

## Early Years Pupil Acceptable Use Agreement

*I understand that the West Borough Acceptable Use Policy will help keep me safe and happy online. This policy applies to the use of all school devices including tablets, laptops, cloud computing and learner owned devices.*

- I only use the internet when an adult is with me.
- I only click on links and buttons when I know what they do.
- I only search using a safe search site my adult shows me how to use.
- I will keep information about me and my passwords safe.
- I only send messages online which are polite and friendly.
- I will stay on the website an adult sends me to use.
- I know the school and nursery can see what I am doing online when I use the school and nursery computers and tablets, including when I am at home.
- I have read and talked about these rules with my parents/carers
- I always tell an adult/teacher if something online makes me feel upset, unhappy or worried.
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) to learn more about keeping safe online.
- My school website has a link to more information if I am worried about anything online.
- I know that if I do not follow the rules then I will get a consequence.
- If I continue to behave irresponsibly then my parents/carers will hear from my teacher or a member of SLT.
- I have read and talked about these rules with my parents/carers.

*Signed:*

*Child* ----- *Parent/Carer* -----

*Date:* -----

## KSI Pupil Acceptable Use Agreement

*I understand that the West Borough Acceptable Use Policy will help keep me safe and happy online. This policy applies to the use of all school devices including tablets, laptops, cloud computing and learner owned devices.*

- I only use the internet when an adult is with me.
- I only click on links and buttons when I know what they do.
- I understand that not all information online is true.
- I will keep information about me and my passwords safe.
- I only send messages online which are polite and friendly.
- I know the school can see what I am doing online when I use the school computers and tablets, including when I am at home.
- I know there are laws that stop me copying online content, so I will not copy/paste information for my home or school learning.
- I know I must only open online messages that are safe and if I'm unsure then I won't open it without speaking to an adult first.
- I know that people online might be strangers and they may not always be who they say they are.
- If someone online suggests meeting up then I will always talk to an adult straight away.
- I know that if I do not follow the rules then I am not being responsible. I will get a consequence from my class teacher.
- If I continue to behave irresponsibly then my parents/carers will hear from my teacher or a member of SLT.
- I always tell an adult/teacher if something online makes me feel upset, unhappy or worried.
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) to learn more about keeping safe online.
- My school website has a link to more information if I am worried about anything online.
- I have read and talked about these rules with my parents/carers.
- I have read and understand these rules and agree to them.

*Signed:*

*Child* ----- *Parent/Carer* -----

*Date:* -----

## KS2 Pupil Acceptable Use Agreement

*I understand that the West Borough Acceptable Use Policy will keep me safe and happy online at home and at school. This policy applies to the use of all school devices including tablets, laptops, cloud computing and learner owned devices.*

### Safe

- I know that I will be able to use the internet at West Borough for a variety of reasons, if I use it responsibly. However, I understand that if I do not, I may not be allowed to use the internet at school.
- I will only send messages that are polite and friendly.
- I will only post pictures or videos on the internet if they are safe and appropriate, and if I have permission.
- I only talk with and open messages from people I know.
- I will only click on links if I know they are safe.
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult. I will never arrange to meet someone I have only ever previously met on the Internet.
- I will protect myself by not telling anyone I meet online my address, my telephone number, my school name or by sending a picture or video of myself, my family or my friends without permission from a teacher or other trusted adult.
- If I get unpleasant, rude, or bullying emails or messages, I will not respond and will report them to a teacher or other adult. I will not delete them straight away, but instead, keep them so I can show them to the person I am reporting it to.
- I will always be myself and not pretend to be anyone or anything I am not. I know that posting anonymous messages or pretending to be someone else is not allowed.
- I will always check before I download software or data from the internet.
- I know that I am not allowed on personal email, social networking sites or instant messaging in school.
- If I bring in memory sticks/CDs from outside of school, I will always give them to my teacher so they can be checked for viruses and content before opening them.

