




# ACADEMY ACCEPTIBLE USE POLICY FOR STAFF, GOVERNORS AND PUPILS

## Document Control Table

<b>Title</b>	Academy Acceptable Use Policy
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<b>Approved By Name</b>	Andrew Brocklehurst (Chair of Trustees)
<b>Signature of Approval</b>	
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## Document History

<b>Date</b>	<b>Author</b>	<b>Note of Revisions</b>
28/6/2017	ED	Complete revision of staff and volunteer acceptable use policy.
28/6/2017	ED	Section added on Social Media under Staff and volunteer AUP
13/7/2018	ED	Replaced any reference to Data Protection Law with GDPR
19/6/2019	ED	Title changed to 'For staff, governors and pupils'.
19/6/2019	ED	Page 5, second and third bullet point added
June 2020	ED/Concero	Pg 2 – Added portable device and tablet to first bullet point. KS2 – Bullet point 16 added Pg 7 - Social Media Section for staff updated in accordance with Academy Social Media Policy
11/04/2021	TH	Added guidance notes for EYFS
11/04/2021	TH	Page 3 – <ul style="list-style-type: none"> <li>• Bullet point 2 - changed the word 'secret' to 'safe' and added a line about not telling others their passwords.</li> <li>• Bullet point 4 – changed 'ok' to 'adult has allowed me to use'.</li> <li>• Bullet point 6 – deleted text about mobile phone numbers and created this in lower KS2 section.</li> <li>• Bullet point 9 – changed to 'Tell an adult if someone I don't know contacts me'.</li> <li>• Bullet point 16 – removed from KS1 and moved into lower KS2 section.</li> <li>• Bullet point 18 – changed from 'Ask and adult' to 'Tell an adult'.</li> </ul>

11/04/2021	TH	Split up KS2 guidance notes into lower (Years 3 and 4) and upper (Years 5 and 6) KS2. Upper KS2 added to reflect some of the challenges encountered in Year 6 outside of school.
12/04/2021	TH	Updated heading on staff acceptable use to include all activities inside and outside of school.

## AUP Guidance notes for learners in EYFS

**This is how we stay safe when we use computers:**

- 😊 I will ask a teacher or suitable adult if I want to use the computers/tablets
- 😊 I will only use activities that a teacher or suitable adult has told or allowed me to use
- 😊 I will take care of computers/tablets and other equipment
- 😊 I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong
- 😊 I will tell a teacher or suitable adult if I see something that upsets me on the screen
- 😊 I know that if I break the rules I might not be allowed to use a computer/tablet

**Name** ..... **Class** .....

**Date** ..... **School** .....

## AUP Guidance notes for learners in KS1

When I am using the computer or other technologies, I want to feel safe all the time.

### I agree that I will:

- ☺ Ask a teacher or suitable adult if I want to use a computer, laptop or tablet device
- ☺ always keep my passwords safe and not tell anyone what they are
- ☺ talk to my teacher before using anything on the internet
- ☺ only open pages which a responsible adult has allowed me to use
- ☺ tell a responsible adult if anything on the screen makes me upset, feel scared or uncomfortable
- ☺ not tell people about myself online (I will not tell them my name, anything about my home and family and pets)
- ☺ not upload photographs of myself onto the internet
- ☺ only communicate with people I know in real life
- ☺ tell an adult if someone I don't know contacts me
- ☺ tell my teacher if I get a nasty message from someone
- ☺ not reply to any nasty message or anything which makes me feel uncomfortable
- ☺ make sure all messages I send are polite
- ☺ only email people I know or if my teacher agrees
- ☺ only use my school email
- ☺ Take care of computers, tablets and other equipment
- ☺ Tell a teacher or suitable adult if I think I may have done something wrong

### I understand:

- ☺ Using computers safely can make everyone's learning more enjoyable
- ☺ Anything I do on the computer may be seen by someone else
- ☺ Anything I put on the Learning Platform will have my name next to it
- ☺ If I break the rules I may not be allowed to use a computer/tablet

**Name** ..... **Class** .....

**Date** ..... **School** .....

## AUP Guidance notes for learners in Lower KS2

When I am using the computer or other technologies, I want to feel safe all the time.

