Silsoe V.C. Lower School

A Church of England School

Acceptable Use Policy

Where possible we offer translation or explanation of written communication. Please contact the school office if you require forms/paperwork in any other format.

<u>Writing and Reviewing the Acceptable Use Policy</u>

The Acceptable Use Policy is part of how technology is used in Silsoe VC Lower School and relates to the other policies including Safeguarding, Social Media, Online Safety, Staff Handbook, and Staff Conduct.

This Acceptable Use Policy is intended to ensure:

- That staff are responsible for keeping children safe while using the internet and other 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.
- That staff are protected from potential risk in their own use of technology in their everyday work.
- Pupils use technology safely which is role modelled by adults.

The school will ensure that staff have good access to digital technology to enhance their work and learning opportunities for pupils in their learning. In return, expect staff and children to agree to be responsible users.

Staff Technology Systems (SIMS, CPOMS, School User Drives All Staff Docs, Teachers, Shared)

- Staff must use school systems in a responsible way, to ensure that there is no risk to their safety or to the safety and security of the systems and other users including the children
- The school has the capacity to monitor staff use of school laptops through filtering systems.
- Staff will educate children in safe use of digital technology and embed online safety in their teaching across the curriculum.
- School digital technology systems are primarily intended for educational use and staff will only use them for educational purposes.
- Staff will not disclose their username or password to anyone else nor try to use anyone else's username and password.
- Staff will change their password at regular intervals when prompted to do so.
- Staff will immediately report any illegal, inappropriate or harmful material or incident they become aware of to the appropriate person.
- Staff will not access, copy, remove or otherwise alter any other user's files, without their express permission.

Staff Communications using ICT (email)

- Staff will communicate with others in a professional manner and not use aggressive or inappropriate language and appreciate that others may have different opinions.
- Staff will ensure that when they take and / or publish images of children or adults they will do so with their permission and in accordance with the school's social media policy on the use of digital / video images.
- Staff will not use personal equipment to record images.
- Staff will only communicate with parents / carers using official school systems such as School Email, Scopay and Google Classroom. Any such communication will be professional in tone and manner.
- Staff will not engage in any on-line activity that may compromise professional responsibilities.

Staff Using School Laptops and Ipads

- When staff use mobile devices (laptops / tablets / USB devices etc.) in school, they will follow the rules set out in this agreement, in the same way as if they are using any school equipment. They will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- Staff will clear out IPad storage regularly to ensure photos are kept securely on the school system and not on the IPad directly.
- Staff will not use personal email addresses to correspond on school matters.
- Staff will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted.
- Staff will ensure that there is no pupil data on the desktop computer and it is backed up onto secure school systems.
- Staff will not 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 that may cause harm or distress to others.
- Staff will not try to use any programmes or software that might allow them to bypass the filtering / security systems in place to prevent access to such materials.
- Staff must not purposely damage school equipment, or the equipment belonging to others. To ensure this, laptops must be carried in laptop bags and iPad's in protective cases.
- Staff will immediately report any damage or faults involving equipment or software
- When printing from staff laptops, staff to ensure any confidential information is collected immediately from the designated printer.

Pupil Use of Technology

- Adults will ensure that pupils stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- Across all year groups, they will be taught how to use and handle technology safely.
- Pupils will understand that the school will monitor their use of the technology through the software Impero.
- Pupils will be educated using the 3 C's (conduct, contact, content), see online safety policy for more details.
- Throughout all years, children will be taught how to hold, take out and put away the laptops in the trolley.
- Every year children will sign a code of conduct about how to use technology. This will be kept by the teacher for the year. (Appendix 1)
- The code of conduct will be sent home electronically to be co-signed by the parents.
- Misuse of technology can result in a ban for an agreed set of time set by the teacher.

Appendix 1

Dear Parents

<u>**RE: E-safety**</u>

At Silsoe Lower School, we prioritise your children's safety online. As part of computing and PSHE across the school, we teach children at their level of understanding how to stay safe when using technology or online. This includes how they should conduct themselves when searching/browsing the internet, understanding the reliability of information online and how to report issues in and out of school. As part of our first lesson back, the children have been learning about E-safety. The children begin the year by signing a code of conduct promising the school they would follow rules to keep themselves and others safe when using technology.

As Silsoe Lower, we understand that e-safety is not just an issue in school but in all areas of a child's life. We emphasise the importance of communication with our trusted adults. We are asking you to co-sign your child's code of conduct to ensure you are aware of our school policies on e-safety and to give your child an opportunity to share what they have learnt in school.

<u>Please read the code of conduct (below) and complete in the 'tick box' on Scopay to indicate that you understand and agree to its content.</u>

This might also be something you will wish to discuss with your child/ren at home

Thank you for your continued support in keeping our children safe.

Silsoe Lower School Technology Code of Conduct

- I will handle all computer equipment and technology carefully and with respect.

- I will tell an adult in school immediately if I see something that is inappropriate on the computer.

- I will tell an adult in school immediately if I see someone else using technology inappropriately.

- I will use technology appropriately when searching and browsing the internet.

- I understand that if I break these rules I will not be allowed to use technology for an agreed time set by the teacher.

- I will always show my values when working with technology.

- I will remember the 3C's (conduct, contact and content) when composing myself on the internet and when using technology.

Conduct	- I understand how I should behave on online. I should show my values just like in real life. - I understand what to do if I see something that makes me feel upset, scared or worried. - I understand that I need to keep my personal information safe.
Contact	- I understand how to communicate safely online. - I understand what to do if I see something that makes me feel upset, scared or worried. - I understand that I should not talk to strangers online. - I understand what cyberbullying is.(KS2)
Content	- I understand that not all technology (e.g. games) and content of the internet is suitable for children. - I understand that not everything on the internet is factual or true. - I understand what to do if I see something that makes me feel upset, scared or worried.