

Elmley Castle C.E. First School

A Little Piece of Heaven on Earth

Executive Headteacher Mr Phil Croke
Head of School Mrs Nadia Underwood
Main Street, Elmley Castle, WR10 3HS
Telephone: 01386 710279
Email: office@elmleycastle.worcs.sch.uk

Acceptable Use Policy 2021

Approved by: The Full Governing Body

Date: March 2021

Last reviewed on: March 2021

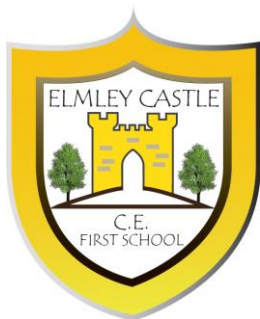
Next review on: March 2022

Produced by Nadia Underwood

‘ May God give you heaven’s dew and Earth’s richness.’ Genesis 27:28.

‘As a community we grow and flourish together. Through our core values, we seek a lifelong love of learning, pursuing wisdom and excellence so everyone achieves their best. We create opportunities to explore our own sense of spirituality and encourage all to live with thankful, forgiving hearts, respecting the preciousness of our world.’

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Purpose

This policy relates to the school's Internet facility. The purpose of the policy is to protect children from undesirable materials on the Internet, to protect them from undesirable contacts over the Internet and to prevent unacceptable use of the Internet by children or adults.

The Policy also addresses issues of copyright for materials published on the Internet.

Acceptable Use Agreements

All members of the school community are responsible for using the school ICT systems in accordance with the appropriate acceptable use policy, which they will be expected to agree to before being given access to school systems. Acceptable Use Agreements are provided in Appendix 1 of this policy for:

- Pupils
- Staff (and volunteers)
- Parents / carers / Students
- Community users of the school's ICT system

Acceptable Use Agreements are introduced at parents' consultation meetings and agreed to by all children as they enter school. When children move up a Key stage they will be expected to agree to a new acceptable use agreement. All employees of the school and volunteers sign when they take up their role in school and in the future if significant changes are made to the policy.

Parents sign once when their child enters the school. The parents' policy also includes permission for use of their child's image (still or moving) by the school, permission for their child to use the school's ICT resources (including the internet) and permission to publish their work.

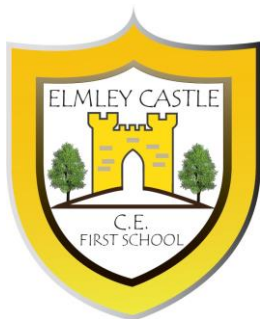
Community users sign when they first request access to the school's ICT system. Induction policies for all members of the school community include this guidance.

Policy Central is installed on every computer for the children and staff to agree to use ICT within school appropriately.

Definitions

Undesirable materials

- ♣ Pornographic images or obscene text on Internet web sites
- ♣ Language that is abusive, profane, inflammatory, coercive, defamatory, blasphemous or otherwise offensive, on Web Sites or e-mail messages



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♣ Racist, exploitative or illegal materials or messages on Web Sites or e-mail 3

Undesirable contacts

♣ E-mail messages from unknown or unverified parties, who seek to establish a child's identity and/or to communicate with them, such as for advertising or potentially criminal purposes

Unacceptable use

- ♣ Deliberate searching for, and accessing of, undesirable materials
- ♣ Creating and transmitting e-mail messages that contain unacceptable language or content
- ♣ Creating and publishing on the internet materials that contain unacceptable language or content

Adults

- ♣ School teaching staff
- ♣ Non-teaching school staff
- ♣ Visitors and guests of staff
- ♣ Parents Unintentional Exposure of Children to Undesirable Materials

It is the school's policy that every reasonable step should be taken to prevent exposure of children to undesirable materials on the Internet. It is recognised that this can happen not only through deliberate searching for such materials, but also unintentionally when a justifiable search yields unexpected results.

