

Sun Hill Junior School Acceptable Use Policy

Please also refer to the following school policies:

- Child Protection
- Online Safety
- Staff Conduct
- GDPR

Staff (and Volunteer) Acceptable Use Policy Agreement

New technologies have become integral to the lives of children in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, encourage creativity and promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times. The school will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for students / pupils learning and will in return, expect staff and volunteers to agree to be responsible users.

This Acceptable Use Policy has been drawn up after consultation with staff and children of SHJS and is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school / academy systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of technology in their everyday work.

Adult Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people. For my professional and personal safety:

- I understand that the school may monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. chromebooks, laptops, email, Google Apps for Education etc.) out of school, and to the transfer of personal data (digital or paper based) out of school
- I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident that I become aware of, to the Designated Safeguarding Lead. I will be professional in my communications and actions when using school ICT systems:
- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.

- I will ensure that when I take and / or publish images or recordings of others I will do so with their permission and in accordance with the school's policy on the use of digital images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (eg on the school website / Google Classroom etc) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites in school in accordance with the MAT code of conduct.
- I will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities. The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school.
- When I use my mobile devices (chromebooks/laptops / tablets / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices (including USB devices) are protected by up-to-date anti-virus software and are free from viruses.
- I will not use personal email addresses to correspond on school matters.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted , or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any applications, software or devices that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not install, store or attempt to install programmes of any type on a school device, nor will I try to alter computer settings, unless permission is gained from the Headteacher to do so.
- I will not disable or cause any damage to school / academy equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the GDPR policies. Where digital personal data is transferred outside the secure local network, it must be password protected. Paper based Protected and Restricted data must be held in lockable storage.
- I understand that data protection policy requires that any staff or student / pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school / academy policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened. When using the internet in my professional capacity or for school sanctioned personal use:
 - I will ensure that I have permission to use the original work of others in my own work
 - Where work is protected by copyright, I will not download or distribute copies (including music and videos). I understand that I am responsible for my actions in and out of the school.
- I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors or the Local Authority and in the event of illegal activities the involvement of the police. I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name:

Signed:

Date:

Sun Hill KS2 Pupil Acceptable Use Agreement

In Sun Hill Junior School we believe that digital technologies are powerful and creative tools, important to the lives of children, both in and outside school. This Acceptable Use Agreement is to make sure;

- that children in Sun Hill Junior School will become confident, safe and responsible users of the internet and digital technology
- that school systems, equipment and other users are protected from accidental or deliberate misuse.

These rules were suggested and discussed by you in your classes and with your Cyber Ambassadors. They need to be signed and will help you to keep safe and be fair to others.

Children's Acceptable Use Agreement

Be Safe

Be Kind

Show Respect

Using the computers:

- I will only access the school network and google drive with the login I have been given.
- I will not share my passwords and will look after them carefully.
- I will respect others' work and will not access, copy, remove or change any other person's files, without their permission.
- I will close all programs and log out properly before leaving the computer.
- I will not bring in any DVDs/USB drives from outside school without asking my teacher for permission and making sure that they have been virus-checked.
- I will not try to download or upload without permission, nor will I try to alter any computer/device settings.
- I will not try to access anything which is inappropriate or may cause distress to others.
- I will immediately report any damage to equipment or software, however this may have happened.

Using the Internet:

- I will ask permission from a teacher before using a device (eg chromebook, iPad) or the Internet.
- I will use safe sites, only searching the Internet in ways that my teacher has shown me.
- I will not try to use the school systems or devices for on-line gaming, gambling, internet shopping, file sharing, or video broadcasting (eg YouTube)
- I will check who owns an image/music that I may want to use on the Internet and will only use those with permission for re-use.
- When I am using the internet to find information, I will try to check that the information that I find is accurate, as I understand that the work of others may not be truthful.
- I will minimise the web page if I find any unpleasant material and will report this to my teacher immediately because this will help protect other pupils and myself.
- I understand that the school has access to my computer files, emails and messages and may monitor the Internet sites I visit.

Using e-mail / messaging / Google Apps for Education / forums:

- I understand that I must not use any social media (eg. Instagram, Tiktok, Facebook etc.) because I am under 13 years old.
- I will protect my identity by trying not to give my full name, date of birth, home address or telephone number on any site. If in doubt I will ask an adult.
- I will not share anyone else’s personal information digitally (for example names, photos, addresses, emails, telephone numbers, age, gender, etc).
- I will not take or share any images of anyone without their permission.
- I will not use the Internet to arrange to meet someone outside school without letting an adult know and will be aware of “stranger danger”, when I am communicating on-line.
- I will ask permission from a teacher before sending any messages and will only send messages to people / sites that my teacher has approved.
- All the messages I send will be polite and respectful - I am responsible for my actions, both in and out of school.
- I will immediately report any unpleasant messages sent to me because this will help protect other pupils and myself.

I have read and understand the above and agree to follow these guidelines when;

- I use the school systems and equipment (both in and out of school)
- I use my own devices (including phones) out of the school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, Google Classroom, website etc.

Name of Student / Pupil:

Group / Class:

Signed:

Date:

Parent / Carer Countersignature