



Acceptable Usage Policy (AUP) September 2019

Person Responsible for reviewing this policy	CE/Head and Primary DSL
Date Ratified by Trustees (after other stakeholders have agreed)	
Date of last review	---
Date of this review	09/19
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Aims

As part of our wider duty of care, the Dharma Primary School is required to ensure that children and young people are able to use the Internet and related communication technologies safely and appropriately, at school and at home. Technology such as firewalls, filtering and monitoring software are an important aspect of safeguarding the school's computer networks, but we must ensure that children's and staff's attitudes, behaviours and interactions online are also safe and monitored appropriately.

Our Online Safety Strategy will:

- Ensure that all children have access to regular online safety lessons which will enable them to deal with issues that may arise whilst using the Internet.
- Allow young people to develop their own protection strategies for when adult supervision and technological protection are not available.
- Give information on where to seek help and how to report incidents – e.g. CEOP/IWF
- Ensure that children are not exposed to radicalisation.
- Help young people understand that they are not accountable for the actions that others may force upon them but that there are sanctions that the school will impose if they act in an inappropriate manner when online.

- Provide guidelines for parents, carers and others on safe practice.
- Ensure that we regularly monitor and review our policies with stakeholders.
- Ensure technological solutions are regularly reviewed and updated to ensure maintenance of an effective online safety programme.

Acceptable Usage Policy

General use

The following are guidelines that set out the acceptable use of equipment and use of computers generally around the school.

Monitoring

The school will appropriately monitor internet use on all school owned or provided internet-enabled devices. This is achieved by the IT staff reviewing the internet logs weekly.

The school has a clear procedure for responding to concerns identified via monitoring approaches. All users will be informed that the use of school systems can be monitored and that all monitoring will be in line with data protection, human rights and privacy legislation.

Laptops/Desktops

The lead member of staff (commonly the teacher) will have responsibility for use of laptops in their classroom. The lead member of staff is responsible for reporting any damage to the devices, the front office.

Each time the laptops are used, staff should:

- Log out of all computers when they are not in use. Passwords to staff computers should not be given to a child under any circumstances.
- Ensure an adult always oversees children getting the laptops to ensure that this is done with care.
- Children should sign out laptops so that a record is kept of which child has used which laptop. This can be done via the numbers that are displayed on each laptop.
- Ensure that when children have finished, that they log out of anything they may have logged in to -such as a website, app,etc.
- Count the laptops back in and ensure that they are all present and no obvious damage –again, monitors can be used to support this.
- Ensure that all laptops are plugged in and turned on at the wall.
- Return the laptops to storage area after the lesson.

- Report any damage to a laptop/computer to the front office, this should be recorded for the Computing Lead.

Internet

- Users will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Users will report accidental accessing of inappropriate materials in accordance with school procedures.
- Users will use the Internet for educational purposes only during class time. All web sites will be vetted by the class teacher.
- Users will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Users will never disclose or publicise personal information.
- Downloading materials or images not relevant to their work, is in direct breach of the school's acceptable usage policy.
- Users will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

Email / google drive / internet chat

- Users must sign a written agreement annually, with parents and class teacher, prior to accessing school email accounts.
- The school email address and drive is to be used for educational purposes only.
- The email address provided by the school to each pupil is the property of the Dharma Primary school. All content will be monitored by staff at the school.
- If a User receives any inappropriate emails, s/he should inform the class teacher and the DSL should note it.
- Users will use approved class email accounts in school under the supervision of, or with, permission from a teacher.
- Users will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Users will not reveal their own or other people's personal details, such as addresses or telephone numbers, pictures or passwords.
- Users will never arrange a face-to-face meeting with someone they only know through emails or the internet.

School provided devices and BYOD – Bring your own device

In providing staff with a Phone/Laptop/Tablet, the school is committing a significant resource which will help improve staff's access to sending and receiving communications. This acceptable usage policy is designed to help staff understand the school's expectations for the use of this resource and is absolutely clear on the following points:

- School provided devices are to be used for work related purposes only, i.e. to contact external contractors/ suppliers, the main office and official network organisations, in the course of staff's employment.
- Any personal devices (BYOD) should be stored away from view, securely on a staff's person during school hours and in a secure location when off-site/ not in use.
- Staff should not use the BYOD in the classroom, playground or any other area where pupils are present, unless in emergency circumstances.
- Under no circumstances, at any time, should the BYOD camera be used to photograph or film pupils.
 - ◆ School cameras and iPads are provided for this purpose.
- Staff should not use personal devices (BYOD) to conduct lessons, rather the device or equipment provided by the school.
- Staff will sign for any device taken from the school premises and sign the device back in to storage when it is no longer being used.

Devices should be left back in storage either fully charged or placed on charge.

Reporting procedures

Any breaches of the AUP must be reported to the DSL or a Deputy DSL. The Dharma Primary School & EYFS Designated Safeguarding Leads are:

- Head Teacher, Clare Eddison (Primary DSL)
- Head of Early Years, Alison Mayo (Deputy DSL, EYFS)
- Deputy Head of Early Years, Mei Mei Jacklin (Deputy DSL, EYFS)

Staff should review the Online Safety Policy, and Child Protection and Safeguarding Policies for additional information.

Sanctions

- Contravening the AUP will result in a temporary or permanent ban on Internet use.
- Additional disciplinary action may be added in line with existing school practice on inappropriate language or behaviour, (see the relevant policies).
- Bullying incidents involving the use of IT will be dealt with under the school's Anti-bullying Policy.
- Where applicable, police or local authorities may be involved. An important element of our Acceptable Usage Policy with regard to the Internet and Digital Technologies, is that pupils will be taught to tell a member of staff immediately if they encounter any material that makes them feel uncomfortable.