To prevent such occurrences, the school has adopted the following position:

The use of an Internet Service Provider who offers protection by

- The imposition of a 'banned list' of undesirable sites provided by Worcestershire County Council 'Smart Filter' when accessing unsuitable sites.

In-school protection by

Adult supervision of pupils' Internet activity within school. Children taught how to deal with undesirable materials through e-safety curriculum. In the event of children being unintentionally exposed to undesirable materials, the following steps will be taken:

1. The pupil should know to notify a teacher immediately
2. The Head Teacher / Computing coordinator/ Safeguarding coordinator will be notified immediately
3. Parents or Governors will be notified at the discretion of the Head according to the degree of seriousness of the incident (for example, exposure to materials that include common profanities might not be notified to the parents, but exposure to materials that include pornographic images

would be notified). A record of reported instances will be kept in school by the Computing Coordinator.



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Intentional Access of Undesirable Materials by Children

Children must never intentionally seek offensive material on the Internet. Any transgression should be reported and recorded as outlined above. Any incident will be treated as a disciplinary matter, and the parents of the child or children will be advised.

Deliberate Access to Undesirable Materials by Adults

Deliberate access to undesirable materials by adults is unacceptable, and will be treated as a disciplinary issue. If abuse is found to be repeated, flagrant or habitual, the matter will be treated as a very serious disciplinary issue. The governors will be advised and the LA will be consulted.

Receipt and Transmission of e-mails by Children

It is recognised that e-mail messages received or transmitted by children can contain language or content that is unacceptable. It is also recognised that some people may try to use e-mail to identify and contact children for unacceptable reasons.

To avoid these problems, the school has adopted the following practice when children are in school:

- Pupils never read e-mails from an outside-school source unless an adult is present, or the message has been previewed by the teacher
- Children agree to only email people they know or if their teacher agrees.
- Children do not reply to any nasty message or anything that makes them feel uncomfortable.

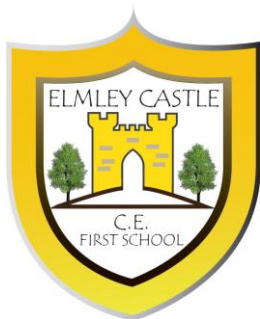
If staff believe that children have been targeted with e-mail messages by parties with criminal intent, the messages will be retained, the incident recorded, and the governors and the child's parents informed. Advice will also be taken regarding further steps.

Publishing of Materials on the Internet

It is recognised that staff and children may at some time produce and publish materials on an Internet Web Site associated with the School or the County. No materials will be published on the Internet which contain any unacceptable images, language or content. Infringement of this rule will be taken as a serious disciplinary issue.

No child's surname will be used on any published photographs or work that is accessible by the public.

Use of the School Internet by Visitors and Guests



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Members of school staff will take responsibility for the actions of any adult guests or visitors who they allow or encourage to use the school Internet facilities. The essential 'dos and don'ts' will be explained to such visitors and guests prior to their use of the Internet.

Unacceptable use will lead the immediate withdrawal of permission to use the school Internet facilities.

Copyright Issues

It is recognised that all materials on the Internet are copyright, unless copyright is specifically waived. It is the school's policy that the copyright of Internet materials will be respected.

Where materials are published on the Internet as part of the teacher's professional duties, copyright will remain with the County Council. Internet published materials will contain due copyright acknowledgements for any third party materials contained within them.

Key Stage 1 Acceptable Use Agreement

This is how we stay safe when we use computers:

- I will ask an adult if I want to use the computer
- I will only use activities if an adult says it is OK.
- I will take care of the computer and other equipment
- I will ask for help from an adult if I am not sure what to do or if I think I have done something wrong.
- I will turn off the monitor and tell an adult if I see something that upsets me on the screen.
- I know that if I break the rules I might not be allowed to use a computer.

