



Acceptable Use Policy for Adults Working With Young People

School Policy

New technologies have become integral to the lives of children and young people in today's society, both within

School and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work.

As the digital world increasingly becomes a greater part of the learning environment instances of internet misuse are ever on the rise, along with opportunities to access harmful content such as extremist messages, pornography and other illegal content. A real risk to children and young people in the UK today is the process of radicalisation. The internet provides a powerful communications mechanism where young people can be reached, groomed and influenced. The internet is a key source of information and propaganda for extremist beliefs, meaning that young people can gain access to powerful messages, video and imagery that help to support political claims made by extremists. The internet acts as an 'echo chamber' providing an environment where otherwise unacceptable views and behaviour become normalised through on-going support and encouragement. All users should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

That staff, volunteers and other adults working with young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.

That school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk. That staff are protected from potential risk in their use of ICT in their everyday work.

That staff are committed to educating and supporting young people to ensure they remain safe online.

The Community Trust will try to ensure that staff and volunteers have good access to ICT to enhance their work, to enhance learning opportunities for pupils learning and will, in return, expect staff, volunteers and other adults working with young people to agree to be responsible users.



Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed online safety in my work with young people. I will work to reduce the appeal of online propaganda and extremist messages by ensuring the young people in my care are media literate and able to assess whether material found on line is from a trusted source.

For my professional and personal safety:

I understand that the school will monitor my use of the ICT systems, email and other digital communications.

I understand that the rules set out in this agreement also apply to use of school ICT systems (e.g. laptops, email, cloud services etc.) out of school, and to the transfer of personal data (digital or paper based) out of school.

I understand that the school ICT systems are primarily intended for educational use and I will only use the systems for this purpose.

I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should set strong passwords (a password which uses a combination of letters, numbers and other permitted symbols). I will not write down or store a password where it is possible that someone may steal it.

I will immediately report any illegal, inappropriate or harmful material or incident; I become aware of, to a lead person for online safety using an online safety concern form.

I will be professional in my communications and actions when using school ICT systems:

I will not access, copy, remove or otherwise alter any other user's files, without their express permission.

I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.

I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images.

Where these images are published (e.g. on the school website, twitter etc.) it will not be possible to identify by name, or other personal information, those who are featured.



I will only use chat and social networking sites in school in accordance with the school's policies.

I will only communicate with pupils and parents/carers using official school systems. Any such communication will be professional in tone and manner.

I will not engage in any on-line activity that may compromise my professional responsibilities.

The school and the Community Trust have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

I will follow, adhere to and positively promote any supplied online safety guidance.

I will not use personal email addresses on the school ICT systems.

I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).

I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.

I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.

I will not disable or cause any damage to school equipment, or the equipment belonging to others.

I will only transport, hold, disclose or share personal information about myself or others, as outlined in the Trust Data Protection Policy. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and restricted data must be held in lockable storage.

I understand that the Trust Data Protection Policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.

I will immediately report any damage or faults involving equipment or software, however this may have happened to the schools ICT service desk.



When using the internet in my professional capacity:

I will ensure that I have permission to use the original work of others in my own work

Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of school:

I understand that this Acceptable Use Policy applies not only to my work and use of school ICT system and equipment in school, but also applies to my use of school ICT systems and equipment off the premises.

I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action and in the event of illegal activities the involvement of the police.

I confirm that I have read and understand the above, and agree to use the school ICT systems (both in and out of school) within these guidelines.

Name: _____

Signature: _____ **Date:** _____

School: Holy Family Catholic primary School



Acceptable Use Policy for Our Schools & Trustees

This policy aims to ensure that any communications technology (including computers, mobile devices/phones etc.) is used to supporting learning without creating unnecessary risk to users.

The Board of Trustees will ensure that:

Learners are encouraged to enjoy the safe use of digital technology to enrich their learning

Learners are made aware of risks and processes for safe digital use

All adults and learners have received the appropriate acceptable use policies and any required training

The school has appointed an Online Safety Lead and a named Trustee takes responsibility for Online Safety

An Online Safety Policy has been written by the school

The Online Safety Policy and its implementation will be reviewed annually

The school internet access is designed for educational use and will include appropriate filtering and monitoring

Copyright laws are not breached

Learners are taught to evaluate digital materials appropriately

Parents are aware of the acceptable use policy

Parents will be informed that all technology usage may be subject to monitoring, including website addresses and text

The school will take all reasonable precautions to ensure that users access only appropriate material

The school will audit use of technology to establish if the Online Safety policy is adequate and appropriately implemented

Methods to identify, assess and minimise risks will be reviewed annually

Complaints of internet misuse will be dealt with by a senior member of staff

I confirm that I have read, understood and will adhere to the above.

Trustee Name: _____

Signature: _____ **Date:** _____

Holy Family Catholic Primary School



Acceptable Use Policy for Community Users

This policy aims to ensure that community users of school digital technologies will be responsible users and stay safe while using these systems and devices. The policy is intended to protect school systems, devices and users from accidental or deliberate misuse that could put the security of the systems and users at risk.

I understand that:

I must use school systems and devices in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems, devices and other users. This agreement will also apply to any personal devices that I bring into the school.

I understand that my use of school systems and devices and digital communications will be monitored.

I will not use a personal device that I have brought into school for any activity that would be inappropriate in a school setting.

I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or that may cause harm or distress to others. I will not try to use any programs or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.

I will immediately report any illegal, inappropriate or harmful material or incident; I become aware of, to the appropriate person.

I will not access, copy, remove or otherwise alter any other user's files, without permission.

I will ensure that if I take and/or publish images of others I will only do so with their permission. I will not use my personal equipment to record these images, without permission. If images are published it will not be possible to identify by name, or other personal information, those who are featured.

I will not publish or share any information I have obtained whilst in the school on any personal website, social networking site or through any other means, unless I have permission from the school.

I will not, without permission, make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

I will not install or attempt to install programs of any type on a school device, nor will I try to alter computer settings, unless I have permission to do so.



I will not disable or cause any damage to school equipment, or equipment belonging to others.

I will immediately report any damage or faults involving equipment or software, however this may have happened.

I will ensure that I have permission to use the original work of others in my own work.

Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that if I fail to comply with this Acceptable Use Agreement, the school has the right to remove my access to school systems / devices and other technology access.

I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Name: _____

Signature: _____ **Date:** _____

Holy Family catholic Primary School