



# Watermill School

## Acceptable Use Policy

Policy Information		
Policy Author: Laurence Greenhalgh Governing Board approval date/date policy is in effect from: Autumn 2023		
Latest Review information:	Summary of amendments	Date of next review:
Date: September 2023 Name of reviewer/s: L Greenhalgh	Revised and reviewed	September 2024

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## Acceptable Use Policy

### **1.0 School Policy Staff (including volunteers)**

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 new opportunities for everyone. These technologies (including AI) 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 internet access at all times.

This Acceptable Use Policy 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 ICT 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 ICT in their everyday work.

The school will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for students 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 ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that students receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed online safety in my work with young people.

For my professional and personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (e.g. laptops, email) out of school, and to the transfer of personal data (digital or paper based) out of school.
- I understand that the school ICT systems are primarily intended for educational use not for personal or recreational use by myself, my family or friends.

- 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 take it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person: Jonathon May or Laurence Greenhalgh.
- I understand that everything I search for and type will be scanned in school filtering/safeguarding software (Smoothwall).

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 of others I will do so with their permission (parental for pupils) 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 (e.g. on the school website) it will not be possible to identify by name, or other personal information, those who are featured. I understand that if I store images of pupils and access them at home locally (directly from the device) or remotely I undertake to use my best endeavours to protect confidentiality.
- I will only use personal devices, chat and social networking sites in school using my own devices in my break times.
- I will only communicate with students and parents / carers using official school systems. Any such communication will be professional in tone and manner. I will not communicate with parents/carers, pupils (past or present) via any social networking platform. I understand the risks attached to using my personal email addresses / mobile phone / social networking sites for such communications. Parental communications will be logged on CPOMS.
- 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 (PDAs / laptops / 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 are protected by up-to-date anti-virus software and are free from viruses. Mobile devices are required to be password/pin protected and only encrypted USBs used.
- I will not use personal email addresses on the school ICT systems.
- I will not open any hyperlinks in emails or any attachments, 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 am aware that emails with no subject indicate a potential virus threat and I will not open them even if I recognise the sender's email as the account could potentially have been hacked.

- I will ensure that my data is regularly backed up, in accordance with relevant school 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 material which 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 install or attempt to install programmes of any type on a machine, or store programmes on a computer, unless I have permission to do so.
- 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 School / LA Personal Data Policy (or 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 data protection policy requires that any staff or student 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 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 ICT equipment in school, but also applies to my use of school ICT 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.

Staff/Volunteer Name:.....

Signed:.....

Date:.....

## **Appendix 1 Online awareness**

Employees are reminded that:

- They are legally liable for anything posted or presented online.
- Messages should not be regarded as private if security settings are not set to represent a group of trusted friends and acquaintances. If messages are to be posted which are not intended for public viewing, settings should be adjusted to private and trusted groups so the audience is limited and access to profiles are controlled.
- If employees do not wish work colleagues to see their posts; colleagues should not be added as friends, as they are the most likely to be offended by work related comments or posts.
- Employees should not give people who are not known to the employee online access to their information. The employee may without realising, be giving access to their personal profile and web pages to people who may know the employee or who are looking for information connected with the employee or the school.
- Even though employees do not directly identify names of colleagues or the school as the employer, people accessing sites may be aware of where employees work and will therefore link any comments and views, expressed about work or otherwise, with the school and its employees.
- The internet is a widely used public forum, and when statements or posts are made on websites it can be in a permanent form and sometimes irreversible.
- Even restricted settings do not guarantee a post or comment will not be circulated to, or read by someone who was not intended to see it; and who may take offence at the contents despite not having direct access to the information.
- The usual signs that help employees avoid offence such as body language are not available on-line, and it is easy to make 'throwaway' comments in jest which may be misinterpreted, taken seriously and considered offensive.

## **Appendix 2**

### **Responsibilities as an employee of the school**

Putting information into a public area has the potential of directly/indirectly impacting on the workplace. Employees posting comments on any site or in any forum to which members of the public may have access should be careful to abide by the following rules:

- Employees will never upload images or video of pupils to social networking platforms.
- Employees should ensure that on-line activities do not bring the school into disrepute or adversely affect the employee's position within the school.
- Derogatory comments about the school or past or present colleagues which may damage their or the school's reputation should not be made.