I understand these computer rules and will do my best to keep them

My name:	
Signed (child):	
OR Parent's signature:	

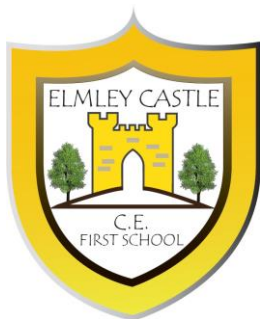


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Key Stage 2 Acceptable Use Agreement

I understand that while I am a member of Elmley Castle First School, I must use technology in a responsible way.

For my own personal safety:

- I understand that my use of technology (especially when I use the internet) will be supervised and monitored.
- I will keep my password safe and will not use anyone else's (even with their permission).
- I will keep my own personal information safe, as well as that of others.
- I will tell a trusted adult if anything makes me feel uncomfortable or upset when I see it online.

For the safety of others:

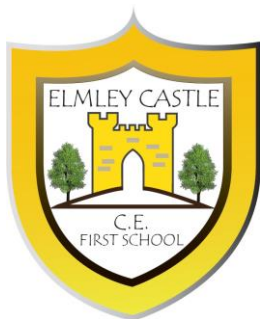
- I will not interfere with the way that others use their technology.
- I will be polite and responsible when I communicate with others.
- I will not take or share images of anyone without their permission.

For the safety of the school:

- I will not try to access anything illegal.
- I will not download anything that I do not have the right to use.
- I will only use my own personal device if I have permission and use it within the agreed rules.
- I will not deliberately bypass any systems designed to keep the school safe.
- I will tell a responsible person if I find any damage or faults with technology, however this may have happened.
- I will not attempt to install programmes of any type on devices belonging to the school without permission.
- I will only use social networking, gaming and chat through the sites the school allows

I understand that I am responsible for my actions and the consequences. I have read and understood the above and agree to follow these guidelines:

Name:	
Signed:	
Date:	



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Staff and Volunteer Acceptable Use Agreement

Background

Technology has transformed learning, entertainment and communication for individuals and for all organisations that work with young people. However, the use of technology can also bring risks. All users should have an entitlement to safe internet access at all times.

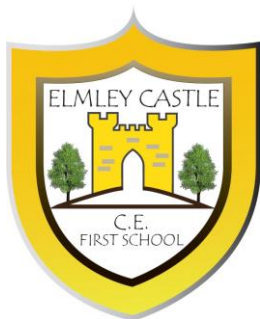
I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young 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, learning platform) out of the school.
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down in the e-safety policy.
- 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 school website/learning platform) 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 school's policies.
- 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.



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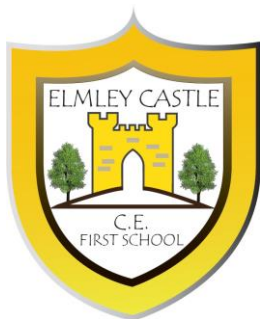
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The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school :

- I will only use my personal mobile ICT devices as agreed in the e-safety policy and then with the same care as if I was using school equipment. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not use personal email addresses on the school 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 school policies (Maintained and subscribing establishments see **CIS Schools Systems and Data Security advice**).
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist or radical 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 myself or others, as outlined in the School LA Personal Data 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 or faults involving 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).



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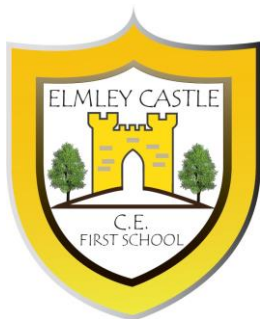
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I understand that I am responsible for my actions in and out of school :

- I understand that this Acceptable Use Agreement applies not only to my work and use of school ICT equipment in the school, but also applies to my use of school ICT systems and equipment out of the school and to my use of personal equipment in the school or in situations related to my employment by the school .
- 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 Governors and or the Local Authority and or other relevant bodies including, in the event of illegal activities, the involvement of the police.

