**Acceptable Use of Digital Technology Policy**



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| **Approved by: Curriculum & Standards Committee**  |  | **Date:** February 2021 |
| **Last reviewed on:** | N/A |
| **Next review due by:** | February 2023 |

Contents

[Digital Technology in the Curriculum 2](#_heading=h.30j0zll)

[Managing the Internet 2](#_heading=h.1fob9te)

[Use of Images and Film 2](#_heading=h.3znysh7)

[Social Media 3](#_heading=h.2et92p0)

[Google Classroom and other VLEs 3](#_heading=h.tyjcwt)

[Incident Reporting, Misuse, and Inappropriate Material 4](#_heading=h.3dy6vkm)

[Safeguarding 5](#_heading=h.1t3h5sf)

[Appendix 1: EYFS and KS1 acceptable use agreement (pupils and parents/carers) 6](#_heading=h.4d34og8)

[Appendix 2: KS2 acceptable use agreement (pupils and parents/carers) 7](#_heading=h.2s8eyo1)

[Appendix 3: acceptable use agreement (staff, governors, volunteers and visitors) 8](#_heading=h.17dp8vu)

# Digital Technology in the Curriculum

Digital and online resources are used extensively across the curriculum at Sinai. Pupils and staff are required to sign an Acceptable Use Agreement that acknowledges this document’s contents (Appendix 1,2,3)

It is essential for guidance to be given on how these technologies are to be used appropriately on a regular and meaningful basis. As part of preparing students to ensure the appropriate use of online and digital resources the school has a framework for teaching online skills within a range of curriculum areas.

# Managing the Internet

* The school provides pupils with supervised access to internet resources (where reasonable) through the school’s fixed and mobile internet connectivity.  Filters are in place to prevent access to inappropriate websites.

* Pupils will be advised on the most appropriate websites and resources to use for research and data collection. Staff should preview any recommended sites before use.
* If web-based research is set for homework, specific sites might be suggested that have previously been checked by the teacher, but pupils will also be encouraged to conduct independent research.
* Pupils should only access websites and resources they know to be appropriate. If they are unsure, they should exercise caution and check with their teachers before accessing websites or resources.

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# Use of Images and Film

* With the written consent of parents (on behalf of pupils), the school permits the appropriate taking of images by staff of pupils for use by the school, using the school cameras.
* Staff should inform pupils before images are taken as in some instances pupils may wish to withdraw permission for images to be taken.
* Staff and pupils are not permitted to use personal digital equipment, including mobile phones and cameras, to record audio or visual images of pupils, staff and others.

# Social Media

* Pupils and parents should not seek to ‘befriend’ any member of staff and vice versa.
* Pupils are asked to report any incidents of cyberbullying to the SLT and follow the Cyberbullying guidance in the Anti-bullying policy.
* Parents should be asked not share any photos of children on social media – they should be reminded of this at all school events e.g. class assemblies.

# Google Classroom and other VLEs

Google Classroom is a Virtual Learning Environment (VLE) which provides a dynamic learning space for enhancing the curriculum through collaboration, personalisation, interactive content, assessment and real-time feedback. The use of Google Classroom, or any replacement VLE is subject to the internet and network use policies.

When using Google Classroom, or any other VLE provided, pupils should:

* Log in and out carefully using only their given network identity.
* Identify themselves honestly to other users online.
* Respect other people's views and beliefs.
* Post comments appropriate to the particular discussion.

* Enjoy the interaction with fellow students and their teachers in a friendly and intellectually stimulating environment.
* Report any abuse or problem immediately.
* Be appropriately dressed if they are uploading videos of themselves.
* Work in a communal space if they are working at home.

When using Google Classroom, or any other VLE provided, pupils should not:

* Post anything illegal, obscene or offensive.
* Log in with any username other than their own.
* Copy or forward e-mail, messages, images or files without permission.
* Use storage facilities for inappropriate or non-educational material.
* Behave in an impolite manner.

When using Google Classroom, or any other VLE provided, teachers should:

* Provide suitable material that is age-appropriate.
* Ensure that they are available to respond to children’s work and questions during the school day.
* Be appropriately dressed if they are filming themselves in videos to upload.
* Talk to the children and parents in the same respectful manner as they would with in the school building.

# Incident Reporting, Misuse, and Inappropriate Material

* Pupils are aware of the procedures for reporting accidental access to inappropriate materials.
* Pupils are made aware that any breach must be immediately reported to a member of staff.
* Deliberate access to inappropriate materials by any pupil will lead to an investigation by the Headteacher and could possibly lead to a permanent exclusion and involvement of police for very serious offences.

# Safeguarding

* Staff understand it is their duty to support the whole-school safeguarding approach and will report any behaviour which they believe may be inappropriate or concerning in any way to the Designated Safeguarding Lead or Headteacher.
* Staff will look out for incidents of cyberbullying or evidence of any other online concerns including cyber predators, children posting private information or sharing information that will haunt them later in life, children falling for scams or accidentally downloading Malware.

# Appendix 1: EYFS and KS1 acceptable use agreement (pupils and parents/carers)

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| ACCEPTABLE USE OF THE SCHOOL’S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS |
| **Name of pupil:** |
| **When I use the school’s ICT systems (like computers) and get onto the internet in school I will:*** Ask a teacher or adult if I can do so before using them
* 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
* I will 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

**I agree that the school will monitor the websites I visit and that there will be consequences if I don’t follow the rules.** |
| **Signed (pupil):** | **Date:** |
| **Parent/carer agreement**: I agree that my child can use the school’s ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school’s ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these. |
| **Signed (parent/carer):**  | **Date:** |

# Appendix 2: KS2 acceptable use agreement (pupils and parents/carers)

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| ACCEPTABLE USE OF THE SCHOOL’S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS |
| **Name of pupil:** |
| **I will read and follow the rules in the acceptable use agreement policy****When I use the school’s ICT systems (like computers) 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 username 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’m 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
* 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

**I will not bring a personal mobile phone or other personal electronic device into 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.** |
| **Signed (pupil):** | **Date:** |
| **Parent/carer’s agreement:** I agree that my child can use the school’s ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school’s ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these. |
| **Signed (parent/carer):** | **Date:** |

# Appendix 3: acceptable use agreement (staff, governors, volunteers and visitors)

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| ACCEPTABLE USE OF THE SCHOOL’S ICT SYSTEMS AND INTERNET: AGREEMENT FOR STAFF, GOVERNORS,VOLUNTEERS AND VISITORS |
| **Name of staff member/governor/volunteer/visitor:** |
| **When using 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 reputation
* Access social networking sites or chat rooms
* 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 with teachers first
* Share confidential information about 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 school
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| I will only use the school’s ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role.I agree that the school will monitor the websites I visit and my use of the school’s ICT facilities and systems.I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school’s data protection policy.I will let the designated safeguarding lead (DSL) and 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 school’s ICT systems and internet responsibly, and ensure that pupils in my care do so too. |
| **Signed (staff member/governor/volunteer/visitor):** | **Date:** |