### Learning

- I will use school tablets, laptops, cloud computing and shared file storage areas safely and as directed by my teacher.
- I will only edit or delete my own files and not look at, or change, other people's files without their permission.
- I will not bring files into school without permission or upload inappropriate material to my workspace.

- I always ask permission from an adult before using the internet.
- I only use websites and search engines that my teacher has chosen.
- Personal devices are only permitted for special events and occasions as decided by my teacher. I will only bring in my personal device when I have been told I may do so. I will ask my teacher before using my personal device at school.
- If I am in year 5 or year 6 I may bring in a mobile phone. I must switch this off and store it in the safe designated area during the day. I will follow rules for mobile phone usage which are in the West Borough Mobile phone and Social Media Policy.
- If I need to learn online at home, I will follow the remote learning guidelines below:
  - ✓ I will only use the sites recommended by the school and will be supervised by an adult.
  - ✓ I am aware that some websites and social networks have age restrictions and I will respect this.
  - ✓ I will follow the KS2 Acceptable use agreement when accessing remote learning at home.

### Trust

- I know that not everyone online is honest or truthful.
- I will check content on other sources like other websites, books or with a trusted adult.
- I always credit the person or source that created any work, images, or text I use.

### Responsible

- I keep my personal information safe and private online. I will protect myself by not telling anyone I meet online my address, my telephone number, my school name or by sending a picture or video of myself, my family or my friends without permission from a teacher or other trusted adult.
- I will treat my password like my toothbrush! This means I will not share it with anyone (even my best friend), and I will log off when I have finished using the computer or device.
- I will not access or change other people's files or information.
- I will only change the settings on a device if a member of staff has allowed me to.
- I know that being responsible means that I should not look for bad language, inappropriate images or violent or unsuitable games, and that if I accidentally come across any of these I should report it to a teacher or adult in school, or a parent or career at home.

## Understand

- I understand that the West Borough internet filter is there to protect me, and I will not try to bypass it.
- I know that all West Borough devices and filters are monitored to help keep me safe, including when I use them at home.
- I have read and talked about these rules with my parents/carers.
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) and [www.childline.org.uk](http://www.childline.org.uk) to learn more about being safe online.
- I know that if I do not follow the West Borough rules then I am not being responsible. I will get a consequence from my class teacher in line with the school behaviour policy. I may no longer be allowed to access the internet at school.
- If I continue to behave irresponsibly then my parents/carers will hear from my teacher or a member of SLT.

## Tell

- If I see anything online that I should not or that makes me feel worried or upset, I will shut the laptop lid, turn over the tablet or turn off the screen and tell an adult straight away.
- If I am aware of anyone being unsafe with technology, I will report it to a teacher.
- I know it is not my fault if I see or someone sends me something bad online. I always talk to an adult if I am not sure about something or if something happens online that makes me feel worried or frightened.

*I have read and understand these rules and agree to them.*

*Signed:*

*Child* ----- *Parent/Carer* -----

*Date:* -----

## Pupil Acceptable Use Agreement Learners with Special Educational Needs and Disabilities (SEND)

### *Learners with SEND functioning at Levels P4-P7*

- I ask a grown up if I want to use the computer.
- I make good choices on the computer.
- I use kind words on the internet.
- If I see anything that I do not like online, I tell a grownup.
- I know that if I do not follow the school rules then I will receive a consequence from my class teacher.
- If I continue to break the rules then my parents/carers will hear from my teacher or a member of SLT.

### *Learners with SEND functioning at levels P7-L1*

*(Based on Childnet's SMART Rules [www.childnet.com](http://www.childnet.com))*

#### **Safe**

- I ask a grown up if I want to use the computer.
- I make good choices on the computer.
- I know that if I do not follow the school rules then I will receive a consequence from my class teacher.
- If I continue to break the rules then my parents/carers will hear from my teacher or a member of SLT..
- I know that if I do not follow the school rules then I will receive a consequence from my class teacher.
- If I continue to break the rules then my parents/carers will hear from my teacher or a member of SLT.

