



Beech Green Primary School

Respect Achieve Belong

Acceptable Use Policy (AUP)

Introduction

The School Statement declares our intent to create a secure, caring environment for our children. This document plays an important role in ensuring that we achieve that aim, focusing on the safe use of information technology (IT) within school. It should be read in conjunction with the school's Safeguarding Policy.

Aims

The aims of this document are to:

- safeguard children by promoting appropriate and acceptable use of all information and learning technologies (IT)
- outline the roles and responsibilities of all individuals who are to have access to and/or be users of, work-related IT systems
- ensure all IT users have an awareness of risk, a clear understanding of what constitutes misuse and the appropriate sanction.

Purpose

The purpose of this policy statement is to:

- ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
- provide staff and volunteers with the overarching principles that guide our approach to online safety
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

Principles

At Beech Green we believe that:

- children and young people should never experience abuse of any kind
- children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

We recognise that:

- the online world provides everyone with many opportunities; however, it can also present risks and challenges
- we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online

- we have a responsibility to help keep children and young people safe online, whether or not they are using Beech Green's network and devices
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.

Roles and responsibilities

The governing body has overall responsibility for ensuring online safety will be considered an integral part of everyday safeguarding practice.

This will include ensuring that:

- teachers will receive the appropriate training, guidance, time and resources to effectively implement online safety policies and procedures
- clear policies and procedures are applied to the use/non-use of personal IT equipment by all individuals who affect or come into contact with the setting. Such policies and procedures are to include the personal use of work-related resources
- the AUP is implemented, monitored and reviewed regularly, and all updates are shared with relevant individuals at the earliest opportunity
- filtering and monitoring procedures are effective and reviewed bi-annually; reports from DSL
- allegations of misuse or known incidents are dealt with appropriately and promptly, in line with agreed procedures, and in liaison with other agencies
- effective online safeguarding support systems are put in place.

The Designated Safeguarding Leads (DSL) will be responsible for ensuring that:

- agreed policies and procedures are implemented in practice; all filtering and monitoring systems are reviewed bi-annually with external provider and included in report to governors
- all updates, issues and concerns are communicated to all IT users
- the importance of online safety in relation to safeguarding is understood by all IT users
- all training, learning and development requirements are monitored and additional training needs identified and provided for
- an appropriate level of authorisation is given to IT users. Not all levels of authorisation will be the same - this will depend on, for example, the position, work role and experience of the individual concerned
- any concerns and incidents are reported in a timely manner in line with agreed procedures
- the learning and development plans of children will address online safety
- a safe IT learning environment is promoted and maintained.

Teachers will ensure that:

- there is timely reporting of concerns in relation to alleged misuse or known incidents, subject to agreed procedures
- IT equipment is checked before use and all relevant security systems are judged to be operational

- awareness will be raised of any new or potential issues, and any risks which could be encountered as a result
- children are supported and protected in their use of online technologies, enabling them to use IT in a safe and responsible manner
- online safety information is presented to children as appropriate for their age and stage of development
- children know how to recognise and report a concern
- all relevant policies and procedures are adhered to at all times and training is undertaken as required.
- the school website and social media posts will be checked to ensure permission has been obtained before publication

All teachers will be provided with a copy of the Acceptable Use Policy.

The use of personal technologies will be subject to the authorisation of the DSL, and such use will be open to scrutiny, monitoring and review.

Children will be encouraged to:

- be active, independent and responsible learners, who will contribute as appropriate to policy and review
- abide by the Acceptable Use Policy
- tell a familiar adult about any access of inappropriate content, material that makes them feel uncomfortable or contact made with someone they do not know, straightaway, without fear of reprimand (age and activity dependent)

Parents and carers are to be encouraged to read the Acceptable Use Policy on behalf of their children and to share responsibility for their actions and behaviours. It will be an expectation that parents and carers will read and share the Home/School agreement explain and discuss, in an age appropriate way acceptable use with their child to ensure that it is clearly understood and agreed.

Practice

At Beech Green we will keep children safe by:

- providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults
- Teaching online safety specifically through the use of TeachComputing.org materials, which make specific reference to content from Education for a Connected World
- supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- supporting and encouraging parents and carers to do what they can to keep their children safe online developing an online safety agreement for use with young people and their parents or carers
- Providing support for parents in how to keep their children safe online through training by the Cyber Intelligence, Protect, Prepare and Prevent Officer

- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child or young person
- reviewing and updating the security of our information systems regularly
- ensuring that user names, logins, email accounts and passwords are used effectively
- ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- Monitoring online and offline use through Securus, and addressing any concerns as they arise
- providing supervision, support and training for staff and volunteers about online safety
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

Misuse by teachers.

All staff will be expected to agree and sign a Staff Acceptable Use Code of Conduct (Appendix A) and will be asked to sign a Use of Social Media Conduct Agreement (Appendix B).

Should it be alleged that a teacher has breached the Staff Acceptable Use Code of Conduct and/or misused any IT resource in an abusive, inappropriate or illegal manner, a report should be made to a DSL immediately.

Should the allegation be made against a DSL a report should be made to the Chair of Governors.

Procedures are to be followed as appropriate, in line with Disciplinary Procedures.

Should allegations relate to abuse or unlawful activity, Children's Social Care, the Local Authority Designated Officer, and/or the Police will be notified as applicable.

Misuse by children.

All pupils will be informed of the school's e Safety Rules (Appendix C). Should a child deliberately break those rules, the following sanctions will be applied:

Step 1: Should it be considered that a child has deliberately misused IT by not adhering to the Acceptable Use Policy, the parent or carer shall be informed. The child may be temporarily suspended from a particular activity or from school in the event of a serious breach.

