# Acceptable Use Policy

## Campton Academy



| Approved by: | Akhtar Ahamed |
|---|---|
| Signed: | |
| Date approved: | January 2024 |
| Next review due by: | January 2025 |

## 1. Introduction

1.1 The internet plays an important role in any learning environment. This policy provides the acceptable standards for use of the internet and e-mail systems for all employees' volunteers and casual workers at Campton Academy.

1.2 ICT in the 21st 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.

1.3 It is important to recognise the constant and fast paced evolution of ICT within our society as a whole. Currently the internet technologies children are using both inside and outside of the classroom include: websites, apps, email, instant messaging and chat rooms, social media, mobile/ smart phones, tablets and gaming devices, online games, learning platforms, virtual learning environments, and blogs

1.4 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).

1.5 At Campton we understand the responsibility to educate our pupils on e-safety 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.

1.6 The ICT Leader (C.Allen) is the appointed member of staff responsible for e-safety.

## 2. Computing Expectations

- Authorised staff, such as the Principal or a PEL technician, may inspect any ICT equipment owned or leased by the school at any time without prior notice.
- All internet activity is logged by the school's internet provider.
- A breach or suspected breach of policy by a school employee, contractor or pupil may result in the temporary or permanent withdrawal of school ICT hardware, software or services from the offending individual.
- The Campton Code sanctions will be used if pupils break our computing rules
- The school provides all staff and governors with their own email account to use for all school business as a work based tool. This is to protect staff, minimise the risk of receiving unsolicited or malicious emails and avoids the risk of personal profile information being revealed
- Pupils may only use school approved accounts on the school system and only under direct teacher supervision for educational purposes
- The school allows staff to bring in personal mobile phones and devices for their own use. These should never be used in the presence of pupils unless special permission has been granted by the Principal.
- Staff should not use mobile phones to take photographs without permission from the

Principal. This will only be granted in extenuating circumstances

- Mobile phones must not be used during lesson time unless explicit permission has been granted by the Principal and there is no other solution. For example to enable staff to deliver the curriculum during a power outage or following the failure of a piece of school equipment.
- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

## 3. Personal Use of Internet and Email

3.1 Access to Internet web sites that are unrelated to school business should be restricted to out of school hours and designated breaks. It is at the Principal's discretion as to what internet activities or accesses are permissible.

3.2 The sending of emails that are wholly or substantially unrelated to school business should be restricted to out of school hours and designated breaks. It is at the Principal's discretion as to what Email use is permissible

3.3 Access to Internet web sites that are unrelated to school business should be restricted to out of school hours and designated breaks and should not be accessed in front of pupils.

3.4 Personal use of both email and the Internet must not breach any of the definitions of inappropriate use as defined in this document.

## 4. E-safety

4.1 Educating pupils about the online risks that they may encounter outside school is covered both informally, when opportunities arise, and formally through the PSHE and Computing curriculums.

4.2 All staff have been made aware of their individual responsibilities relating to the safeguarding of children within the context of e-safety and know what to do in the event of misuse of technology by any member of the school community.

4.3 All staff are encouraged to incorporate e-safety activities and awareness within their curriculum areas.

4.4 All staff complete annual e-safety training and have a responsibility to ensure they are adequately informed with up-to-date areas of concern.

4.5 We endeavour to embed e-safety messages across the curriculum whenever the internet and/or related technologies are used.

4.6 We hold an annual e-safety week and participate in National Internet Safety Day. E-Safety is taught explicitly as part of our Computing curriculum.

## 5. Parental Involvement

5.1 We believe that it is essential for parents/carers to be fully involved with promoting e-safety both in and outside of school and to be aware of their responsibilities. We regularly consult and discuss e-safety with parents/ carers and seek to promote a wide understanding of the benefits of new technologies, together with the associated risks.

5.2 Parents/carers are required to make a decision as to whether they consent to images of their child being taken and used in the public domain (e.g on school website)

5.3 Parents/carers are expected to sign a Home School agreement containing the following statement(s):
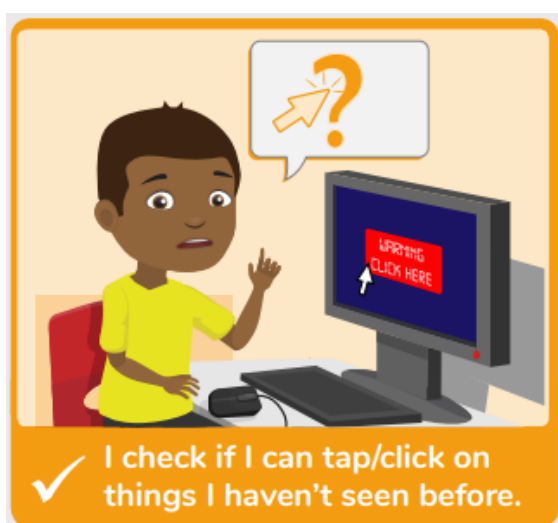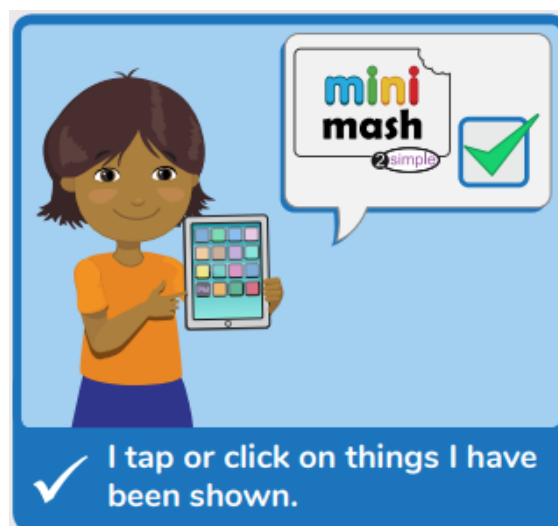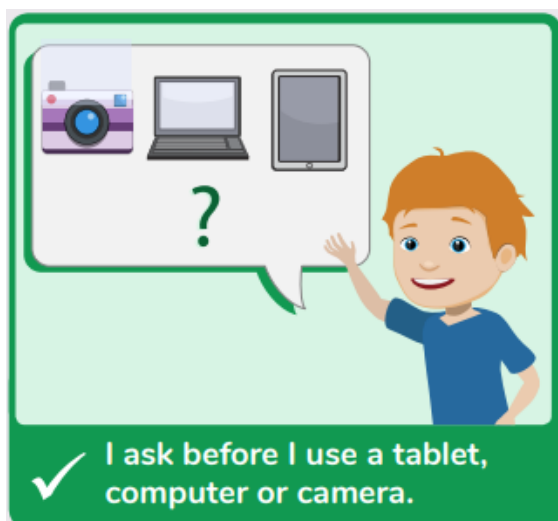
→ **I/we will support the school approach to online safety and will not upload or add any text, image, sound or videos that could upset or offend any member of the school community, or bring the school name into disrepute.**

