PERRYFIELDS PRIMARY PRU

ACCEPTABLE USE OF ICT

Review Date	Reviewed Date	Reviewer	Action
September 2017	September 2017	Staff	Ratified by Management Committee:17.10.2017
September 2019	September 2019	Staff	Ratified by Management Committee:22.10.2019

PERRYFIELDS PRIMARY PRU

Staff Acceptable Use of ICT Policy

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 will, where possible, educate the young people in my care in the safe use of ICT and embed e-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.
- I understand that the school ICT systems are primarily intended for educational use.
- 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 will immediately report any illegal, inappropriate or harmful material or incident of which I become aware, to the appropriate person.

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 and in accordance with the school's policy on the use of digital images. I will not use my personal equipment to record these images.
- Where images are published (e.g. on the website) I will ensure that it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use chat and social networking sites in school in accordance with the Code of Conduct.
- I will only communicate with 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.
- I will not use personal email addresses on the Perryfields ICT systems except in an emergency.
- 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 in accordance with relevant Perryfields 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 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 school policies.
- 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 others, or myself as outlined in the Data Protection Policy I understand that where personal data is transferred outside the secure school network, it must be encrypted.
- I will not take or access pupil data, or other sensitive school data, off-site without specific approval. If approved to do so, I will take every precaution to ensure the security of the data.
- I understand that Data Protection Policy requires 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 immediately report any damage, faults or theft of equipment or software, however this may have happened.
- When using the internet in my professional capacity or for 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 school:

I understand that this Acceptable Use Agreement applies not only to my work and use of ICT equipment in school, but also applies to my use of ICT systems and equipment out of school and to my use of personal equipment in school or in situations related to my employment.

I understand that if I fail to comply with this Acceptable Use Agreement, I could be subject to disciplinary action. This could involve a warning, a suspension, referral to the I.A.B. 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 Perryfields ICT systems (both in and out of school) within these guidelines.

Staff / volunteer Name:

Signed:

Date:

PERRYFIELDS PRIMARY PRU
INTERNET PERMISSION FORM
(Key Stage 1)

Name of Pupil: ....

As part of the School's Information and Communication Technology (ICT) programme we offer supervised access to the internet.

The Pupils will be supervised at all times while they are using this resource; however, I want you to be aware that slip-ups are a possibility. I therefore require your written permission for your son/daughter to use this facility and that we cannot be held responsible for their misuse.

I am happy to allow my child to use the Internet and agree to the AUP for KS1

Pupil's signature: ....

Parent's/Carers signature: ....

Date: ....

Acceptable Use Policy (KS1)
I want to feel safe all the time

I agree that I will:

- Only view video-sharing websites under adult supervision
- Only open pages which my teacher has said are OK
- Only work with people I know in real life
- Tell my teacher if anything makes me feel scared or uncomfortable
- Make sure all messages I send are polite
- Show my teacher if I get a nasty message
- Not reply to any nasty message or anything which makes me feel uncomfortable
- Not give my mobile phone number to anyone who is not a friend in real ife
- Only e-mail people I know or if my teacher agrees
- Only use my school e-mail
- Talk to my teacher before using anything on the internet
- Not tell people about myself online (I will not tell them my name, anything about my home, family and pets)
- Not load photographs of myself onto the computer
- Never agree to meet a stranger

Anything I do on the computer may be seen my someone else

Name of Pupil: ....

As part of the School's Information and Communication Technology (ICT) programme we offer supervised access to the internet.

The Pupils will be supervised at all times while they are using this resource; however, I want you to be aware that slip-ups are a possibility. I therefore require your written permission for your son/daughter to use this facility and that we cannot be held responsible for their misuse.

I am happy to allow my child to use the Internet and agree to the AUP for KS2

Pupil's signature: ....

Parent's/Carers signature: ....

Date: ....

Acceptable Use Policy (KS2)
I want to feel safe all the time

I agree that I will:

- Only view video-sharing websites under adult supervision.
- Only visit sites which are appropriate to my work at the time
- Work in collaboration only with friends and I will deny access to others
- Tell a responsible adult straight away if anything makes me feel scared or uncomfortable online
- Make sure all messages I send are respectful
- Show a responsible adult if I get a nasty message or get sent anything that makes me feel uncomfortable
- Not reply to any nasty message or anything which makes me feel uncomfortable
- Not give my mobile phone number to anyone who is not a friend
- Only e-mail people I know or those approved by a responsible adult
- Only use e-mail which has been provided by school
- Talk to a responsible adult before joining chat rooms/network sites
- Always keep my personal details private, (eg my name, family information, journey to school, my pets and hobbies)
- Always check with a responsible adult and my parents before I show photographs of myself
- Never meet an online friend without taking a responsible adult that I know with me

- I know that once I post a message or an item on the internet then it is completely out of my control.

- I know that anything I write or say or any website that I visit may be being viewed by a responsible adult.

PERRYFIELDS PRIMARY PRU

NAME OF CHILD …………………………………………………………..

MEDIA/UNIT
NEWSPAPER ENTRY

I give permission for my child's **photograph** to appear in
a newspaper report   **YES/NO**

I give permission for my child's **full name** to be printed in
a newspaper report of an event at school   **YES/NO**

I give permission for my child's **first** name to be printed in
a newspaper report of an event at school   **YES/NO**

I give permission for my child's **photo** to be used around
School   **YES/NO**

I give permission for my child's **photo/work** to be used on the
Perryfields website   **YES/NO**

Guidance for reviewing Internet sites

This guidance is intended for use when the school needs to manage incidents that involve the use of online services. It encourages a safe and secure approach to the management of the incident. Incidents might typically include cyberbullying, harassment, anti-social behaviour and deception. These may appear in emails, texts, social networking sites, messaging sites, gaming sites or blogs etc.

Do not follow this procedure if you suspect that the web site(s) concerned may contain child abuse images. If this is the case report immediately to the police.

Please follow all steps in this procedure:

- Have more than one senior member of staff / volunteer involved in this process. This is vital to protect individuals if accusations are subsequently reported.
- Conduct the procedure using a designated computer that will not be used by young people and if necessary can be taken off site by the police should the need arise. Use the same computer for the duration of the procedure.
- It is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).
- Record the URL of any site containing the alleged misuse and describe the nature of the content causing concern.
- Once the site is fully investigated the group will need to judge whether this concern has substance or not. If it does then appropriate action will be required and could include the following:
  • Internal response or discipline procedures
  • Involvement by Local Authority or national / local organisation
  • Police involvement and/or action

If content being reviewed includes images of Child abuse then the monitoring should be halted and referred to the Police immediately. Other instances to report to the police would include:
  • incidents of 'grooming' behaviour
  • the sending of obscene materials to a child

It is important that all of the above steps are taken as they will provide an evidence trail for the group, possibly the police and demonstrate that visits to these sites were carried out for child protection purposes.