



Istead Rise Primary School

Acceptable Use of Technology for Staff, Pupils & Parents Agreement.

Date of review	October 2023
Date of next review	October 2024

Staff:

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use Istead Rise's IT systems in a professional, lawful, and ethical manner. To ensure that members of staff understand their professional responsibilities when using technology and provide appropriate curriculum opportunities for learners, they are asked to read and sign the staff Acceptable Use of Technology Agreement (AUA).

Our AUA is not intended to unduly limit the ways in which members of staff teach or use technology professionally, or indeed how they use the internet personally, however the AUA will help ensure that all staff understand Istead Rise's expectations regarding safe and responsible technology use, and can manage the potential risks posed. The AUA will also help to ensure that school systems are protected from any accidental or deliberate misuse which could put the safety and security of our systems or members of the community at risk.

Scope

1. I understand that this AUA applies to my use of technology systems and services provided to me or accessed as part of my role within Istead Rise both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras and email as well as IT networks, data and data storage and online and offline communication technologies.
2. I understand that Istead Rise's Acceptable Use of Technology Agreement (AUA) should be read and followed in line with the staff code of conduct.
3. I am aware that this AUA does not provide an exhaustive list; all staff should ensure that technology use is consistent with the school's ethos, school's staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

Use of School Devices and Systems

4. I will only use the equipment and internet services provided to me by the school, for example school provided laptops, tablets, mobile phones and internet access, when working directly with learners. Personal devices should not be used when working with learners.
5. I understand that any equipment and internet services provided by my workplace are intended for use in carrying out my professional duties and should only be accessed by members of staff. Reasonable personal use of Istead Rise's IT systems and/or devices by staff is allowed.

Data and System Security

6. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or securing/locking access.
 - o I will use a 'strong' password to access school systems. (*A strong password has numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system*).

- o I will protect the devices in my care from unapproved access or theft. I will not allow a third party to use a school device provided to me and will ensure I do not leave school devices unsupervised in public places.
 - o I will not allow any student to use a school device provided to me or any other staff member.
7. I will respect school system security and will not disclose my password or security information to others.
 8. I will not open any hyperlinks or attachments in emails unless they are from a known and trusted source. If I have any concerns about email content sent to me, I will report them to the IT team.
 9. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the IT team.
 10. I will ensure that any personal data is kept in accordance with the Data Protection legislation, in line with the Trust Data Protection Policy.
 - o All personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.
 11. I will use email communication professionally and understand that anything written in email can be shared with other professionals and/or parents/carers at any time. I will not use email to conduct private conversations with a third party.
 12. I will not keep documents which contain school related sensitive or personal information, including images, files, videos and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. I will only use the school's learning environment to upload any work documents and files in a password protected environment.
 13. I will not store any personal information on the school IT system, including school laptops or similar devices issued to members of staff, that is unrelated to school activities, such as personal photographs, files or financial information.
 14. I will ensure that school owned information systems are used lawfully and appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
 15. I will not attempt to bypass any filtering and/or security systems put in place by the school.

16. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the IT team as soon as possible.
17. If I have lost any school related documents or files, I will report this to the IT team and school Data Protection Officer as soon as possible.
18. Any images or videos of learners will only be used for school purposes.
 - o I understand images of learners must always be appropriate and should only be taken with school provided equipment and taken/published where learners and their parent/carer have given explicit consent.

Classroom Practice

19. I am aware of safe technology use in the classroom and other working spaces, including appropriate supervision of learners, as outlined in the school online safety policy.
20. I have read and understood the school's online safety policy which covers expectations for learners regarding mobile technology and social media.
21. I will promote online safety with the learners in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create by:
 - o exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used on site.
 - o creating a safe environment where learners feel comfortable to say what they feel, without fear of getting into trouble and/or being judged for talking about something which happened to them online.
 - o involving the Designated Safeguarding Lead (DSL) or a deputy DSL as part of planning online safety lessons or activities to ensure support is in place for any learners who may be impacted by the content.
 - o make informed decisions to ensure any online safety resources used with learners are appropriate.
22. I will report any filtering breaches (such as access to illegal, inappropriate or harmful material) to the DSL in line with the school's online safety/child protection and safeguarding policy.
23. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text or music are protected, I will not copy, share or distribute or use them.