→ **I/we will ensure that my/our online activity would not cause the school, staff, pupils or others distress or bring the school community into disrepute.**

→ **I/we will support the school's policy and help prevent my/our child/children from signing up to services such as Facebook, Instagram, Snapchat and YouTube whilst they are underage (13+ years in most cases).**

→ **I/we will close online accounts if I/we/teachers find that these accounts are active for our underage child/children.**

5.4 The school disseminates information to parents relating to e-safety, where appropriate, during:
- o Information evenings
- o Practical training sessions e.g. current e-safety issues
- o School website information
- o Newsletter items
- o By sending out relevant information via ParentMail

# Acceptable Use Agreement
# Reception Class

✓ I ask before I use a tablet, computer or camera.

✓ I tap or click on things I have been shown.

✓ I check if I can tap/click on things I haven't seen before.

✓ I tell a grown-up if something upsets me.

## My Name:

## Class:

# Acceptable Use Agreement
# Key Stage 1

- I always ask a teacher or suitable adult if I want to use the computers, tablets or cameras.
- I only open activities that an adult has told or allowed me to use.
- I know that I must tell an adult if I see something on a screen that upsets me, or I am unsure of.
- I keep my passwords safe and will never use someone else's.
- I know personal information such as my address and birthday should never be shared online.
- I am always polite when I post to our blogs, use our email and other communication tools.
- I will take care of the computer and other equipment.

**I know if I break the rules I might not be allowed to use the computers or other equipment.**

## My Name:                              Class:

# Acceptable Use Agreement Key Stage 2

- I will only access computing equipment when a trusted adult has given me permission and is present.
- I will not deliberately look for, save or send anything that could make others upset.
- I will immediately inform an adult if I see something that worries me, or I know is inappropriate.
- I will keep my username and password secure; this includes not sharing it with others.
- I understand what personal information is and will never share my own or other's personal information such as phone numbers, home addresses and names.
- I will always use my own name and passwords to access programmes.
- In order to help keep me and others safe, I know that the school checks my files and the online sites I visit. They will contact my parents/carers if an adult at school is concerned about me.

- I will respect computing equipment and will immediately notify an adult if I notice something isn't working correctly or is damaged.
- I will use all communication tools such as email and blogs carefully. I will notify an adult immediately if I notice that someone who isn't approved by the teacher, is messaging.
- Before I share, post or reply to anything online, I will T.H.I.N.K
  - T = is it True?
  - H = is it Helpful?
  - I = is it Inspiring?
  - N = is it Necessary?
  - K = is it Kind?
- I understand that if I behave negatively whilst using technology towards other members of the school, my parents/carers will be informed and appropriate actions taken.

**I understand if I break the rules I might not be allowed to use the computing equipment.**

My Name:

Class:

**Appendix 2**

**Staff, Governor and Visitor**

**Acceptable Use Agreement / Code of Conduct**

ICT (including data) and the related technologies such as email, 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 the Principal.

➢ 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 Principal 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 email address, personal Twitter account, or any other social media link, to pupils
➢ I will only use the approved, secure email 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 Principal or Governing Body. Personal or sensitive data taken off site must be encrypted, e.g. on a password secured laptop or memory stick
➢ I will not install any hardware or software without permission from the Principal.
➢ 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 in line with school policy and with written 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 Principal
➢ 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 can be monitored and logged and can be made available, on request, to the Principal
➢ 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 smart watches) in public areas of the school between the hours of 8.30am and 3.30pm, except in the staff room and where there are signs to indicate this.
➢ I understand this forms part of the terms and conditions set out in my contract of employment

**User Signature**

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout the school

Signature …….……………….…………… Date ……………………

Full Name.................................................................................. (printed)

Job title ……………………………………………………………

**Appendix 3**

**Parent Acceptable use Home/ School agreement**

- ➢ I/we will support the school approach to online safety and will not upload or add any text, image, sound or videos that could upset or offend any member of the school community, or bring the school name into disrepute.

- ➢ I/we will ensure that my/our online activity would not cause the school, staff, pupils or others distress or bring the school community into disrepute.

- ➢ I/we will support the school's policy and help prevent my/our child/children from signing up to services such as Facebook, Instagram, Snapchat and YouTube whilst they are underage (13+ years in most cases).

- ➢ I/we will close online accounts if I/we/teachers find that these accounts are active for our underage child/children.

Name_____     Date_____