



# Acceptable Use Policy

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*Together, pursuing life in all its fullness*

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V1	April 2023	Louise Beale	Initial Issue
V1.1	June 2023	Louise Beale	Tweeks ref AGC members

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<b>Lead/owner</b>	Head of Operations and Compliance
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The electronic version is the definitive version of this document.

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Staff, parents/carers, Academy Governance Committee members, volunteers and visitors may be asked to sign to agree to this Acceptable Use Policy

## **1.0 EYFS and KS1 Acceptable Use of ICT and internet (pupils and parents/carer)**

**Parents / carers** agree that if their child uses the schools ICT systems and internet when appropriately supervised by a member of school staff, that they will make sure their child understands the following rules.

### **EYFS and KS1 Children will:**

- Ask a teacher or adult before using ICT systems or internet
- Only use websites that a teacher or adult has told me or allowed me to use
- Tell my teacher immediately if:
  - I click on a website by mistake
  - I receive messages from people I don't know
  - I find anything that may upset or harm me or my friends
- Use school computers for school work only
- Be kind to others and not upset or be rude to them
- Look after the school ICT equipment and tell a teacher straight away if something is broken or not working properly
- Only use the username and password I have been given
- Try my hardest to remember my username and password
- Never share my password with anyone, including my friends
- Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carer
- Save my work on the school network
- Check with my teacher before I print anything
- Log off or shut down a computer when I have finished using it
- Understand that the school will monitor the websites I visit
- Understand that there will be consequences if I don't follow the rules

## **2.0 KS2, KS3 and KS4 Acceptable Use of ICT and internet (pupils and parents/carer)**

**Parents / carers** agree that if their child uses the schools ICT systems and internet when appropriately supervised by a member of school staff, that they will make sure their child understands the following rules.

### **When I use the school's ICT systems (like computers and iPads) and get onto the internet in school I will:**

- Always use the school's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a teacher is present, or with a teacher's permission
- Keep my usernames and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer
- Tell a teacher (or sensible adult) immediately if I find any material which might upset, distress or harm me or others
- Always log off or shut down a computer when I've finished working on it

### **I will not:**

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Create, link to or post any material that is pornographic, offensive, obscene or otherwise inappropriate
- Log in to the school's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

### **If I bring a personal mobile phone or other personal electronic device into school:**

- I will use it responsibly
- I will follow the school rules about where it is stored during the day
- I will not use it during lessons, in corridors, tutor group time, clubs or other activities organised by the school, without a teacher's permission
- I will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online
- I will not use it to take photos or videos of other people in school

**I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.**

### **3.0 Staff, Academy Governance Committee members, volunteers and visitors Acceptable Use of ICT and internet**

**When using the Trust or the school's ICT systems and accessing the internet in school, or outside school on a work device (if applicable), I will not:**

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)
- Use them in any way which could harm the school's or the Trust's reputation
- Access social networking sites or chat rooms other than for work purpose (for example managing a school Twitter account)
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software, or connect unauthorised hardware or devices to the school's network
- Share my password with others or log in to the school's network using someone else's details
- Take photographs of pupils without checking photo consents and having the permission of the Head Teacher or a member of SLT.
- Share confidential information about the Trust, the school, its pupils or staff, or other members of the community
- Access, modify or share data I'm not authorised to access, modify or share
- Promote private businesses, unless that business is directly related to the Trust or the school

I will only use the Trust or the school's ICT systems and access the internet in school, or outside school, for educational purposes or for the purpose of fulfilling the duties of my role.

I agree that the Trust or the school will monitor the websites I visit and my use of the Trust or the school's ICT facilities and systems.

I will take all reasonable steps to ensure that devices that access Trust systems are secure and password-protected, and keep all data securely stored in accordance with this policy and the Trust's Data Protection Policy and Use of Personal Mobile Phone and Devices Policy.

I will let the academy or Trust designated safeguarding lead (DSL) and Trust ICT Manager know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will always use the Trust or the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.