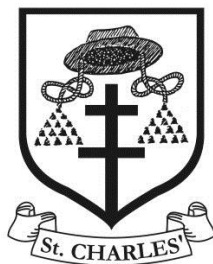


# ST CHARLES R.C VA PRIMARY SCHOOL.



## Acceptable Use Policy 2016 18

Policy Author	Date Published	Date for Review	Reviewer
M Hulme	Sept 2016	Sept 2018	B Wormleighton

### *Our Mission Statement:*



## Acceptable Use Policy – Staff

### **Note: All Internet and email activity is subject to monitoring**

You must read this policy in conjunction with the e-Safety Policy. Once you have read and understood both you must sign this policy sheet (*it may be easier and tidier to have a separate single sheet that all staff sign*).

**Internet access** - You must not access or attempt to access any sites that contain any of the following: child abuse; pornography; promoting discrimination of any kind; promoting racial or religious hatred; promoting illegal acts; any other information which may be illegal or offensive to colleagues. Inadvertent access must be treated as an e-safety incident, reported to the e-safety officer and an incident sheet completed.

**Social networking** – is allowed in school in accordance with the e-safety policy only. Staff using social networking for personal use should never undermine the school, its staff, parents or children. Staff should not become “friends” with parents or pupils on personal social networks

**Use of Email** – staff are not permitted to use school email addresses for personal business. All email should be kept professional. Staff are reminded that school data, including emails, is open to Subject Access Requests under the Freedom of Information Act.

**Passwords** - Staff should keep passwords private. There is no occasion when a password needs to be shared with another member of staff or student, or IT support.

**Data Protection** – If it is necessary for you to take work home, or off site, you should ensure that your device (laptop, USB pendrive etc.) is encrypted. On no occasion should data concerning personal information be taken offsite on an unencrypted device.

**Personal Use of School ICT** - You are not permitted to use ICT equipment for personal use unless specific permission has been given from the Headteacher who will set the boundaries of personal use.

**Images and Videos** - You should not upload onto any internet site or service images or videos of yourself, other staff or pupils without consent. This is applicable professionally (in school) or personally (i.e. staff outings).

**Use of Personal ICT** - use of personal ICT equipment is at the discretion of the Headteacher. Permission must be sought stating the reason for using personal equipment; a risk assessment will be carried out by IT support and the e-Safety Officer.

**Viruses and other malware** - any virus outbreaks are to be reported to the Mouchel Helpdesk as soon as it is practical to do so, along with the name of the virus (if known) and actions taken by the school.

**e-Safety** – like health and safety, e-safety is the responsibility of everyone to everyone. As such you will promote positive e-safety messages in all use of ICT whether you are with other members of staff or with students.

**NAME :**

**SIGNATURE :**

**DATE :**

## Acceptable Use Policy – Students

### Our Charter of Good Online Behaviour

**Note: All Internet and email activity is subject to monitoring**

**I Promise** – to only use the school ICT for schoolwork that the teacher has asked me to do.

**I Promise** – not to look for or show other people things that may be upsetting.

**I Promise** – to show respect for the work that other people have done.

**I will not** – use other people’s work or pictures without permission to do so.

**I will not** – damage the ICT equipment, if I accidentally damage something I will tell my teacher.

**I will not** – share my password with anybody. If I forget my password I will let my teacher know.

**I will not** – use other people’s usernames or passwords.

**I will not** – share personal information online with anyone.

**I will not** – download anything from the Internet unless my teacher has asked me to.

**I will** – let my teacher know if anybody asks me for personal information.

**I will** – let my teacher know if anybody says or does anything to me that is hurtful or upsets me.

**I will** – be respectful to everybody online ; I will treat everybody the way that I want to be treated.

**I will** – follow instructions from my teacher about how to use the internet or equipment safely

**I understand** – that some people on the Internet are not who they say they are, and some people can be nasty. I will tell my teacher if I am ever concerned in school, or my parents if I am at home.

**I understand** – if I break the rules in this charter there will be consequences of my actions and my parents will be told.

.....  
**Signed (Parent) :**

.....  
**Signed (Student) :**

**Date :** .....