#### **Meeting**

- I tell a grown up if I want to talk on the internet.

#### **Accepting**

- I do not open messages or e-mails from strangers.

#### **Reliable**

- I make good choices on the computer
- I do not open messages or e-mails from strangers.

#### **Tell**

- I use kind words on the internet.
- If I see anything that I do not like online, I will tell a grownup.

# West Borough Primary School & Nursery Parent/Carers Acceptable Use of Technology Policy 2020

1. I have read and discussed the Acceptable Use Agreement (attached) with my child and understand that the Acceptable Use Policy will help keep my child safe online.
2. I know that my child will be provided with internet access and will use a range of IT systems including tablets, laptops and cloud computing in order to access the curriculum and be prepared for modern life whilst at West Borough Primary School & Nursery.
3. I understand that the Acceptable Use Policy applies to my child's use of West Borough Primary School & Nursery devices and systems on site and at home, and personal use where there are safeguarding and /or behaviour concerns.
4. I am aware that any use of West Borough Primary School & Nursery devices and systems may be monitored for safety and security reasons to keep my child safe and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection (including GDPR), privacy and human rights legislation.
5. I am aware that the school/setting mobile technology policy states that my child cannot use a personal device and mobile technology on site. If your child is in year 5 or year 6 they may bring in a mobile phone. This must be switched off and stored in the safe designated area during the day. I have read the rules for mobile phone usage which are in the West Borough Mobile Phone and Social Media Policy and must be followed. I understand that personal devices are only permitted for special events and occasions as notified by the class teacher.
6. I understand that my child needs a safe and appropriate place to access remote learning if West Borough Primary School & Nursery is closed in response to Covid-19. 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 and that they are suitably dressed. I am aware 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.
7. I understand that West Borough Primary School & Nursery will take every reasonable precaution, including implementing appropriate monitoring and filtering systems, to ensure my child is safe when they use the school and nursery devices and systems. I understand that the school and nursery cannot ultimately be held responsible for the nature and content of materials accessed on the internet or if my child is using mobile technologies.
8. I with my child, am aware of the importance of safe, online behaviour and will not deliberately upload or add any images, videos, sounds or text that could upset, threaten the safety of or offend any member of the West Borough Primary School & Nursery community.
9. I understand that the school or nursery will contact me if they have concerns about any possible breaches of the Acceptable Use Policy or have any concerns about my child's safety.

10. I will inform West Borough Primary School & Nursery of other relevant organisations if I have concerns over my child's or other members of the school & nursery communities' safety online.
11. 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 the school and nursery.
12. I understand and will support West Borough Primary School & Nursery's safeguarding policies and online safety approaches. 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.
13. I understand that that a partnership approach to online safety is required. I understand that if I or my child do not abide by the West Borough Primary School & Nursery AUP, appropriate action will be taken. This could include sanctions being applied in line with the school policies and if a criminal offence has been committed the police being contacted.
14. I know that I can speak to the Designated Safeguarding Lead (Mrs Crittenden, Mrs Edinburgh, Mrs Martin & Mrs Burtwell), my child's teacher or the Head Teacher, Mrs Crittenden if I have any concerns about online-Safety.
15. I will visit the school website:  
<http://www.west-borough.kent.sch.uk/parents-and-carers/esafety> for more information about the school's approach to e-Safety as well as to access useful links to support both myself and my child in keeping safe online at home.
16. I will support the school and my child by role modelling safe and positive online behaviour (such as sharing images, text and video responsibly) and by discussing online safety with them when they access technology at home.
17. I together with my child, 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 have read, understood and agree to comply with the West Borough Primary School & Nursery Parent /Carers Acceptable Use of Technology Policy.**

**I have read and discussed the Pupil Acceptable Use agreement with my child.**

Child's Name.....

Class.....

Parent's Name.....

Parent's Signature.....

Date.....



