



Love, Laugh, Learn – walking with Jesus to life in all it's fullness, John 10:10

Abbey Church of England Infant School and Nursery

Acceptable Use Policy – May 2024

This policy applies to all children, staff and other adults at Abbey Infant School. It covers use of all ICT systems, including those taken off site. It is intended to ensure:

- that staff and other adults will be responsible users and stay safe whilst 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 following principles apply:

- * all obscene, offensive, illegal or inaccurate information is inappropriate information
- * children will not feel or become uncomfortable, threatened or worried by material or information on websites or contained within e-mail
- * the use of social media 'chat-sites' is not permitted
- * children will not attempt to download materials from the net
- * staff will be aware of the risks of virus corruption from internet downloads
- * although Warwickshire provides the protection of a fire-wall, we understand that the prime responsibility of supervision of pupil's rests with teachers
- * children using ICT systems will be supervised at all times including break-time and lunchtime and out of hours activities, this includes the ICT room and classrooms
- * all network files and histories of sites visited will be searched periodically for inappropriate use through Policy Central
- * no peripherals will be used before they are screened
- * teachers will discuss the appropriate use of internet and e-mail with the children
- * teachers will include responsible use of internet and e-mail in their curriculum plans

Acceptable Use Policy Agreement

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 out of school.
- * I understand that the school ICT systems are intended for educational use and that I will not use the systems for personal or recreational use.
- * I will not disclose my username or password to anyone else, nor will I use any other person's username and password.
- * I will immediately report any illegal, inappropriate or harmful material or incident to the

Headteacher.

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 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 only do so with their permission. I will not use my personal equipment to record images. Where 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 will not use chat or social networking sites in school using school ICT systems.
- * I will only communicate with children 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:

- * I will not use any personal devices (e.g., cameras, laptops, tablets) in school for school use.
- * If I use any personal devices in school for personal use, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. 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 attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- * I will ensure that my data is regularly backed up.
- * 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 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.
- * I will not disable or cause any damage to school equipment, or the equipment belonging to others.

I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely:

- * I understand that any staff or 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 policy to disclose such information to an appropriate authority.
- * **I will not save RESTRICTED or PROTECTED documents except on the school network. If working on these documents out of school via the cloud or via remote access I will not leave them visible to others.**
- * I will immediately report any damage or faults involving equipment or software, however this may have happened.
- * I will ensure I have permission to use the original work of others.
- * Where work is protected by copyright, I will not download or distribute copies.

I understand that I am responsible for my actions both in and out of 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 out of school and my use of personal equipment in situations related to my employment by the school.

* I understand that I must not post material, either using school ICT systems or personal ICT systems, which damages the reputation of the school or which causes concern about my suitability to work with children and young people.

* I understand that if I fail to comply with this Acceptable Use Policy Agreement, I may be subject to allegations of misconduct or disciplinary action. This could include a warning, a suspension, referral to Governors and/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 ICT systems (both in and out of school) and my own devices (when carrying out communications related to the school) within these guidelines.

Date: May 2024