### I agree that I will:

- 😊 always keep my passwords safe and not tell anyone what they are
- 😊 only visit sites which are appropriate to my work at the time
- 😊 work in collaboration only with individuals or groups agreed by my teacher or other responsible adult
- 😊 tell a responsible adult straight away if anything makes me feel scared or uncomfortable online
- 😊 make sure all messages I send are respectful
- 😊 inform a responsible adult if I get a nasty message or get sent anything that makes me feel uncomfortable
- 😊 do not reply to or forward any nasty message or anything which makes me feel uncomfortable
- 😊 not give my mobile phone number to anyone who I don't know or have not met
- 😊 only communicate with people I know in real life or those approved by a responsible adult
- 😊 tell an adult if someone I don't know contacts me
- 😊 only use email in school which has been provided by school
- 😊 only connect to the agreed school wireless broadband while in school
- 😊 talk to a responsible adult before joining chat rooms or networking sites
- 😊 inform a responsible adult if I come across anything in chat rooms or networking sites that upsets me or makes me feel uncomfortable
- 😊 always keep my personal details private. (My name, family information, journey to school, my pets and hobbies are all examples of personal details)
- 😊 always check with a responsible adult and my parents before I upload photographs of myself
- 😊 never share images of myself or others which are inappropriate and will inform a trusted adult if I receive any images which make me feel upset or uncomfortable.
- 😊 never meet an online friend without taking a responsible adult that I know with me
- 😊 never agree to meet with someone that I do not know (a stranger)
- 😊 only put something on the Learning Platform (Teams) that I would be happy to say to my teacher

### I understand:

- 😊 Using computers safely can make everyone's learning more enjoyable
- 😊 Anything I do on the computer may be seen by someone else
- 😊 Anything I put on the Learning Platform will have my name next to it
- 😊 Most social networking sites have a minimum joining age and it is a criminal offence to give false information e.g. lie about my age or gender
- 😊 Not everyone on line is who they say they are
- 😊 If I break the rules I may not be allowed to use a computer/tablet
- 😊 that once I post a message, picture or any other item on the internet then it is completely out of my control.
- 😊 that anything I write or say or any website that I visit may be being viewed by a responsible adult

Name ..... Date .....

Class .....

School .....

## **AUP Guidance notes for learners in Upper KS2**

### **Acceptable Use 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.

#### **For my own personal safety:**

- I understand that school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, 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 be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

#### **I understand that everyone has equal rights to use technology as a resource and:**

- I understand that school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use school systems or devices for on-line gaming, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

#### **I will act as I expect others to act toward me:**

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

#### **I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school/academy:**

- I will not use my own personal devices (mobile phones/USB devices etc.) in school unless I have permission to do so.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.

- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, 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 install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will not access or use social media sites (Tiktok, Facebook, Snapchat, Instagram, etc)

**When using the internet for research or recreation, I recognise that:**

- I should 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 try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

**I understand that I am responsible for my actions, both in and out of school:**

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be online-bullying, abusive messages, use of images or personal information).
- I understand that if I fail to comply with this acceptable use agreement, I may be subject to disciplinary action. This could include; loss of access to the school network/internet, red/purple cards, exclusion, contact with parents and in the event of illegal activities involvement of the police.

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

- I use the school and devices (both in and out of school)
- I use my own devices in school (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc.
- I use my own equipment outside of school in a way that is related to me being a member of our school e.g. communicating with other members of the school through social media or messaging, accessing school email, website etc.

**Name** ..... **Date** .....

**Class** .....

**School** .....



## AUP Policy for Staff and Volunteers

### Trust Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools / academies 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, promote creativity and stimulate awareness of context to 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.

### **This Acceptable Use Policy covers all activities inside and outside of school 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 Trust 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.
- the safe use of social media by the Trust its staff, parents, carers and children.

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.

### **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 Trust will 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. laptops, email, VLE 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 Trust.
- 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, I become aware of, to the appropriate person.

### **I will be professional in my communications and actions when using Trust ICT systems:**

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- Images of pupils and/or staff will only be taken, stored and used for professional purposes in line with Trust policies and with written consent from the parent, carer or staff member. Images will not be distributed outside of the school network without the permission of the parent/carers or member of staff.
- I will not give out my personal email address or mobile number to any pupils.
- 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 of others I will do so with their permission and in accordance with the school's policy on the use of digital / video 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 / VLE) 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 Trust's policies.
- 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 Trust has the responsibility to provide safe and secure access to technologies and ensure the smooth running of the academies:**

When I use my mobile devices (laptops / tablets / mobile phones) 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 Trust about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.

