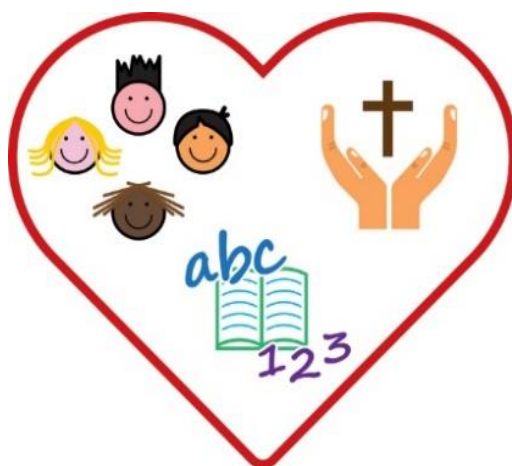


ST. MATTHEW'S C.E. PRIMARY SCHOOL & NURSERY



ACCEPTABLE USE POLICY (AUP)

Reviewed: January 2021
By: Mr M Mackley

Date of next review: January 2022

St Matthew's Church of England Primary School and Nursery Acceptable Use Policy

Mission Statement:

St. Matthew's C.E. Primary School and Nursery is dedicated to providing an education which enables every child to fulfil their best potential. It seeks to promote academic, emotional and spiritual growth in a Christian environment, welcoming children drawn from diverse cultures.

Vision Statement:

Inspired by Jesus' words (Matthew 5: 1-12), we strive to promote academic, emotional and spiritual growth in a Christian environment for all members of our school family.

We can all '**Be blessed by God, be happy and aspire to be...**'

Staff and Governor Agreement

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 school's 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 online-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

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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 school's policy on use of mobile phones at school. They may not be used in the classroom. I will ensure that my family know to contact school office during school hours if I am 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 school's online-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 throughout the school.

Signature:.....

Date:.....

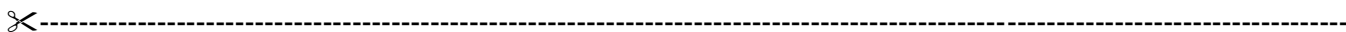
Full Name:(PRINT)

Position/role:.....

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Pupil Agreement

- 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
(Please return this bottom part to school)

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 St Matthew's CE Primary School & Nursery.

Parent /Carer Name (Print).....

Parent /Carer (Signature)Date.....