# West Borough Primary School & Nursery Acceptable Use of Technology for Staff, Visitors and Volunteers

## Staff Acceptable Use of Technology Policy

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use West Borough Primary School & Nursery 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 Policy (AUP).

Our AUP 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 AUP will help ensure that all staff understand the school expectations regarding safe and responsible technology use, and can manage the potential risks posed. The AUP 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.

### Policy Scope

1. I understand that this AUP applies to my use of technology systems and services provided to me or accessed as part of my role within West Borough Primary School & Nursery 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, remote learning and online and offline communication technologies.
2. I understand that West Borough Primary School & Nursery Acceptable Use of Technology Policy (AUP) should be read and followed in line with the school staff code of conduct.
3. I am aware that this AUP does not provide an exhaustive list; all staff should ensure that technology use is consistent with the school ethos, school staff codes of conduct and safeguarding policies, national and local education and child protection guidance, and the law.

### Use of West Borough Primary School & Nursery 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 with learners.
5. I understand that any equipment and internet services provided by my workplace is intended for educational use and should only be accessed by members of staff. Reasonable personal use of setting IT systems and/or devices by staff is allowed for occasional personal use in line with the (AUP) as this is considered beneficial to the development of staff IT skills and can enable staff to maintain a positive work-life balance. However, this is at the discretion of the Head Teacher and can be revoked at any time.

6. Where I deliver or support remote learning, I will comply with the school remote learning guidance in the Acceptable Use of Technology Policy.

## Data and System Security

7. 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.

- 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. I will protect the devices in my care from unapproved access or theft by not leaving devices visible or unsupervised in public places..

8. I will respect school system security and will not disclose my password or security information to others.

9. 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 system manager.

10. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the IT system manager.

11. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including GDPR in line with the school information security policies.

- 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.
- Any data being removed from the school site, such as via email or on memory sticks or CDs, will be suitably protected. The school will provide a data encrypted memory stick which should be used for this purpose.

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, unless agreed with the IT system manager or at the discretion of the Head Teacher. Where possible, I will use the school learning platform to upload any work documents and files in a password protected environment or school provided VPN.

13. I will not store any personal information on the school IT system, including school laptops or similar device 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 ICT Support Provider Bode Communications as soon as possible.

17. If I have lost any school related documents or files, I will report this to the ICT Support Provider (Bode Communications) and school Data Protection Officer (Paula Martin) as soon as possible.

18. Any images or videos of learners will only be used as stated in the school image use policy ([link](#)).

- 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 the expectations relating to safe technology use in the classroom, safe remote learning, and other working spaces as listed in child protection, online safety, AUP, social media and mobile phone usage policies.

20. I have read and understood the school mobile technology and social media policies.

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:

- exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used.
- creating a safe environment where learners feel comfortable to say what they feel, without fear of getting into trouble and/or be judged for talking about something which happened to them online.
- involving the Designated Safeguarding Lead (DSL) (Ashley Crittenden) or a deputy (Lisa Edinburgh, Paula Martin, Sara Burtwell) 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.
- make informed decisions to ensure any online safety resources used with learners is 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 child protection policies.

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 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 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.

- I will take appropriate steps to protect myself online when using social media as outlined in the social media and mobile technology policy ([link](#)).
- I am aware of the school expectations with regards to use of personal devices and mobile technology, including mobile phones as outlined in the social media and mobile technology ([link](#)) policy. I will not discuss or share data or information relating to learners, staff, school business or parents/carers on social media. *Unless on an agreed platform (Twitter) ???!*
- 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.

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

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

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.

### **Policy 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 policy 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 child protection policy.

33. I will report concerns about the welfare, safety, or behaviour of staff to the head teacher, in line with the allegations against staff policy.

34. I understand that if the school believe 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 code of conduct.

35. I understand that if the school believe 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 code of conduct.

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 West Borough Primary School & Nursery Staff Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.**

Name of staff member: .....

Signed: .....

Date (DDMMYY).....