- I will not use personal email addresses on the school ICT systems.
- 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 ensure that my data is regularly backed up, in accordance with relevant Trust policies.
- 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 programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use USB sticks or any external storage devices when in school or in conjunction with my school device.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in Trust policies.
- I will not allow my network user account and password to be used by anyone other than myself, unless required by the Perry Hall Multi Academy Trust.
- I will not disable or cause any damage to school 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 Academy Data Protection Policy (or any other relevant policy). Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.
- I understand that the 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 Trust 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.
- I will ensure that a PIN code, fingerprint or facial recognition is set up when accessing work emails or online systems via my own personal mobile devices.

## **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 Trust digital technology equipment in school, but also applies to my use of Trust systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the Trust.
- 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 / Trustees and in the event of illegal activities the involvement of the police.

## **Social Media**

*As an employee you must:*

- not disclose personal details or identify your geographical location (by disabling access to your geo location to other users), including the publication of photographs where consent has not been given or where it can be reasonably assumed that consent would not be given
- choose online 'friends' carefully – this must NOT include pupils or recent pupils. Remember you cannot guarantee privacy. If you are a teacher in a school and a 'friend' with parents, you must not discuss anything relating to the business of the school and ensure that confidentiality is maintained at all times
- ensure that privacy settings remain unchanged
- not make references to places of work, school, publicise work or private - telephone numbers, addresses or e-mail addresses
- not share private data relating to knowledge obtained through your employment with the School
- not disclose any confidential information in relation to your employment
- ensure that online activities do not interfere with your job, your colleagues or commitments to learners and their parents/carers
- ensure that if you identify yourself as a school employee your profile and related content is consistent with how you wish to present yourself with colleagues, learners and their parents/carers.
- not subject your manager or other colleagues to any use of inappropriate or unwanted political or personal reference either in writing, videos, photographs, text messaging, posting blogs, or email that reveal some form of work related behaviour (known as Cyber bullying - to support deliberate and hostile attempts to hurt, upset or embarrass

another person). In a case of Cyber bullying, Head should refer to the Anti-bullying and Harassment Policy for Local conditions of service for School based employees (teaching and non-teaching) in schools.

- not compromise the school/employer and/or colleagues by making adverse, damaging or libellous comments, using social media to express views (negative or positive) with which the School would not wish to be connected, which are prejudicial to the best interests of the school and its employees.
- be careful if using social networking sites to screen employees as you may run the risk of discriminating against candidates
- anyone who identifies themselves as school employees will be required to use a disclaimer on any blogs, for example, stating that “all views are my own and do not necessarily reflect the official position of my employer”
- not upload, post, forward or post a link to any abusive, obscene, discriminatory, harassing, derogatory or defamatory content
- never discuss the school, pupils or parents/carers on social media
- be aware of discussing topics that may be inflammatory

Employees found to be in breach of the Academy Social Media policy may be subject to disciplinary action, in accordance with the Local Agreement Disciplinary Procedure for teaching and non-teaching staff in schools, with possible sanctions up to and including dismissal.

Information shared through social media sites, even on private spaces, is subject to copyright, data.

### **Managing your personal use of Social Media:**

- “Nothing” on social media is truly private
- Social media can blur the lines between your professional and private life. Don’t use the school/Trust logo and/or branding on personal accounts
- Check your settings regularly and test your privacy
- Keep an eye on your digital footprint
- Keep your personal information private
- Regularly review your connections – keep them to those you want to be connected to
- When posting online consider; Scale, Audience and Permanency of what you post
- If you want to criticise, do it politely.
- Take control of your images – do you want to be tagged in an image? What would children or parents say about you if they could see your images?
- Know how to report a problem

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: .....