- Whilst people may seek to use these sites to 'let off steam' employees must avoid saying anything in the heat of the moment or make complaints which may undermine the school or create a poor impression, or affect colleagues, or the principles and standards and work undertaken by the school.
- Statements which may have a negative or damaging effect on working relationships should not be made.
- Employees should not engage in any online communications with colleagues and service users which may amount to harassing or bullying behaviour or make unwanted or unwelcome on-line communications to those who do not wish to receive them. This includes posting public comments about work colleagues or service users in public forums to which they or their friends, family, neighbours or colleagues might have access.
- Employees should not post gossip or circulate rumours about the school or past or present colleagues, as this will almost always adversely affect the impression others have, as well as damaging the reputation of others and the school.
- Any information which is posted online about the school should not contradict information provided by the school or to the school by the employee, or which would contradict the effect of a policy in force at the school.
- Employees should make it clear that any views expressed are their own and do not reflect the views of the school, the post should not identify the employee as a representative of the school expressing views which are related to work.
- The school values diversity and has pupils and staff from a wide range of backgrounds. Employees should not post offensive or discriminatory remarks which may lead to a concern to the suitability of the post held by the employee which requires them to behave towards service users and colleagues in a manner compatible with the school's equal opportunities policies or present a concern of the ability of the employee to commit to the policies.
- Employees should be careful not to join or be associated with online groups which, due to their content or objectives, are incompatible with the policies and objectives of the school.
- Confidential information about the school should not be posted. This may include aspects of school policy or details of internal discussions about work or colleagues.
- Employees' email address or work numbers should not be included on personal online profiles or otherwise posted on line.
- Privacy of colleagues and service users should be maintained at all times.

I have read and understand the above and agree to use the school ICT 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.....

## **2.0 School Policy Pupils**

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These 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. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

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

### **Acceptable Use Policy Agreement**

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications. Including filtering searches and typing through 'Smoothwall Monitoring'.
- I am not allowed to bring my mobile devices to use in school. If I bring them I will hand them in to the office or my class teacher for the whole of the school day.
- 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" and SMART (safe, meet, accept, reliable, tell) principles when I am communicating online.
- I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.).
- If I arrange to meet people offline that I have communicated with online, 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 the 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 the school systems or devices for online gaming, online gambling, 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 towards me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files.
- I will be polite and responsible when I communicate with others, I will not use 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:

- I will only use my own personal devices (mobile phones / USB devices etc.) in school if I have permission. I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- 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.

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 and reference sources where appropriate.

- 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 cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police. Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.

### **Student Acceptable Use Agreement Form**

This form relates to the pupil Acceptable Use Agreement.

Please complete the sections below to show that you have read the terms to your child and discussed rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

Pupils have to accept the AUP every time they access the school network. It is written in a child friendly text.

- If any pictures or words come onto the screen that make me feel uncomfortable I will turn off the screen and tell a member of staff.
- I will ask permission from a member of staff to use school devices or the internet.
- I will only touch the device I am working on.
- I will keep my personal information safe when I am on line.
- I will not use chat rooms.
- I will not use any peripheral devices from home on the school system without permission.
- I will only use websites I have been advised by staff.
- I will always be polite online, including when I use email.

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

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

Name of student / pupil .....

Name of parent/carer ..... Group  
/ class .....  
Signed .....  
Date .....

Online safety is recognised as an essential aspect of strategic leadership in this school and the Head, with the support of Governors, aims to embed safe practices into the culture of the school. The head teacher ensures that the Policy is implemented and compliance with the Policy monitored. The Head teacher acts as a first point of contact for any complaint. Any complaint about staff misuse is referred to the Head teacher. Complaints of online safety are dealt with in accordance with our Anti-Bullying Policy. Complaints related to child protection are dealt with in accordance with school / LA child protection procedures