Kennington Primary School
Acceptable Use Policy

Reviewed by	Date	Signed

Kennington Primary School
Acceptable Use Policy
AUP

Staff and Governor Agreement
September 2015

The use of ICT related technologies such as email, the Internet, Ipads and laptops are an integral part of modern school life. This policy covers the use of all digital technologies in school and is to ensure that all staff and Governors are aware of their individual responsibilities when using ICT. All staff members and Governors are expected to sign this policy and adhere to its contents at all times. Any concerns or clarifications should be discussed with the Head Teacher.

- I will take responsibility for my own use of ICT, making sure that I use any equipment/resources safely, responsibly and legally.
- I will only use the schools digital resources and systems for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will be an active participant in E-safety education, taking personal responsibility for my awareness of the risks posed by the use of ICT.
- I will not use devices, whether school provided or personally owned for bullying or harassment of others in any form.
- I will not be involved with any online activities, either within or outside school that may bring the school, staff, pupils or wider members into disrepute. This includes derogatory/inflammatory comments made on Social Network Sites, forums and chat rooms.
- I understand that it is my duty to support a whole school safeguarding approach and will report any behaviour (of other staff or pupils), which I believe may be inappropriate or concerning in any way to a senior member of staff.
- I understand that we follow Lancashire's guidelines on the use of Social media and ensure that social networking sites are used securely, so not to compromise my professional role.
- I will not browse, download/upload or distribute any material that could be considered offensive, illegal or discriminatory.
- I will check copyright and not publish any work, images, music or video, which is protected by copyright without seeking permission.
- I will not connect any device to the network (including USB flash drive) that does not have up to date anti virus software installed.
- I will ensure that personal data (including data held on MIS systems) is kept secure at all times and used appropriately in accordance with Data Protection.
- I will ensure that images of children and/or adults will be taken, stored and used for professional purposes in line with school policy and with consent of the parent/carer. I will not distribute images outside the school without the prior permission of the parent.

- I will only use the approved school email system for any school correspondence.
- I will follow the schools policy on use of mobile phones at school. They may not be used in the classroom. I will ensure that family know to contact school office during school hours if needed.
- I have a duty to protect passwords and personal logins, and should log off the network when leaving work stations unattended.
- I understand that any attempt to access, corrupt or destroy other users' data, or compromise the privacy of others in any way, is unacceptable.
- I understand that network activities and online communications are monitored, including personal and private communications made using the school systems.
- I am aware that in certain circumstances where unacceptable use is suspected, enhanced monitoring procedures may come in to action, including the power to confiscate personal technologies such as mobile phones.
- I will take responsibility for reading and upholding the standards laid out in this policy. I will support and promote the schools E safety policy and help pupils to be safe and responsible in their use of ICT.
- I understand that these rules are designed for the safety of all users and that if they are not adhered to, school sanctions will be applied and disciplinary action taken.

I have read and agree to this code of conduct and to support the Acceptable Use of ICT through out the school.

Signature:…………………………………………………..
 Date:…………………………………………………….
 Full Name:………………………………………..(PRINT)

Position/role:………………………………………………..

Pupil Agreement
September 2015

- I will only use ICT in school for school purposes.
- I will only use the Internet and/or online tools when an adult is present.
- I will only use my class e-mail address or my own school email address when emailing.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty.
- I will not deliberately bring in inappropriate electronic materials from home.
- I will not deliberately look for, or access inappropriate websites.
- If I accidentally find anything inappropriate I will tell my teacher or TA immediately. I will only communicate online with people a teacher has approved.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not give out my own, or others', details such as names, phone numbers or home addresses.
- I will not tell other people my ICT passwords.
- I will not arrange to meet anyone that I have met online.
- I will only access my own files. ⌉ I will not attempt to download or install anything on to the school network without permission.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I know that my use of ICT can be checked and that my parent/carer contacted if a teacher is concerned about my Online Safety.
- I understand that failure to comply with this Acceptable Use Policy may result in disciplinary steps being taken in line with the school's Behaviour Policy.

Acceptable Use Agreement

We have discussed this Acceptable Use Policy and

………………………………………………………………... [Print child's name] agrees to follow the Online Safety rules and to support the safe use of ICT at Kennington Primary School.

Parent /Carer Name (Print)

………………………………………………………………. Parent /Carer

(Signature) …………………………………………Date……………………

ICT Acceptable Use Policy (AUP) – Parent's Letter

Dear Parent/Carer,

The use of ICT including the Internet, e-mail, learning platforms and today's mobile technologies are an integral element of learning in our school. To make this as successful and as beneficial as possible for all learners, we expect all pupils to act safely and responsibly when using technology both within, and outside of, the school environment. This is particularly relevant when using Social Network Sites which are becoming increasingly popular amongst both the adult population and young people. However, many sites do have age-restriction policies where the minimum acceptable age is 13 years. Any child who sets up or uses such a site and is below the acceptable age is in clear breach of these age-restriction policies and therefore we actively discourage this in our school.

The enclosed ICT Acceptable Use Policy forms part of the wider School Online Safety Policy and alongside the school's Behaviour Policy outlines those principles we expect our pupils to uphold for the benefit of both themselves and the wider school community.

Your support in achieving these aims is essential and I would therefore ask that you please read and discuss the enclosed ICT Acceptable Use Policy with your child and return the completed document as soon as possible.

More detailed guidance for parents regarding on-line safety can be found on our school website at http://www.kennington.lancs.sch.uk/E-Safety. You can also pick up a copy of Vodafones 'Digital Parenting' magazine free from the school office. The magazine has helped millions of families get to grips with the digital world

Signing the School Acceptable Use Policy helps us to maintain responsible use of ICT and safeguards the pupils in school. If you have any concerns or would like to discuss any aspect of the use of ICT in school, please contact myself the school's e-safety champion or Mrs Richardson, our Computing subject leader.

Yours sincerely,

Mr S Pritchard
Head Teacher
Kennington Primary School