Use of Social Media and Mobile Technology

24. I have read and understood the school's online safety policy which covers expectations regarding staff use of mobile technology and social media.
25. I will ensure that my online reputation and use of IT and information systems are compatible with my professional role and in line with the staff code of conduct, when

using school and personal systems. This includes my use of email, text, social media and any other personal devices or mobile technology.

- o I will take appropriate steps to protect myself online when using social media as outlined in the online safety policy.
- o I am aware of the school expectations with regards to use of personal devices and mobile technology, including mobile phones as outlined in the online safety policy.
- o I will not discuss or share data or information relating to learners, staff, school business or parents/carers on social media.
- o I will ensure that my use of technology and the internet does not undermine my professional role or interfere with my work duties and is in accordance with the school code of conduct and the law.

26. My electronic communications with current and past learners and parents/carers will be transparent and open to scrutiny and will only take place within clear and explicit professional boundaries.

- o I will ensure that all electronic communications take place in a professional manner via school approved and/or provided communication channels, such as a school email address or telephone number.
- o I will not share any personal contact information or details with learners, such as my personal email address or phone number.
- o I will not add or accept friend requests or communications on personal social media with current or past learners and/or parents/carers.
- o If I am approached online by a learner or parents/carers, I will not respond and will report the communication to my line manager and Designated Safeguarding Lead (DSL).
- o Any pre-existing relationships or situations that compromise my ability to comply with the AUA will be discussed with the DSL and/or headteacher.

27. If I have any queries or questions regarding safe and professional practice online either in school or off site, I will raise them with the DSL and/or the headteacher.

28. I will not upload, download or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.

29. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience or needless anxiety to any other person.

30. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the school into disrepute.

Agreement Compliance

31. I understand that the school may exercise its right to monitor the use of information systems, including internet access and the interception of emails, to monitor agreement compliance and to ensure the safety of learners and staff. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.

Policy Breaches or Concerns

32. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the DSL in line with the school's online safeguarding and child protection policy.
33. I will report concerns about the welfare, safety or behaviour of staff to the headteacher, in line with the whistleblowing policy.
34. I understand that if the school believes that unauthorised and/or inappropriate use of school systems or devices is taking place, the school may invoke its disciplinary procedures as outlined in the Staff Discipline and Conduct policy.
35. I understand that if the school believes that unprofessional or inappropriate online activity, including behaviour which could bring the school into disrepute, is taking place online, the school may invoke its disciplinary procedures as outlined in the Staff Discipline and Conduct policy.
36. I understand that if the school suspects criminal offences have occurred, the police will be informed.

I have read, understood and agreed to comply with Istead Rise's Staff Acceptable Use of Technology Agreement when using the internet and other associated technologies, both on and off site.

Name of staff member:

Signed:

Date (DDMMYY).....

Supplementary Documents

ICT User Agreements to be used with pupils and parents. These documents are age appropriate.

This poster will be used to teach the children the importance of acceptable use and staying safe online. It is taken from Childnet International. This will be displayed around the school, on the school website and printed in Pupil Planners. Staff will refer to this regularly with children.



BE SMART ONLINE



S SAFE  Keep your personal information safe. When chatting or posting online don't give away things like your full name, password or home address. Remember personal information can be seen in images and videos you share too. Keep them safe to keep yourself safe.

M MEET  Meeting up with someone you only know online, even a friend of a friend, can be dangerous as this person is still a stranger. If someone you only know online ever asks you to meet up, for personal information or for photos/videos of you then tell an adult straight away and report them together on www.thinkuknow.co.uk

A ACCEPTING  Think carefully before you click on or open something online (e.g. links, adverts, friend requests, photos) as you never know where they may lead to or they may contain viruses. Do not accept something if you are unsure of who the person is or what they've sent you.

