



**Hollin Primary School**  
**Acceptable Use Policy**

September 2018

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## **Introduction**

Hollin Primary School encourages and supports the positive use of Information and Communication Technology (ICT) to develop curriculum and learning opportunities in schools and settings. Nevertheless it is essential that the use of ICT and online tools is carefully managed to ensure that all members of the school community are kept safe as well as their data and that risks or dangers are recognised and mitigated.

## **Pupils Access to the Internet**

Hollin Primary School use a “filtered” Internet Service provided by EDIT, which will minimise the chances of pupils encountering undesirable material. Hollin will normally only allow children to use the Internet when there is a responsible adult present to supervise.

However it is unrealistic to suppose that the teacher’s attention will always be directed toward the computer screen. Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils, the expectation we have of pupils.

## **Expectations of Pupils and Staff using the Internet**

To ensure the highest possible levels of e-safety, Hollin Primary School has high expectations for its staff and pupils:

- All pupils are expected to read, understand and agree to the Acceptable Use Policy, which details to school’s ‘12 Rules for Acceptable and Responsible ICT Use’.
- All staff are expected to read, understand and agree to the Staff’s Acceptable Use Policy, which clearly outlines the school’s expectations.
- All pupils and staff are expected to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use.
- Pupils and staff using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils or staff encounter any such material accidentally, they are expected to report it immediately to the ICT co-ordinator, IT Technician, or a senior member of staff so that the Service Provider can block further access to the site.

## **School Website**

Hollin Primary School prides itself on its informative and regularly updated website, which offers a vital link between the school and the parents of children attending it. However, to ensure that the website remains a safe and friendly environment, the website will be regularly checked by the AHT to ensure that there is no content that compromises the safety of pupils or staff.

Additionally, Hollin's website will follow a number of other guidelines:

- The publication of children's work will be decided by a teacher.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Photographs and video focusing on individual children will not be published on the school website without parental permission.
- The school website will avoid publishing the full names of individuals in a photograph.
- The school will ensure that the image files are appropriately named and will not use pupils' names in image file names if published on the web.

## **Sanctions**

Persistent Misuse of the internet by pupils will result in reducing access to the Internet. Misuse of other technologies will result in a complete ban and/or confiscation. Both of these actions will take place for a set period of time agreed by the Head Teacher. Parents will always be notified.



## 12 Rules for Acceptable and Responsible ICT Use

These rules will keep everyone safe and help us to be fair to others.

- I will only use the school's computers and iPads for schoolwork and homework.
- I will only delete my own files.
- I will not look at other people's files without their permission.
- I will keep my login and password secret.
- I will not bring files into school without permission.
- I will ask permission from a member of staff before using the Internet and will not visit Internet sites I know to be banned by the school.
- I will only e-mail if my teacher has granted permission.
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it.

- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless my teacher has given permission.
- I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless my parent, guardian or teacher has given me permission and I take a responsible adult with me.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a teacher / responsible adult.

## **Hollin Primary: E-safety agreement form**

Keeping safe: stop, think, before you click!

Pupil name: \_\_\_\_\_

I have read the school '12 rules for responsible ICT use'. My teacher has explained them to me.

I understand these rules are there to help keep me safe, and my friends and family safe. I agree to follow the rules.


This means I will use the computers, Internet, e-mail, online communities, digital cameras, video recorders, and other ICT in a safe and responsible way.

I understand that the school can check my computer files, and the Internet sites I visit, and that if they have concerns about my safety, that they may contact my parent/carer.

Pupil's signature \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

# Hollin Primary: Staff ICT Acceptable Use Policy

	Name of School	Hollin Primary
	AUP review Date	September 2018
	Date of next Review	September 2019
	Who reviewed this AUP?	D Fenton

This policy covers the use of all digital technologies in school: i.e. email, Internet, intranet and network resources, iPads, software, equipment and systems.

- I will only use the school’s digital technology resources and systems for Professional purposes or for uses deemed ‘reasonable’ by the Head and Governing Body.
- I will not browse, download or send material that could be considered offensive to colleagues.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the ICT Co-ordinator, Deputy Head or Headteacher.
- I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school / LA systems.
- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.
- I understand that all Internet usage / and network usage can be logged and this information could be made available to the Headteacher on request.
- I will ensure all documents are saved, accessed and deleted in accordance with the school’s network security guidelines.
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that I do not consider virus-free, and I will keep any ‘loaned’ equipment up-to-date, using the school’s recommended system.
- I will not use personal digital cameras for transferring images of pupils or staff without permission. I will not use camera phones under any circumstances.
- I will use the school’s website in accordance with school and Remdian advice.
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role.



- I will not engage in any online activity that may compromise my professional responsibilities.
- I agree and accept that any computer, laptop or iPad loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any “significant personal use” as defined by HM Revenue & Customs.
- I understand that the data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school’s information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I will ensure that I am aware of digital and e-safety issues so they are appropriately embedded in my classroom practice.
- I understand that failure to comply with the Acceptable Use Policy could lead to disciplinary action.

**User Signature**

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school’s most recent Acceptable Use Policy

I agree to abide by the school’s most recent Acceptable Use Policy.

Signature ..... Date .....

Full Name ..... (Printed)

Job title .....

School .....

**Authorised Signature (Head Teacher)**

I approve this user to be set-up.

Signature ..... Date .....

Full Name ..... (Printed)