I have read and understand the above and agree to use the school ICT systems (both in and out of the school) within these guidelines.

Staff volunteer Name:	
Signed:	
Date:	



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#Parent/Carer Acceptable Use Agreement and permission forms

Permission for my child to use the internet and electronic communication

As the parent / carer of the above pupil(s), I give permission for my son/daughter to have access to the internet and to ICT systems at the school.

- I know that my son/daughter has signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe and responsible use of ICT – both in and out of the school .
- I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
- I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Agreement.
- I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

Parent's signature:	
Date:	

Permission to use digital images (still and video) of my child

The use of digital images (still and video) plays an important part in learning activities. Pupils and members of staff may use the school 's digital cameras to record evidence of activities in lessons and out of the school . These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media.



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The school will comply with the Data Protection Act and request parents' carers permission before taking images of members of the school. The school will also ensure that when images are published, the young people cannot be identified by name.

As the parent carer of the above pupil, I agree to the school taking and using digital images of my child(ren). I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school.

I agree that if I take digital or video images at school events which include images of children, I will abide by these guidelines in my use of these images. I agree that I will not post such images of children, other than my own, on social networking sites.

Parent's signature:	
Date:	

Permission to publish my child's work (including on the internet)

It is our school's policy, from time to time, to publish the work of pupils by way of celebration. This includes on the internet; via the website *and in the learning platform*.

As the parent/carers of the above child I give my permission for this activity.

Parent's signature:	
Date:	

Permission to for my child to participate in video-conferencing

Videoconferencing technology is used by the school in a range of ways to enhance learning – for example, by linking to an external "expert", or to an overseas educational partner. Video conferencing only takes place under teacher-supervision. Independent pupil use of video-conferencing is not allowed.

As the parent/carers of the above child I give my permission for this activity.

Parent's signature:	
Date:	

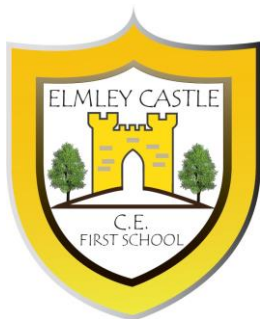


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The school's e-safety Policy, which contains this Acceptable Use Agreement, and the one signed by your child (to which this agreement refers), is available on the school website.



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Technology has transformed learning, entertainment and communication for individuals and for all organisations that work with young people. However, the use of technology can also bring risks. All users should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure that:

- young people will be responsible users and stay safe while using ICT (especially the internet).
- school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect them to agree to be responsible users.

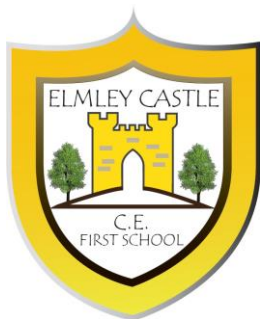
Parents are requested to sign the permission form below to show their support of the school in this important aspect of their work.

Permission to use digital images (still and video) of my child

The use of digital images (still and video) plays an important part in learning activities. Pupils and members of staff may use the school's digital cameras to record evidence of activities in lessons and out of the school. These images may then be used in presentations in subsequent lessons.

Due to changes to the data protection laws, GDPR effective from May 2018, we now need specific permission from parents and carers to authorise the use of digital data for different purposes within school. Please indicate your consent in the table below and then sign in the box beneath:

Media	Data to be shared	Consent
Wall Displays in school	Children's work <ul style="list-style-type: none">• labelled with full name Digital Images (still) <ul style="list-style-type: none">• labelled with full name	<input type="radio"/> Yes <input type="radio"/> No
Public Media	Children's work	<input type="radio"/> Yes



