

# **CARLISLE INFANT AND HAMPTON HILL FEDERATION**

## **Acceptable Use of IT Policy**

This policy was reviewed:	Summer 2020
This policy will be reviewed again:	Summer 2021
Responsibility:	Achievement & Families Committee
Statutory Policy?:	No

## Introduction

Technology is a core part of pupils' lives, and this policy aims to protect school users from accidental or deliberate misuse that compromises our systems and users. It:

- comprises 4 sets of rules (KS1, KS2, Parents, Staff) encapsulating all Acceptable Use Policy elements into age-appropriate and role-appropriate pieces.
- cannot guarantee that children won't ever access inappropriate materials, but putting in place usage rules that support our automated filtering cuts the risks;
- does not provide technical guidance about the set-up or maintenance of hardware, software, backup regimes, transmission protocols, etc.

Embedding a policy into the daily lives of hundreds of users requires ongoing promotion and attention by staff, the children, and their parents /carers.

## Age-appropriate rules for children

The policy includes separate sets of rules for KS1 and for KS2 pupils, and the spaces for children's signatures are intended for age-appropriate use:

- KS1 teachers can decide whether signing will help to encourage mindfulness of the rules by the children; it is not a requirement of this policy.
- KS2 children will be expected to sign. The KS2 and Parents /Carers Acceptable Use pages will form part of the HHJS Admissions Pack.

All staff should champion good practices on a daily basis.

## Role-appropriate rules for parents /carers and staff

Parents are told that we take online safety seriously; children must follow rules and parents must keep them safe whilst using the internet at home. Social media postings about the schools must be respectful. No signature is required, but links to CEOP (Child Exploitation and Online Protection Command) reinforce a serious message.

Staff must comply with rules for good password management, professional standards of online behaviour, and accessing school systems responsibly, etc. Signatures are required because non-compliance may result in disciplinary action.

## Sets of Rules

1. KS1
2. KS2
3. Parents /carers
4. Staff

## KS1 rules

### At Carlisle Infants we stay safe online



- I get permission before using a computer

- I only click on icons and links that are familiar to me and that are safe to use



- I only send friendly and polite messages



- If I don't like something on a screen, I tell an adult

My name: \_\_\_\_\_

## KS2 - HHJS rules about staying safe and being fair when online

The rules:

1. I will only use school computers for school work and homework;
2. I will ask permission from a teacher before using a computer and will use only my own log in and password;
3. I will only edit or delete my own files;
4. I will keep my logins and passwords secret;
5. I will not bring memory sticks, CDs or external drives from outside school unless I have been given express permission;
6. I will not take photos or videos of people without their permission;
7. I know that some websites have age restrictions and will respect this;
8. I will not attempt to visit social media /chat /gaming sites at school;
9. I will only e-mail people that I know or a responsible adult has approved;
10. Messages I send or information I upload will always be polite and sensible;
11. I will not open an attachment, or download a file, unless I know and trust the person who has sent it;
12. I will not give my home address, email address, phone number, or arrange to meet anyone without my parent's, carer's or teacher's permission;
13. If I see anything I am unhappy about, or receive a message I don't like, I will not respond to it but will show a teacher /responsible adult;
14. I know when to use the CEOP report button, and will use it if needed.



I understand and agree with these rules.

Signed: .....Date: .....

Name: .....

Class: .....

## Parents /Carers - Acceptable Use Policy for IT

Parents /Carers have an essential role in the education, monitoring and regulation of their children's on-line experiences. We will therefore seek to provide information and awareness through letters, our website, newsletters and parents' evenings.

School computers aid and assist learning, and have internet access. To keep children safe online we ask them to make agreements that they will observe our rules. We also take other precautions to try and prevent children from accessing inappropriate materials, and we will contact parents /carers if we have concerns about your child's online safety or behaviour.

Equally, parents /carers have an obligation to keep children safe whilst using the internet at home, and you should inform the school if you have any concern so that we can work together.

If a parent/ carer posts libelous or inflammatory comments on Facebook or similar sites that relate to the schools or the children, we will use the appropriate 'report abuse' section of the site. In serious cases we will consider legal options to deal with any such misuse.

Parents /carers must not publish images or videos of children or staff at school without permission.

Guidelines are available from the Child Exploitation and Online Protection Command (CEOP): <https://www.ceop.police.uk/safety-centre/>, and there is also help for parents: <https://www.thinkuknow.co.uk/parents/>

In summary, our Acceptable Use Policy for IT /technology requires:

- Each school to respond to inappropriate or unsafe online behaviour that is observed or reported;
- Parents /carers to promote safe use of the internet at home, and to inform the school about any concern.

## Staff - Acceptable Use Policy for IT

This policy covers email, internet, intranet, social media channels, software and hardware. I will:

- only use school computers and systems for professional purposes;
- be responsible for all activity carried out under my username;
- keep my passwords secret, and will follow good practice when creating and using them. If a password is revealed I will change it. I won't use anyone else's password and if revealed to me, and will ask them to change it;
- not allow unauthorised individuals to access school or LA systems;
- not engage in online activity that compromises my professional standing;
- only use the approved email system (currently LGfL Staff Mail) or other approved systems to communicate with pupils or parents, and will only communicate appropriate school business;
- not browse, download or send material that may be considered offensive;
- report accidental access to /receipt of inappropriate materials to the Head;
- not download any software or resources that may compromise the network, or are not adequately licensed;
- not publish or distribute work that is protected by copyright;
- not connect a computer, laptop or other device (e.g. USB drive) to the school network that does not have up-to-date anti-virus software;
- not use a personal digital camera to take images or videos of pupils or staff without permission and will not store images at home without permission;
- ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role;
- use LGfL /school approved methods to access systems remotely;
- encrypt any confidential school data that I take outside school;
- embed the school's staying safe online rules into my teaching;
- alert the safeguarding lead /Head to any online behaviour concerns.

I will abide by the points above, and understand that non-compliance may lead to disciplinary action.

Signature: .....Date: .....

Full Name: ..... (printed)

Job title: .....

School: .....