



Witley C. of E. Infant School

Acceptable Use of ICT Facilities and Internet Agreement Policy

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Witley C. of E. Infant School



Acceptable use of ICT facilities and internet: agreement for PARENTS and CARERS

Name of parent/carer:

Online channels are an important way for parents/carers to communicate with, or about, our school. The school uses the following channels:

- Our official Facebook page
- Arbor and office email groups for parents (for school announcements and information)
- Our virtual learning platform Google Classroom

Parents/carers also set up independent channels to help them communicate what is happening in their child's class. For example, class/year Facebook groups, email groups, or chats (through apps such as WhatsApp).

When communicating with the school via official communication channels, or using private/independent channels to talk about the school, I will:

- Be respectful towards members of staff, and the school, at all times
- Be respectful of other parents/carers and children
- Direct any complaints or concerns through the school's office, head teacher or governing body, so they can be dealt with in line with the school's complaints procedure

I will not:

- Use private groups, the school's Facebook page, or personal social media to complain about or criticise members of staff/school. This is not constructive and the school can't improve or address issues unless they are raised in the appropriate way
- Use private groups, the school's Facebook page, or personal social media to complain about, or try to resolve, a behaviour issue involving other pupils. I will contact the school and speak to the appropriate member of staff if I'm aware of a specific behaviour issue or incident
- Upload or share photos or videos on social media of any child other than my own, unless I have the permission of the other children's parents/carers

Signed:

Date:

Parent/Carer of (Name of Child):



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Acceptable use of ICT facilities and internet: agreement for PUPILS

Name of pupil:

Parents – please help your children to read and understand this agreement before they sign it

When I use the school's ICT facilities (like computers and equipment) and go on the internet in school, I will follow these rules:

- I will ask a teacher's permission to use any ICT equipment and will not use it without a teacher in the room with me.
- I will only sign in using my own username and password and will not share this with anyone else.
- I will ask permission before entering any website, unless my teacher has already told me to go on to that site.
- I will not look at or delete other people's files.
- I will not bring any of my own electronic devices into school, such as mobile phone or smart watch.
- I will not send any emails or messages from any school devices, including opening any attachments in emails, or clicking on any links in emails, without checking with a teacher first.
- I will not use Internet chat, go on Facebook or other social networking sites whilst at school.
- I will not send any photos, videos or livestreams of people (including me).
- If I see anything on a school computer or online that upsets me, or that I know is unkind or wrong, I will tell a teacher immediately.
- I know that the school may check my computer files, how I use the school's computers/equipment and may monitor the Internet sites that I visit. This is so they can help keep me safe and make sure I'm following the rules.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.

Signed (pupil):

Date:

Parent/carers agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using electronic devices in school, and will make sure my child understands these.

Signed (parent/carers):

Date:



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Acceptable use of the school's ICT facilities and internet: agreement for STAFF, GOVERNORS, VOLUNTEERS AND VISITORS

Name of staff member/governor/volunteer/visitor:

Job title:

ICT and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This Acceptable Use Agreement, in conjunction with our ICT & E-safety policy, is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to read this agreement, and our ICT & E-Safety policy, annually (and sign upon induction) adhering at all times to its contents. Any concerns or clarification should be discussed with the Headteacher and/or our e-safety coordinator Becky Latham.

- I appreciate that ICT includes a wide range of systems, including mobile phones, tablets, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for school business.
- I understand that it may be a criminal offence to use a school ICT system for a purpose not permitted by its owner.
- I will not use the school ICT system in any way which could harm the school's reputation.
- I will only use the school's hardware / software / email / Internet / Intranet / and any related technologies for professional purposes, or for uses deemed 'reasonable' by the Head or Governing Body.
- I will not access social networking sites or chat rooms through the school's internet or on a school device for personal use.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities and understand that I am responsible for all activity carried out under my username.
- I will ensure that electronic communications with pupils including e-mail, IM and social networking are compatible with my professional role and that messages cannot be misunderstood or misinterpreted.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that personal data (such as data held on SIMS.net and Arbor) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data (including pupil performance information) can only be taken out of school on encrypted devices approved by the school.
- Remote access to confidential data will be subject to approval by the Headteacher.
- I will not install any hardware or software without the permission of the Headteacher.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory, including but not limited to material of a violent, criminal or pornographic nature.

- Images of pupils and/or staff will only be taken, stored and used for professional purposes, in line with school policy and with the written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/carers, member of staff or Headteacher.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or to the Headteacher.
- I will respect copyright and intellectual property rights.
- I will ensure that my on-line activity, both in school and outside school, will not bring my professional role into disrepute.
- I will not use the school's ICT to promote private businesses, unless that business is directly related to the school.
- I will let one of the School's Designated Safeguarding Lead (DSL) know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.
- I will support the school's e-safety policy and help pupils to be safe and responsible in their use of ICT and related technologies. I will promote e-safety with the students in my care and I will help them to develop a responsible attitude to system use, communications and publishing.
- I will ensure that portable ICT equipment such as laptop computers, cameras and other devices are stored correctly and locked away securely when not in use.
- I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.
- If using a personal device to access school related personal information, I will follow the same security procedures as for school-owned equipment.

I agree to follow this Code of Conduct and to support the safe use of ICT throughout the school.

I will report to the Headteacher or School Business Manager any instances of breaches of this agreement that I become aware of either by me or anyone else.

Signed (staff member/governor/volunteer/visitor):

Date:

This policy will be reviewed every 2 years by the Headteacher and E-safety coordinator. At every review, the policy will be shared with the Governing Body.