



Valence Primary School Acceptable Use Policy January 2019

Rationale and Scope

This policy is intended to supplement the Child Protection Policy by providing guidance for the acceptable use of technology at Valence Primary School and further ensure that children, staff, governors and visitors making use of technology inside the school community, do so safely and responsibly.

Technology, for the purpose of this policy, refers to electronic hardware or software including internet-enabled forms of communication. This policy and guidance applies to the use of internet-enabled technologies inside and outside the school by staff, governors and children (in line with the Staff Code of Conduct) and covers the use of these technologies by visitors inside the school.

Guiding principles

All members of the school community (staff, governors and pupils) have a responsibility for the respectful and appropriate use of technology, both personal and school-owned, when used inside the school and/or for school-related business. The following general guidelines apply:

- Technology should be used respectfully at all times and never in a manner that calls the professional reputation of oneself or the school into disrepute.
- Technology must be used in line with all other school policies at all-time including but not limited to the Social Media, Online Safety, Child Protection and Data Protection policies.
- Technology owned by the school must be appropriately safe guarded against reasonable and preventable damage.

Training and Development

The school will provide relevant and timely training to ensure that staff are knowledgeable of changes in technologies that may affect adherence to this policy and/or general use of technology. The school will also provide ongoing resources to further support the development of professional knowledge on the subject relating to both the use of technology to carry out professional duties and safe use of technology to maintain professionalism.

Support and further guidance can be obtained by contacting the Computing Coordinator directly.

Incidents and Breaches

Failure to comply with the Acceptable Use Policy by members of staff and/or governors will be handled in line with the Disciplinary Policy by the Head Teacher and can result formal reprimand or termination. Such cases should be reported to the Head teacher directly or in line with the Whistleblowing Policy. Incidents wherein pupils fail to comply with this policy will, on the first incidence, be dealt with by the class teacher in line with the Behavior Policy and recorded on the school's behavior reporting systems; where relevant the Head of Site will be notified.

Failure to comply with the Acceptable Use Policy by parents and/or members of the community will be addressed by the Head teacher directly and in line with policy relevant to the nature of the incident and may be escalated to outside agencies, including the police, where the Head teacher deems necessary.



Valence Primary School Acceptable Agreement: Staff, Governors and Visitors

Information Communication Technologies (ICTs) such as email, internet and mobile devices are an expected part of our daily working life at Valence. This 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 sign and abide by this policy at all times; in addition to responsibilities outlined in the Online Safety, Child Protection and Data Protection policies.

- I will only use the school's email/ internet / Intranet and any related technologies for professional purposes or for uses deemed acceptable by the Head teacher or Governing Body.
- I will comply with the security measures in place as well as those outlined in the Data Protection Policy to ensure confidentiality of all data (including passwords) that I hold on behalf of the school.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role, as set out in the Code of Conduct, in both content and purpose.
- I will not give out my own personal details, such as mobile phone number, personal email address, personal social media details to pupils.
- I will only use the approved, secure email system for school business and will not forward or retain sensitive information on personal accounts or devices.
- I will ensure that personal data relevant to my position (such as information held on Integris, email, etc.) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Remote accessing of personal data may only be permitted using approved channels and I will ensure that access to this information is encrypted using a secure password.
- Additionally, any device provided to me by the school, which I use to access information, will be encrypted, itself, by a password/code.
- I will not install any hardware or software without permission from the Network Administrator.
- I will not browse, download, upload or distribute any material that could be considered offensive illegal or discriminatory. I will report instances of inappropriate material to the Network Administrator.
- Images of pupils and/or staff will only be taken and stored on school-owned devices and only to be used for professional purposes in line with the Child Protection and Social Media Policies. I will not publish or submit for publication images of children without consent from the parents (see photo permissions list).
- I will not take, store or access images of children on personal devices at any time.
- I will not publish images of children on personal social media accounts.
- 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 and in line with the Data Protection policy, to the Head teacher
- I will respect and abide by copyright and intellectual property rights as well as relevant statutory guidance including General Data Protection Regulation (GDPR).
- I will ensure that my online activity, both inside and outside of school, will not bring the school, my professional reputation, or that of others, into disrepute (see Code of Conduct).
- I will support and promote the school's Internet Safety and Data Security Policies and help pupils to be safe and responsible in their use of IT and related technologies
- I will not use personal electronic devices in public areas of the school or in front of pupils, unless for professional or emergency situations.
- I understand this forms part of the terms and conditions set out in my contract of employment.

User Signature

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

Signature..... Date.....

Full Name (printed).....








Valence Primary School Acceptable Use Policy: Key Stage Two Pupils

- I will only use technology for school purposes
- I understand that technology I use in school belongs to Valence Primary and will use it respectfully to make sure it is not damaged.
- I will only use my class email address, blog or any other online tool for school purposes
- I will only open email attachments or files from people I know, or who my teacher has approved.
- I will not tell other people my passwords and will keep them safe
- I will only open, delete or change my own files
- I will make sure that all online contact with other children, staff and adults is responsible, polite and sensible.
- I will not 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 not give out my own/others details (name, phone number, home address, email address, etc.).
- I will not arrange to meet someone or send my image unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will not arrange to meet someone I have only been in touch with online
- I will be responsible for my behaviour when using technology because I know these rules are to keep me safe.
- I will support the school approach to online safety and not upload or add images, video, sounds or text that could upset any member of the community.
- I know that my use of technology can be checked and my parent/carer will be contacted if a member of school staff is concerned about my safety.
- I will not use a mobile phone on school property at any time unless my teacher approves it.
- I recognise that these rules apply to my use of technology both inside and outside of school and that I am accountable for my online behaviour at all times.
- I will not send anyone material that could be considered threatening, bullying, offensive or illegal

Name..... **Class**.....

Signature..... **Date**

Valence Primary School Acceptable Use Policy: Key Stage One Pupils

<p>S</p> 	<p>I will not share my personal information online</p>
<p>M</p> 	<p>I will not talk to anyone online without an adult.</p>
<p>A</p> 	<p>I will not accept or open emails, pictures or messages from strangers.</p>
<p>R</p> 	<p>I will only use technology for what my teacher tells me to.</p>
<p>T</p> 	<p>I will tell an adult if something upsets me on the screen</p>

<p>Name:</p>		<p>Date:</p>
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