R RELIABLE  You cannot trust everything you see online as some things can be out of date, inaccurate or not entirely true. To find reliable information compare at least three different websites, check in books and talk to someone about what you have found.

T TELL  Tell a trusted adult if something or someone ever makes you feel upset, worried or confused. This could be if you or someone you know is being bullied online. There are lots of people who will be able to help you like your teachers, parents, carers or contact Childline – 0800 11 11 or www.childline.org.uk

BE SMART WITH A HEART  Remember to always be smart with a heart by being kind and respectful to others online. Make the internet a better place by helping your friends if they are worried or upset by anything that happens online.

WWW.CHILDNET.COM

Pupils & Parents:

Reception and Key Stage 1

The Agreement

This Agreement is intended to help our younger pupils understand:

- How to stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- That they must use school systems in a responsible way, to ensure that there is no risk to their own safety or to the safety and security of the systems and other users.

For Pupils:

This is how we stay safe when we use computers at school and at home:

- I will ask an adult if I want to use the computers / devices and will only use it when they are with me;
- I will only use activities that an adult has told or allowed me to use;
- I will keep information about me safe;
- I will not share my password;
- I will be kind to others online when I am sending messages;
- I will ask for help from an adult if I am not sure what to do or if I think I have made a mistake;
- I will tell an adult if I see something that upsets me on the screen or if I am worried;
- I know that if I break these rules, I might not be allowed to use the computers / devices;

If/when I am learning from home:

- I will ask an adult if I want to use a computer or device;
- If I am in a 'live lesson' with my teacher an adult will be close by me;
- I will make sure that I use my computer or device in a sensible place (not in my bedroom);
- I will only do activities online that a teacher or suitable adult has told me or allowed me to use;
- I will ask for help from an adult if I am not sure what to do or if I think I have made a mistake;
- I will tell a teacher or adult if I see something that upsets me on the screen.

For Parents:

- I have read - and discussed with my child the pupil Acceptable Use of Technology Agreement for school and understand that will help keep my child safe online;
- I understand that the agreement applies to my child's use of school devices and systems on site and at home, and personal use where there are safeguarding and/or behaviour concerns;
- I am aware that the use of school devices and systems may be monitored for safety and security reasons to keep my child safe. This monitoring will take place in accordance with data protection, privacy, and human rights legislation;
- I understand that my child needs a safe and appropriate place to access remote learning if school is closed in response to Covid-19 or if my child needs to self-isolate at home. I will ensure my child's access to remote learning is appropriately supervised. When accessing video learning, I will ensure they are in an appropriate location (e.g. not in a bedroom) and that they are suitably dressed;
- I give permission for my child to access Google Classroom/Google Meet;
- I give permission for my child to participate in live lessons with teachers;
- I give permission for my child to submit work and upload work related videos to their teacher;
- I understand that the school will take every reasonable precaution, including implementing appropriate monitoring and filtering systems, to ensure my child is safe when they use school devices and systems;
- I give permission for my child's work to be used on school Social Media Account;
- I am aware of the importance of safe online behaviour and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community;
- I understand that the school will contact me if they have concerns about any possible breaches of the acceptable use agreement or have any concerns about my child's safety;
- I will inform the school or other relevant organisations if I have concerns over my child's or other members of the school community's safety online;
- I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.
- I will support the school online safety approaches and will discuss this agreement and the pupil agreement with my child. I will use appropriate parental controls and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding;

Child's Name:

Year/Class:

Date:

Parent's Name:

Parent's Signature:

Date:

Key Stage 2

For Pupils:

The Agreement

I understand that I must use school devices and systems in a responsible way and that this agreement will help keep me safe when I am online at home and at school.