The school assures pupils and parents that if a child innocently and unintentionally accesses inappropriate material and immediately reports this to a teacher, then provided the teacher is satisfied the material was not accessed intentionally, the child will not be subject to the sanctions mentioned above.

Code of Acceptable Practice for Pupils

Pupil access to the Internet is through a filtered service provided by OpenDNS, which should ensure educational access is effective, safe and secure, protecting users and systems from abuse. Permission is sought from parents before pupils are able to access the internet at school. In addition, the following key measures have been adopted by the Dharma Primary school to ensure our pupils do not access any inappropriate material:

- The school's Code of Safe Practice for use of the Internet and other digital technologies is made explicit to all pupils and is displayed prominently.
- Our Code of Safe Practice is reviewed each school year by stakeholders including pupils, parents, trustees and staff.
- Pupils using the Internet will work in highly visible and teacher-supervised areas of the school.
- All online activity is for appropriate educational purposes.
- Pupils will, where possible, use sites pre-selected by a member of staff and appropriate to their age group.
- Pupils are educated in the safe and effective use of the Internet, through a number of selected programmes, which are age-appropriate.

It should be accepted, that however rigorous these measures may be, they can never be 100% effective. Neither the school nor OpenDNS accept liability under such circumstances. The use of mobile phones by pupils is not generally permitted on the school premises during school hours, unless in exceptional circumstances, where permission may be granted by the Head. During school hours, pupils are forbidden to play computer games or access social networking sites, unless specifically directed to by a member of staff.

Pupils' Acceptable Use Agreement

- I will only use computing/computers in school for school purposes.
- I will only visit accepted websites and those to which I have been directed by a member of staff.
- I will only use my own school email address when emailing.
- I will only open email attachments from people who I know, or whom my teacher has approved.
- I will not tell anyone my username or password for the Learning Platform, school network or for other learning websites.
- I will only open/delete my own files.
- I will make sure all computing-related contact with other children and adults is polite and appropriate.

- I will not deliberately look for, save or send anything that could offend others.
- If I accidentally find anything inappropriate or unpleasant on the internet, I will tell my teacher immediately, be this messages, images, videos or anything else.
- I will not give out my personal details, such as my name, phone number, home address or school. (I will keep my personal information private).
- I will be responsible for my behaviour when using computing in school or at home because I know these rules are to keep me safe.
- I will not arrange to meet someone, unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I know that my use of computing can be checked and that my parents will be contacted if a member of staff is concerned for my safety.
- I know that I will have to pay for any equipment that is deliberately destroyed.

Failure to comply with this agreement may lead to sanctions which are detailed in the AUP.

Pupil Signature _____

Date _____ Class _____

Full Name _____

Code of Acceptable Practice for Staff

Staff have agreed to the following Code of Safe Practice:

- Pupils accessing the Internet should be supervised by an adult at all times.
- All pupils are aware of the rules for the safe and effective use of the Internet. These are displayed and are discussed with pupils.
- Any website used by pupils should be checked beforehand by staff to ensure there is no unsuitable content and that material is age-appropriate.
- Deliberate/accidental access to inappropriate materials or any other breach of the school Code of Safe Practice should be reported immediately to the Headteacher / a DSL.
- In the interests of system security, staff passwords should only be shared with the Network Manager.
- Staff are aware that in Primary ICT, all internet use and sites visited, is recorded. The system also logs emails and messages sent and received by individual users.
- Staff should be aware of copyright and intellectual property rights and should be careful not to download or use any materials which are in breach of these.
- Digital and video images of pupils must be taken with a school camera or iPad and images should be stored on a central area on the school network, accessible only to staff. Images should not be taken or stored on personal cameras, phones or laptops.
- Staff must ensure that personal data is stored securely and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- School systems may not be used for unauthorised commercial transactions. It is a criminal offence to use the school's computing system for a purpose not permitted by its owner.
- Staff should not install any software or hardware without permission from the Headteacher or ICC Co-ordinator.
- Staff should ensure that they do not allow parents or children to access their email address (both school and personal) in the interest of personal safety. If staff believe their email address may have been compromised, they should inform the Headteacher and Network Manager without delay.
- Staff should be aware that only children's first names can be shared on any public forum (website) and should never be used alongside any images of children.
- Children's names and images should not be shared on the school's Twitter feed together under any circumstances. Images of the children, not their names do appear on the school's Twitter feed currently.

Staff must report any incident of concern regarding children's safety to the DSL, in line with the Child Protection and Safeguarding Policy. This policy is the 'master' policy and takes precedence, should disagreement arise.

Acceptable Usage Agreement (Staff):

- I have read and understood the Child Protection and Safeguarding, Online Safety and Acceptable Usage Policies. I have read and understood the Social Media Guidelines.
- I understand that I must report any concerns I may have regarding the safeguarding of any children in this school to a member of the safeguarding team. I will do this in writing by using the agreed school safeguarding log (then inform the DSL), or directly to the DSL or a DDSL.
- I understand that my actions in and out of school (including the use of social media) may affect the reputation of the school.
- I understand that I must keep confidential, any comments, remarks or conversations that I may hear, or be part of, which concern either children or other members of staff.
- I agree not to have links with pupils/ex-pupils on any form of social media.
- I understand that the guidance from the school is that I do not have links with family members of pupils/ex-pupils at this school, but if I choose to do so I must behave in a professional manner at all times and not disclose confidential or sensitive information or bring the name of the school into disrepute.
- I understand that I represent the school at all times and will keep my relationships with parents and pupils professional in line with the school's Code of Conduct and (if relevant) the Teachers' Standards.

Print Name & Sign: _____

Date: _____