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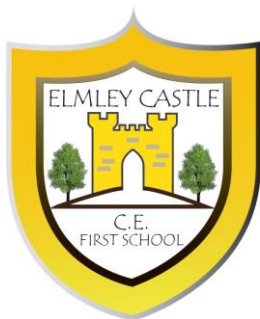
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(Newspapers, magazines, prospectus, newsletters, publicity)	<ul style="list-style-type: none"> • Labelled with full name Digital Images (still) <ul style="list-style-type: none"> • Labelled with full name 	<input type="radio"/> No
School Website (Blogs, Class Pages, Photos of events, clubs)	Children's work <ul style="list-style-type: none"> • Labelled with first names Digital Images (still and video) <ul style="list-style-type: none"> • Labelled with first names Audio (podcasts and recordings) <ul style="list-style-type: none"> • Labelled with first names 	<input type="radio"/> Yes <input type="radio"/> No
Social Media (All accounts administered internally by Staff of Elmley Castle School)		
Twitter	Digital Images (still and video) <ul style="list-style-type: none"> • No names Audio (podcasts and recordings) <ul style="list-style-type: none"> • No names Children's work <ul style="list-style-type: none"> • No names 	<input type="radio"/> Yes <input type="radio"/> No
Instagram	Digital Images (still and video) <ul style="list-style-type: none"> • No names Audio (podcasts and recordings) <ul style="list-style-type: none"> • No names Children's work <ul style="list-style-type: none"> • No names 	<input type="radio"/> Yes <input type="radio"/> No



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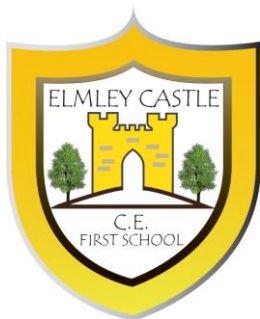
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Facebook	Digital Images (still and video) <ul style="list-style-type: none"> • No names Audio (podcasts and recordings) <ul style="list-style-type: none"> • No names Children's work <ul style="list-style-type: none"> • No names 	<input type="radio"/> Yes <input type="radio"/> No
<p style="text-align: center;">FOSS</p> <p style="text-align: center;">(All content administered externally by members of our PTA)</p>		
Blog	Digital Images (still and video) <ul style="list-style-type: none"> • First names Audio (podcasts and recordings) <ul style="list-style-type: none"> • First names Children's work <ul style="list-style-type: none"> • First names 	<input type="radio"/> Yes <input type="radio"/> No
Facebook	Digital Images (still and video) <ul style="list-style-type: none"> • First names Audio (podcasts and recordings) <ul style="list-style-type: none"> • First names Children's work <ul style="list-style-type: none"> • First names 	<input type="radio"/> Yes <input type="radio"/> No

Parent's signature:	
Date:	



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The school's e-safety Policy, which contains this Acceptable Use Agreement, and the one signed by your child (to which this agreement refers), is available on the school website.

Community User Acceptable Use Agreement

You have asked to make use of our school's ICT facilities. Before we can give you a log-in to our system we need you to formally agree to use the equipment and infrastructure responsibly.

For my professional and or personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- 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 a member of the school's staff.

I will be responsible in my communications and actions when using the school ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files or data, 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.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school :

- 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 not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist or radical 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 described above.
- 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, except with the specific approval of the school.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.



Elmley Castle C.E. First School

A Little Piece of Heaven on Earth

Executive Headteacher Mr Phil Croke

Head of School Mrs Nadia Underwood

Main Street, Elmley Castle, WR10 3HS

Telephone: 01386 710279

Email: office@elmleycastle.worcs.sch.uk

- I will immediately report any damage or faults involving equipment or software, however this may have happened.

I have read and understand the above and agree to use the school ICT systems (both in and out of the school) within these guidelines. I understand that failure to comply with this agreement will result in my access to the school's ICT systems being withdrawn, that further actions will be taken in the event illegal activity, and that I may be held liable for any damage, loss or cost to the school as a direct result of my actions.

Community user Name:	
Signed:	
Date:	