## Perry Hall Multi Academy Trust

### Staff Laptop Use Agreement

#### Guidelines for Use

1. The laptop remains the property of Perry Hall Multi Academy Trust
2. The laptop is covered under school insurance, however, the teacher must take reasonable care to avoid damage or loss. The laptop is not covered by school insurance if it is left unattended in a vehicle (this includes being out of site and the boot). All leads and accessories are to be stored safely
3. Teachers are responsible for updating the laptops on a regular basis and ensuring that anti-virus software is kept up to date
4. Internet usage must be of an appropriate nature to minimise pupil's exposure to inappropriate material
5. All laptop faults to be reported to ICT technical provider **CONCERO UK**, using their reporting procedure
6. The laptop is for the class teacher's usage and must not be transferred to a third party
7. Please make every effort to securely store the laptop and turn off all socket switches at the end of each day

#### Terms and Conditions of Use

By signing this 'Laptop Use Agreement Form', I agree to the following terms and conditions of use:

- 1.1. I agree that the laptop at all times remains the property of Perry Hall Multi Academy Trust and that the Laptop is provided for my use as a teacher / support staff employee to assist me in developing educational learning materials for classes taught at Perry Hall Multi Academy Trust.
- 1.2. I undertake to keep the laptop in good working order and to notify of any defect Perry Hall Multi Academy Trust or malfunction of the laptop while in my care.
- 1.3. I will use the laptop lawfully and in accordance with Perry Hall Multi Academy Trust Acceptable Use Policy which may change from time to time, regarding the ethical use of technology, use of legal software, use of the Internet and the protection of personal data.
- 1.4. I will not sell, assign, transfer or otherwise dispose of the laptop.

1.5. If my employment status changes with Perry Hall Multi Academy Trust, or if I breach any of these terms or conditions, Perry Hall Multi Academy Trust, may revoke this arrangement by giving me written notice.

1.6. I will take due care of the laptop package at all times, including:

1. Not leaving the laptop unattended in a public place.
2. Not leaving the laptop unattended or unsecured in a classroom or other place in the school.
3. Not leaving the laptop in plain view in an unattended or unsecured vehicle.
4. Not allowing the laptop to be accessed by any other person (unless authorized by Perry Hall Multi Academy Trust)
5. Not allowing the laptop to be interfered with, tampered with or altered by a third party or otherwise except in prior agreement with Perry Hall Multi Academy Trust.
6. Ensuring due care is taken in the handling, transporting and usage of the laptop.

1.7. I will not remove, conceal or alter any laptop package markings, tags or plates or engrave or mark the Laptop in any way that will reduce the value of the laptop.

1.8. If the laptop is lost, stolen or damaged I will advise the Executive Headteacher and the Police as soon as possible.

1.9. I will not allow my network user account and password to be used by anyone other than myself, unless required by the Perry Hall Multi Academy Trust

1.10. I understand that due to current software licensing arrangements covering home use, the laptop package cannot be used by me for any commercial purpose.

**I can confirm that I am willing to accept the responsibility for, taking into my possession a Perry Hall Multi Academy Trust Laptop for the period ..... to .....**

**I confirm that I have read, understood and agree to the above 'Terms and Conditions of Use' and am willing to take responsibility for the laptop subject to these 'Terms and Conditions of Use' and such other policies as are determined by Perry Hall Multi Academy Trust .**

**Laptop make and Serial Number:** \_\_\_\_\_

**Employee name (please print):** \_\_\_\_\_

**Employee signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Contact Numbers: Home:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_



## AUP Guidance notes for Schools and Governors

The policy aims to ensure that any communications technology (including computers, mobile devices and mobile phones etc.) is used to support learning without creating unnecessary risk to users.

### The governors will ensure that:

- learners are encouraged to enjoy the safe use of digital technology to enrich their learning
- learners are made aware of risks and processes for safe digital use
- all adults and learners have received the appropriate acceptable use policies and any required training
- the school has appointed an e-Safety Coordinator and a named governor takes responsibility for e-Safety
- an e-Safety Policy has been written by the school, building on Wolverhampton's LA e-Safety Policy and BECTA guidance
- the e-Safety Policy and its implementation will be reviewed annually
- the school internet access is designed for educational use and will include appropriate filtering and monitoring
- copyright law is understood and not breached
- learners are taught to evaluate digital materials appropriately
- parents are aware of the acceptable use policy
- parents will be informed that all technology usage may be subject to monitoring, including URL's and text
- the school will take all reasonable precautions to ensure that users access only appropriate material
- the school will audit use of technology (using the Self-Review Framework) to establish if the e-safety policy is adequate and appropriately implemented
- methods to identify, assess and minimise risks will be reviewed annually
- complaints of internet misuse will be dealt with by a senior member of staff

Name ..... Date .....