Step 2: If there are further incidents of misuse, the child will be suspended from using the internet or other relevant technology for an increased period of time. The parent or carer will be invited to discuss the incident in more detail with the Headteacher and the most appropriate course of action will be agreed.

Step 3: The sanctions for misuse can be escalated at any stage, should it be considered necessary. In the event that misuse is deemed to be of a serious nature, steps 1 and 2 can be omitted. Should a child be considered at risk of significant harm, the Child Protection Policy must also be applied. Allegations of serious misuse will be reported to the most appropriate agency, for example, the Police or Children's Social Care.

In the event that a child should accidentally access inappropriate material, it must be reported to an adult immediately. Appropriate action is to be taken to hide or minimise the window. The computer will not be switched off nor will the page be closed, as it may be necessary to refer to the site during investigations to allow effective filters to be put in place to prevent further inadvertent access.

Should a child be considered to be subject to potential abuse, sexual requests or other inappropriate contact, the appropriate Child Protection procedures should be followed (see Child Protection Policy).

Acceptable use by parents and carers

Partnership working with parents and carers should be considered essential practice for promoting an agreed and consistent message which will define acceptable and unacceptable behaviours. Parents and carers are to be encouraged to use the Acceptable Use Policy should their child access similar technologies at home.

Acceptable use by visitors, contractors and others

All individuals who affect or come into contact with the school are expected to behave in an appropriate and respectful manner. All guidelines in respect of acceptable use of technologies must be adhered to. Failure to do so may result in the person concerned being removed from the premises and further appropriate action being pursued.

Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- child protection
- procedures for responding to concerns about a child or young person's wellbeing
- dealing with allegations of abuse made against a child or young person
- managing allegations against staff and volunteers
- code of conduct for staff and volunteers
- anti-bullying policy and procedures
- photography and image sharing guidance.

APPENDIX A
Beech Green Primary School
Staff Acceptable Use Code of Conduct

This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of IT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Designated Safeguarding Lead.

- I will only use the school's email / Internet / Learning Platform and any related technologies for work-related purposes or for uses deemed 'reasonable' by the governors or Headteacher.
- I will comply with the IT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all communications with pupils and staff are compatible with my school role.
- I will keep my personal mobile phone in the agreed space; unless exceptional personal circumstances require immediate access.
- I will not give my phone number or personal email address, to pupils or parents
- I will not store pupils, parents/carers' numbers (apart from family members).
- I will only use the approved, secure email system(s) for any work business.
- I will ensure that any emails containing information about children, parents, staff or any other individual are sent using a recognised encrypted email system
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the premises or accessed remotely. Remote access to data can only take place when authorised by the governors or Headteacher.
- I will not install any hardware or software without permission of the Headteacher.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for work-related purposes, using a school camera, in line with policy and with written consent of the parent, carer or staff member. Personal cameras and associated equipment are not to be used.
- Posts to the school social media accounts will promote the school positively, photographs can only be used once checked and must not contain children's names.
- 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 the governors or Headteacher.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the community.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in the setting and outside, will not bring my professional role into disrepute.
- I will support and promote the school's Acceptable Use policy and help pupils to be safe and responsible in their use of IT and related technologies.

User Signature

I agree to follow this code of conduct and to support the safe use of IT throughout the school.

Signature: Date

Full Name: (please print)

Job title:

APPENDIX B

Beech Green Primary School

Professional Conduct Agreement

Use of Social Media

We recognise that staff will use online and digital technologies in their personal and social lives. We do not seek to prevent any member of staff from accessing online technologies. However, we do ask that every member of staff sign the following voluntary Professional Conduct Agreement to ensure there is no confusion between their personal and school roles.

I agree that through my recreational use of social networking sites or other online technologies I will:

- Not bring Beech Green Primary School into disrepute.
- Observe confidentiality and refrain from discussing any issues relating to work, children or parents/carers.
- Not share or post, in an open forum, any information that I would not want children, parents/carers or colleagues to view.
- Set privacy settings to block unauthorised access to my page and to restrict those who are able to receive updates.
- Keep my school role and personal life separate, and will not accept children and young people (past and present) and parents/carers as 'friends'*.
- Where appropriate, use a separate professional account to that which I use to share personal posts.
- Consider how my social conduct may be perceived by others and how this could affect my own reputation and that of the school.
- Either avoid using a profile photograph or ensure it is a respectable image that I would be happy to share with anyone.
- Report any known breaches of the above.

I understand that the completion of this form is optional. However, I voluntarily choose to complete it to safeguard my own professional reputation and that of the school.

I understand I am in a position of trust and my actions outside of my working environment could be misinterpreted by others, and I am conscious of this when sharing information publicly with others.

**Delete if necessary.*

Signature: Date

Full Name: (please print)

Job title:

APPENDIX C

Beech Green Primary School

Primary Pupil Acceptable Use

KS2 E-Safety Rules

- I will only use IT in school for school purposes.
- I will only open email attachments from people I know, or who my teacher has approved.
- I will not tell other people my IT passwords.
- I will only open/delete my own files.
- I will make sure that all IT contact with other children and adults is responsible, polite and sensible.
- I will not deliberately look for, save, share or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- I will be aware of how my behaviour when using my personal mobile phone; comments, reactions, posts, photos or content about other pupils.
- I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone who I have met online.
- I will be responsible for my behaviour when using IT because I know that these rules are to keep me safe.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- I know that my use of IT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my e-Safety.

Full Name Date:.....

Beech Green Primary School

Primary Pupil Acceptable Use

KS1 E-Safety Rules

- ✓ I will only use IT in school for school purposes.
- ✓ I will only open/delete my own files.
- ✓ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- ✓ I will be responsible for my behaviour when using IT because I know that these rules are to keep me safe.
- ✓ I know that my use of IT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my E-Safety.

Your Name: Date