This Acceptable Use Agreement is intended to ensure:

- that pupils at the school will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.

For my own personal safety:

- I know that I will be able to use the internet in school for many different activities and, to keep myself and others safe, I must use it responsibly.
- I will not share my password with anyone, and I will log off when I have finished using the computer or device.
- I will protect myself by not telling anyone I meet online any of my personal information. This includes my address, my telephone number, and my school's name.
- I will not send a picture of myself without permission from a teacher or other adult.
- I will not arrange to meet anyone I have met online alone in person without talking to a trusted adult.
- I will tell a teacher or other adult if someone online makes me feel uncomfortable or worried when I am online using games or other websites or apps.

- I know that posting anonymous messages or pretending to be someone else is not allowed.
- I know that information on the internet may not be reliable and it sometimes needs checking so I will not download any material from the internet unless I have permission.
- I know that memory sticks/CDs from outside of the school may carry viruses so I will always give them to my teacher so they can be checked before opening them.
- I know that I am not allowed on personal email, social networking sites or instant messaging in school.
- I know that the school internet filter is there to protect me.
- I know that all school devices/computers and systems are monitored, including when I am using them at home.

I will act responsibly towards others, as I expect others to act towards me and:

- I will be polite and sensible when I message people online
- I will not be rude or hurt someone's feelings online.
- I will not look for bad language, inappropriate images or violent or unsuitable games and, if I accidentally come across any of these, I will report it to a teacher or adult in school or a parent/carer at home.
- If I get unkind, rude, or bullying emails or messages, I will report them to a teacher/adult. I will not delete them; I will show them to the adult.

If/when learning from home (remote learning):

These expectations are in place to help keep me safe when I am learning at home using the Google Classroom:

- When taking part in a live lesson I understand that I must take part from somewhere appropriate at home with limited distractions and I must wear appropriate clothing;
- I understand that my teachers may mute my microphone and I should wait for them to unmute it rather than unmuting it myself;
- I understand that I should only communicate with my teacher through pre-arranged live lessons or using Google Classroom.
- I will not record teacher audio or video presentations, nor will I take screenshots or photos of teachers or other pupils;
- I will not share or distribute any of the teacher presentations and online teaching resources;
- I will not change or edit any of the teaching resources made available except for my own personal use;
- I will not take, use, share, publish or distribute images of others without their permission;
- I will not share any access links to these remote learning sessions with others;
- I understand that I must behave online as I would in a classroom;
- I will only use the chat feature for work-related discussions;
- I have read and talked about these rules with my parents/carers;

I understand that the school Acceptable Use Agreement will help keep me safe online at home and at school.

For Parents:

- I have read - and discussed with my child the pupil Acceptable Use of Technology Agreement for school and understand that will help keep my child safe online;
- I understand that the agreement applies to my child's use of school devices and systems on site and at home, and personal use where there are safeguarding and/or behaviour concerns;
- I am aware that the use of school devices and systems may be monitored for safety and security reasons to keep my child safe. This monitoring will take place in accordance with data protection, privacy, and human rights legislation;
- I understand that my child needs a safe and appropriate place to access remote learning if school is closed in response to Covid-19 or if my child needs to self-isolate at home. I will ensure my child's access to remote learning is appropriately supervised. When accessing video learning, I will ensure they are in an appropriate location (e.g. not in a bedroom) and that they are suitably dressed;
- I give permission for my child to access Google Classroom/Google Meet;
- I give permission for my child to participate in live lessons with teachers;
- I give permission for my child to submit work and upload work related videos to their teacher;
- I understand that the school will take every reasonable precaution, including implementing appropriate monitoring and filtering systems, to ensure my child is safe when they use school devices and systems;
- I give permission for my child's work to be used on school Social Media Account;
- I am aware of the importance of safe online behaviour and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community;
- I understand that the school will contact me if they have concerns about any possible breaches of the acceptable use agreement or have any concerns about my child's safety;
- I will inform the school or other relevant organisations if I have concerns over my child's or other members of the school community's safety online;
- I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.
- I will support the school online safety approaches and will discuss this agreement and the pupil agreement with my child. I will use appropriate parental controls and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding;

Child's Name:

Child's Signature:

Year/Class:

Date:

Parent's Name:

Parent's Signature:

Date:

Further Guidance for Schools during Remote Learning

The following guidance has been collated from examples of good practice seen in schools and can be used to supplement/aid your remote learning provision and expectations.

