



School Community Acceptable Use Policy Agreement

This agreement is for all staff and pupils of St Dunstan's, Cheam, C of E Primary School

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The Internet and other digital information and communications technologies (mobile phones, iPads, and Internet enabled devices) 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. The whole school community should have an entitlement to safe Internet access at all times both in and outside school premises, including for example Facebook, Twitter, LinkedIn, Instagram, Snapchat (this is not an exhaustive list as social media changes on a daily basis).

This Acceptable Use Policy is intended to ensure:

- that **all staff** will be responsible users and stay safe while using the Internet and other communications technologies for educational, personal and recreational use.
- that all **young people** will be responsible users and stay safe while using the Internet and other communications technologies for educational, personal and recreational use.
- that **school ICT systems** and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that **parents and carers** are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.
- The **whole school community** will be responsible users and stay safe when using other appliances available to them both in and outside of school premises, for example, no-one will misuse Facebook, use fake or hate sites or use mobile phones (or any other device) for cyber bullying.

We ask parents/carers to support us as far as possible with their own responsible use of the internet and other communications technologies as they might impact, albeit inadvertently, on members of our school community.

The school will try to ensure that all pupils will have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

- A copy of the Pupil Acceptable Use Policy is attached as Appendix 1.
- A copy of the Adult Acceptable Use Policy is attached as Appendix 2.

All pupils will sign the home school agreement that Appendix 1 will be a part of. All staff will have a signed copy kept on their file.

Use of Digital / Video Images

The use of digital / video images plays an important part in learning activities. Pupils and members of staff may use the school's digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons. Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media forums but **never** on social media.

In no circumstances should photographs, videos or voice recording be taken on personal devices always use the equipment provided by the school.

The school will comply with the Data Protection Act and request parents /carers' permission before taking images of members of the school as set out in the **school policy**.

Appendix 1

ST DUNSTAN'S, CHEAM, C of E PRIMARY SCHOOL



Pupil Acceptable Use Policy

These rules will keep everyone safe and help us to be fair to others.

1. I will only use the school's computers for schoolwork, homework and as directed.
2. I will not bring files into school (on removable media or online) without permission or upload inappropriate material to my workspace.
I will only edit or delete my own files and not view, or change, other people's files without their permission.
3. I will keep my logins, IDs and passwords secret.
4. I will use the Internet responsibly and will not visit websites I know to be banned by the school or visit any website that I know to be inappropriate either by age limit or content. I am also aware that during lessons I should only visit websites that are appropriate for my studies.
5. I will only e-mail people I know, or those approved by my teachers.
6. The messages I send, or information I upload, will always be polite and sensible.
7. I will not open attachments, or download a file, unless I have permission or I know and trust the person that has sent them.
8. I will not give my home address, phone number, send photographs or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.
9. I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless I take a trusted adult with me.
10. If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will save it and talk to a teacher / trusted adult.
11. I am aware that some websites and social networks have age restrictions and I should respect this.
12. I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself or other persons at risk.
13. I am aware that if I use any personal device whilst at school which causes harm, breaks school rules or disrupts teaching, then the device can be confiscated by a teacher and my parents will be informed.

I have read and understand these rules and agree to them.

Name:

Class/Yr:

Signed:

Date:



Appendix 2

ST DUNSTAN'S, CHEAM, C of E PRIMARY SCHOOL

Adult Acceptable Use Policy

In this school community, all users:

- Are responsible for using the school ICT systems in accordance with the relevant Acceptable Use Policy which they will be expected to sign before being given access to school systems.
- Need to understand the importance of misuse or access to inappropriate materials and are aware of the consequences.
- Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
- Should understand the importance of adopting good e-safety practice when using digital technologies out of school and realise that the school's E-Safety Policy covers their actions out of school, if related to their membership of the school.
- Will be expected to know and understand school policies on the use of mobile phones, digital cameras and hand held devices. They should also know and understand school policies on the taking / use of images and on cyber-bullying.
- Should provide consent for pupils to use the Internet, as well as other technologies, as part of the e-safety acceptable use agreement form at time of their child's entry to the school.
- Should know and understand what the 'rules of appropriate use' are and what sanctions result from misuse.
- Should know to never make contact with any student via personal devices or social media networks.
- Should know to never "friend" a student or ex-student on their personal social media networks. (Unless that person has attained the age of 18).
- Should know that all communication with a student should be face to face or via an approved school e mail system and never on a personal device or through a personal social media platform.

All adults in our school community will ensure that in private use:

- No reference should be made in social media to pupils, parents / carers or school staff.
- Personal phone/ mobile phone numbers and email addresses (i.e. non-school or LGfL London Grid for Learning addresses) are not divulged to pupils
- They do not engage or interact with pupils on social media sites.
- They do not engage in online discussion on personal matters relating to members of the school community.
- Personal opinions should not be attributed to the school or local authority.
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.

I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.

I will maintain a professional level of conduct in my personal use of technology, both within and outside school.

I will not engage in any online activity that may compromise my professional responsibilities

I have read and understand these rules and agree to them.

Name: _____ **Staff**

Signed: _____ **Date:** _____