email, website and any related technologies for professional purposes or for uses deemed "reasonable" by the Headteacher or Governing Body.
- I will only use the approved email system for any school business.
- 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 sign out of any computer applications whilst I am away from my computer.
- I will ensure that all electronic communications with pupils, parents, governors and staff are compatible with my professional role.
- I will not attempt to access SLP in any environment where the security of the information contained in the SLP system maybe placed at risk (e.g. a cybercafé, public library).
- I will assume personal responsibility for my username and password (kept confidential) and never use anyone else's username or password.
- I understand that all my use of the SLP and other related technologies can be monitored and logged and can be made available, on request, to the Headteacher.
- I will support and promote the school's e-Safety Policy and help pupils to remain safe and responsible in their use of ICT and related technologies.
- When in school during the school day and when used for personal use, I will use personal hand held / external devices (PDA's, laptops, mobile phones, USB devices, etc.) only in the school office spaces (with agreement) or the staff room.

### **USER SIGNATURE**

I agree to follow this code of conduct and to support the safer use of ICT throughout the school.

Name (print) .....

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

## ICT TECHNICIAN ACCEPTABLE USE AGREEMENT

The ICT technician is expected to sign this agreement, in addition to the staff agreement (**if there is no company policy in place**) annually and adhere to its contents. Any concerns or clarification should be discussed with the school e-Safety Leader.

- I will ensure that the school's ICT infrastructure is secure and is not open to misuse or malicious attack.
- I confirm that the school meets the e-Safety technical requirements outlined in the SWGfL Security Policy and Acceptable Use Policy and any relevant Local Authority e-Safety policies and guidance.
- I confirm that users may only access the school's network through a properly enforced password protection policy, in which passwords are changed regularly.
- I will notify SWGfL of issues relating to the filtering applied by the Grid.
- I will ensure that filtering in the school (refer to the e-Safety Policy) is applied and updated on a regular basis and that its implementation is not the sole responsibility of any single person.
- I will keep up-to-date with e-Safety technical information in order to effectively carry out my e-Safety role and to inform and update the e-Safety Leader as relevant.
- I confirm that the use of the network, virtual learning environment, remote access is monitored in order that any misuse/attempted misuse can be reported to the e-Safety Leader and Headteacher.
- The monitoring software/systems are implemented and updated as agreed in school policies.

### USER SIGNATURE

I agree to follow this code of conduct and to support the safer use of ICT throughout the school.

Name (print) .....

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

## Pupil Acceptable Use Agreement e-Safety Rules

Dear Parent/Carer

ICT, including email, mobile technologies and the Internet, is an important part of learning in school. Because we expect all children to be safe and responsible when using any ICT, all parents/carers are required to sign this agreement on entry to the school.

Please read and discuss these e-Safety rules with your child and return the slip at the bottom of the second page. We actively encourage you as parents to discuss e-Safety with your children and to monitor their Internet usage. These rules apply to school use, but are also good rules to apply at home.

These rules are intended to keep your child safe on-line. Any concerns or clarification should be discussed with Mary Alexander, school e-Safety Leader.

- I will only use ICT in school for school purposes, with the permission of my teacher.
- I will only open email attachments from people I know, or who my teacher has approved.
- I will only open or 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 deliberately 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 information about myself, such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with 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 schools approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset anyone.

- I know that my use of ICT can be checked and that my parent/carer is contacted if a member of the school staff is concerned about my safety.
- If I have to bring my phone to school for practical reasons only, I will leave it in the school office.
- I will only take photos if my teacher and my parent/carer gives me permission (e.g. school trips).

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*Pupil Acceptable Use Agreement*

**Parent/Carer Signature**

*We have discussed this and .....(child name) agrees to follow the e-Safety rules and to support the safe use of ICT at Horsington Church of England Primary School.*

*Parent/Carer name (print) .....*

*Parent/Carer signature ..... Date .....*



**Pupil Acceptable Use Agreement  
Horsington Primary School Blog**

**The following agreement should be signed by children at the school and their parents/carers, before they are granted access to the school blog. For more information regarding this, please speak to your class teacher.**

- I will use the school/class blog appropriately.
- I will always get my parent's/carer's permission to access the school blog from a computer or device out of school.
- I will not tell other people my blog password. I will treat my username and password like a toothbrush - I will not share it, nor will I try to use another person's username and password.
- I will only open attachments from people I know, or who my teacher has approved.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I find anything like this, I will tell my teacher immediately.
- I will not deliberately send any messages or upload/add any images, video or sounds that could upset anyone.
- I will not upload any images of myself, without the permission of my parents, or any images of other children, without their permission on to the blog.
- I know that my use of ICT can be checked by the school and that my parent/carer is contacted if a member of the school staff is concerned about my safety.

.....

Pupil Name: .....

Signature: .....

Date:

**Parent/Carer Signature**

*We have discussed this and we agree follow the e-Safety rules and to support the safe use of ICT at Horsington Church of England Primary School.*

*Parent/Carer name (print) .....*

*Parent/Carer signature ..... Date .....*

## VISITOR/VOLUNTEER ACCEPTABLE USE AGREEMENT

*(to be held on a laminated card in the school office.)*

***This policy applies to the use of ICT at Horsington School.***

- When in school personal hand held / external devices (PDA's, laptops, mobile phones, USB devices etc) will only be used in the school office (with agreement) or the staff room.
- ICT systems should only be used for school-related purposes.
- Attachments to emails should not be opened on the premises unless the source is known and trusted.
- Materials which are illegal or inappropriate or may cause harm of distress to others should not be uploaded, downloaded or accessed. The use of software that allows you to bypass the filtering/security systems in place is forbidden.
- You must not install or attempt to install software of any type on a school machine, or store software on a computer.
- You must not attempt to alter computer settings, unless this is allowed by school policies.
- School equipment should not be disabled or damaged.
- Personal information (about yourself or others) must not be transported, held, disclosed or shared, as outlined in the school Data Protection Policy. Where personal data is allowed to be transferred outside the school secure network, it must be encrypted.

**Any concerns or clarification should be discussed with  
Mary Alexander, school e-Safety Leader.**

## **CLASSROOM ACCEPTABLE USE POLICY**

It is desirable that each class agrees its own acceptable use policy annually. The rules are to be agreed between the class teacher and the children in the class, and are meant to be age specific. All users are expected to understand them. The class acceptable use policy can be linked to the school rules.

## **PDA ACCEPTABLE USE AGREEMENT**

A Personal Digital Assistant (PDA) not owned by the school can be used as part of an educational activity if approved, or permission is granted, by the Headteacher or Governors. The following acceptable use agreement should be signed by any member of staff wanting to use their own device for educational purposes. This agreement must be signed annually.

- I will not use a PDA not owned by the school to take photographs or video, or for recording purposes.
- Loss or damage to a PDA not owned by the school is the responsibility of the owner. However, I agree that this must be reported to the e-Safety Leader (especially where loss has occurred), as soon as possible after the event.
- I will leave my PDA in a secure mode (with a password or similar required to unlock it).
- Wi-Fi access will only be gained through the school's protected system.
- I will employ high standards of data protection (password protection, encryption).
- Apps not intended for educational use will not be accessible to anyone but me.
- I will use my PDA only for educational use during school hours, unless in office spaces (with agreement) or the staff room.
- I accept that any breach of this agreement may result in disciplinary action.

### **USER SIGNATURE**

I agree to follow this code of conduct and to support the safer use of ICT throughout the school.

Name (print) .....

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