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. Children and young people need the help and support of schools to recognise and avoid online safety risks and build their digital resilience.

Schools should aim:

- To provide and deliver an enriching curriculum remotely
- To do so safely and with consideration of online dangers
- To continue to promote good relationships and conduct between all members of the school community.

Guidance for Staff and Governors

- All staff should be aware of and understand their responsibilities when delivering remote lessons
- All staff should be aware of policies and procedures which relate to remote learning, safeguarding and behaviour. These policies may include:

- Safeguarding and Child Protection Policy
- Online Safety Policy
- Behaviour policy
- Staff Code of Conduct
- Anti-Bullying Policy

- Staff should report any safeguarding concern to the DSL.
- The DSL should identify any safeguarding concerns raised regarding staff or pupils and act accordingly as per normal procedures.
- The DSL should provide a list of pupils considered vulnerable to help inform the actions of staff who are offering remote pastoral care; relevant staff will be in regular contact with those pupils.
- Staff should be aware that online bullying is a safeguarding issue and that any incidents of this must be reported to the DSL as per the school's safeguarding procedures.
- Staff should report any suspected misuse to their DSL for investigation / action / sanction
- Staff should ensure that pupils and parents have understood and returned a Pupil/Parent Acceptable Use Agreement.
- Staff should provide remote pastoral care, passing on any academic or pastoral matters to the appropriate member of staff.
- Staff should make provisions for those families who have limited facilities or resources to access the remote learning.
- It is best practice that staff will guide pupils to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches., e.g. Google Images.
- Staff should be mindful of the added pressure that remote learning can add to any household and, particularly, in a household with more vulnerable children.
- Form/Class Teachers should aim to make regular contact with their pupils and parents via school email accounts/logins or, where necessary, by phone.
- All remote learning and any other online communication should take place in line with any current school confidentiality expectations.
- Appropriate privacy and safety settings should be used to manage access and interactions.

- When recording videos and for live lessons staff must wear appropriate clothing; professional conduct, language and dress are expected.
- Any computers used for such recordings or live lessons should be in appropriate areas, for example, not in bedrooms; where possible, they should be against a neutral background.

Responsibilities of parents and pupils for live lessons/meetings with school staff:

- Pupils should take part in live lessons from somewhere appropriate at home with limited distractions and in a shared/communal space or room with an open door and/or when appropriately supervised by a parent/carer.
- Pupils should only communicate with the teacher through pre-arranged live lessons or via school email; ideally, parents should be copied into this correspondence.
- Pupils can have their microphones muted by a member of staff and should wait for the teacher to unmute them rather than unmuting themselves.
- Pupils should not record teacher audio or video presentations or take screenshots or photos of teachers and other students
- Pupils should not share or distribute any of the teacher presentations and online teaching resources
- Pupils should not edit any of the teaching resources made available except for their own personal use
- Breach of any of the above could result in removal from the lesson, access to online content removed and an appropriate sanction set in line with the school's Behaviour Policy and procedures
- Pupils should behave online as they would in their classrooms. This should be in accordance with the school's Behaviour Policy
- Pupils and parents must be aware that the school takes online bullying very seriously and will respond as per the school's Anti-Bullying policy to any incidents of this nature.
- Parents should be aware that there are lots of people offering support to parents for homeschooling via groups and live streams across a multitude of platforms. This could create an opportunity for inappropriate people to gain access to young people. Vigilance is vital.