

Northamptonshire Safeguarding Children Board Acceptable Use Policy Guidance



For more information on policies please follow SWGfL a vast amount of information in these documents is from: <http://swgfl.org.uk/products-services/esafety/resources/creating-an-esafety-policy>

Northamptonshire safeguarding children board believes that the use of information and communication technologies in schools and organisations brings fantastic benefits for young people. However recognising issues around e-safety and planning accordingly will help ensure appropriate, effective and safer use of electronic communications. The Acceptable Use Policies in this document will help schools and organisations effectively review, update and support e-safety concerns within your setting.

Disclaimer

Northamptonshire safeguarding children board makes every effort to ensure all information in the document is up to date. If errors are brought to our attention, we will aim to correct them as soon as possible. However NSCB and its employees cannot accept any responsibility for any loss, damage or inconvenience caused as a result of reliance on any content in the publication.

Primary school or equivalent acceptable use policy template

Acceptable use policy agreement - pupil (KS1)

This is how we stay safe when we use computers and the internet:

- I will ask an adult if I want to use the computer
- I will only use activities that an adult says are ok
- I will take care of the computer and other equipment
- I will ask for help from an adult if I not sure what to do or I think I have done something wrong.
- I will tell an adult if I see something that upsets me on the careen
- I know that if I break the rules I might not be able to use a computer
- **I understand these computer rules and will do my best to keep to them**

Date:

Signed (child):

(The school or organisation will need to decide whether or not they wish the children to sign the agreement - and at which age - for younger children the signature of a parent/carer should be sufficient)

Signed (parent):

Primary Schools using this acceptable use agreement for younger children may also wish to use (or adapt for use).

The above policy has come from Wootton Primary School who has demonstrated outstanding work towards online safety.



Acceptable use policy agreement – pupil (KS2)

This is how we stay safe when we use computers and the internet:

I understand that while I am a member of (insert school or organisation here) 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, wherever possible be supervised and monitored.
- I understand that my use of the internet will be monitored
- I will keep my password safe and will not use anyone else's (even with their permission).
- I will keep my 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 share images of anyone without their permission.

For the safety of the school or organisation:

- 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 personal ICT kit if I have permission and then I will use it within the agreed rules.
- I will not deliberately bypass any systems designed to keep the school or organisation safe (such as filtering).
- I will tell a responsible adult if I damage or there are any faults with technology, however this may have happened.
- I will not attempt to install programmes on ICT devices belonging to the school or organisation unless I have permission.
- I will only use social networking, Youtube, gaming and chat through sites the school or organisation allows.

- I will be aware of "stranger danger", when I am communicating on-line.
- **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.**

Date:

Signed (child):

Group or class

Signed (parent):

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Acceptable use policy agreement – pupil (KS3 and 4)

I understand that I must use school or an organisations ICT systems in a responsible way, to ensure there is no risk to my safety or to the safety and security of the ICT systems and other users:

For my own personal safety:

- I understand that the school or organisation will monitor my use of systems, devices and digital communications.
- I will keep my username and password safe and secure - I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, address, email addresses, telephone numbers, age, gender, educational details, financial details etc).
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in public place and take an adult with me. (Great opportunity to promote Ashleigh's rules to young people - <http://www.lscbhartlepool.org/wp-content/uploads/2013/05/Ashleighs-Rules-PDF.pdf> delete link where applicable)
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school or organisation systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- 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 use the school or organisations systems or devices for online gaming, online gambling, internet shopping, file sharing or video broadcasting (Youtube), unless I have permission of a member of a member of staff to do so. (*This section may need to be amended to take into account the school or organisations policy on each of these issues*)

I will act as I expect others to act toward me:

- I will respect others work and property and will not access, copy, remove or otherwise alter any other users files, without permission or knowledge.

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- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the school or organisation has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school or organisation.

- I will only use my own personal devices (mobile phones, tablets and USB devices etc) in school or the organisation if I have permission (*amend in line with the school or organisations mobile device policy*). I understand that, if I do use my own devices in the school or organisation, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or attachments to emails, unless I know and trust the person/organisation that sent the email, attachment etc, or if I have any concerns about the validity of the email due to the risk of the attachment containing a virus.
- I will not install or attempt to install or store programmes of any type on any social device, nor will I try and alter computer settings.
- I will only use social media sites with permission and at times that are allowed (*schools or organisations should amend this section to take account of their policy on access to social media*).

When using the internet for research or recreation, I recognise that:

- I should 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 try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check the information that I access is accurate, as I understand that the work of others may not be truthful and may be deliberate attempt to mislead me.

I understand that I am responsible for my actions, both inside and outside of school:

- I understand that the school or organisation also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, inappropriate use of images including sexting or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include (schools or organisations should amend this section to provide relevant sanctions as per behaviour policies) loss of access to the school or organisation network/internet, detentions, suspensions, contact with parents and in the event of illegal activities the Police will be involved.

Student/Pupil Acceptable Use Agreement Form

This form relates to the student/pupil Acceptable Use Agreement as per above. Please complete the sections below to show you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign or return this agreement, access will not be granted to the school or organisations systems and devices.

I have read and understand the above and agree to follow the guidelines when:

- I use the school or organisations systems and devices both in and out of school
- I use my own devices in the school or organisation (when allowed) eg mobile phones, tablets, gaming devices, USB pens and cameras etc.
- I use my own equipment out of the school or organisation in a way that is related to me being a member of the school or organisation eg communicating with other members of the school, accessing school email, VLE, website etc.

Date:

Signed (child):

Group or class

Signed (parent):

The above policy has come from the SWGFL who provide a wide range of online safety resources

Parent/Carer and Child Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, both within schools/organisations and outside school or the organisation. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times. We are asking parents and children to read and sign the acceptable use rules **together** highlighted below.

- I have discussed school or organisations acceptable use policy with my child and confirm that he/she has understood what the rules mean.
- I understand that the school or organisation will use appropriate filtering and ensure appropriate supervision when using the internet, email or other online tools.
- It is the responsibility of parent, carers or guardians to monitor their son's/daughters activities on social media, Youtube, gaming and internet use in general.
- Parents must not use profanity or engage in any abusive, threatening or bullying behaviour.
- Under no circumstances should negative comments be made about students, staff or other parents through Social Media by students or parents. Parents and carers are encouraged to comment or post appropriately about the school or organisation. In the event of any offensive or inappropriate comments being made, the school or organisation will ask the parent/carers to remove the post or tweet and invite them to discuss the issues in person.
- Please do not post photographs of other pupils without securing permission from their parents/guardians first.
- Parents are not to "friend" staff working at the school or organisation.
- If parents or carers have access to a school or organisations learning platform where posting or commenting is enabled, parents or carers will be informed about acceptable use.
- I understand that my child's safe use of the internet and online technologies outside of school is my responsibility.

Date: _____

Signed (child): _____ Group or class: _____

Signed (parent): _____

The above information has come from Sir Christopher Hatton School who has demonstrated outstanding work towards online safety. As well as SWGfL who provide a wide range of online safety resources

Acknowledgements

- Sir Christopher Hatton School
- Wootton Primary School
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- Think u know
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