



Acceptable Use Policy

Acceptable Use Policies (AUPs) for Children, Parents/Carers, Staff, Volunteers, Visitors and other Community Members

Member of Staff Responsible	Miss N Saunders
Position	e-Safety Coordinator
Dated	March 2015
Date of next review	March 2016

Pupils Acceptable Use Policy

Early Years:

- 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 keep my personal information and passwords safe online
- I only send messages online which are polite and friendly
- I know the school can see what I am doing online
- I will stay on the website an adult sends me to use
- I only use the Learnpads when I have asked an adult and use it for developing my learning
- I know that if I do not follow the rules then:
 - I will have to talk to Miss Saunders and Mr James about what I was doing
 - I will have limited access to the computers and Learnpads for a set period of time when I will then use them responsibly
 - If I continue to behave irresponsibly then my parents/carers will hear from Mr James
- I have read and talked about these rules with my parents/carers
- I always tell an adult/teacher if something online makes me feel unhappy or worried
- I can visit www.thinkuknow.co.uk, <http://www.childnet.com/young-people> to learn more about keeping safe online

Key Stage 1:

- I ask an adult which websites I can use
- I will not assume information online is true
- I know there are laws that stop me copying online content
- 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 are 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 will not use technology to be unkind to people
- I will keep information about me and my passwords private
- I only use the Learnpads when I have asked an adult and use it for developing my learning
- I know that if I do not follow the rules then:
 - I will have to talk to Miss Saunders and Mr James about what I was doing
 - I will have limited access to the computers and Learnpads for a set period of time when I will then use them responsibly
 - If I continue to behave irresponsibly then my parents/carers will hear from Mr James
- I have read and talked about these rules with my parents/carers
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SMART Statements to be displayed in classrooms

Safe

- I ask an adult if I want to use the internet
- I keep my information private on the internet
- I am careful if I share photos online
- I know that if I do not follow the school rules then:
 - I will have to talk to Miss Saunders and Mr James about what I was doing
 - I will have limited access to the computers and Learnpads for a set period of time when I will then use them responsibly
 - If I continue to behave irresponsibly then my parents/carers will hear from Mr James

Meeting

- I tell an adult if I want to talk to people on the internet
- If I meet someone online I talk to an adult

Accepting

- I don't open messages from strangers
- I check web links to make sure they are safe

Reliable

- I make good choices on the internet
- I check the information I see online

Tell

- I use kind words on the internet
- If someone is mean online then I don't reply, I save the message and show an adult
- If I see something online I don't like then I tell an adult

(Based on Childnet's SMART Rules: www.childnet.com)

Children with Special Educational Needs and Disabilities

Children and Young People 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 something I don't like online I tell a grown up
- I know that if I do not follow the school rules then:
 - I will have to talk to Miss Saunders and Mr James about what I was doing
 - I will have limited access to the computers and Learnpads for a set period of time when I will then use them properly
 - If I can't work sensibly then my parents/carers will talk to Mr James

Children functioning at Levels P7-L1 (to be displayed in classroom for these children)

Safe

- I ask a grown up if I want to use the computer
- On the internet I don't tell strangers my name
- I know that if I do not follow the school rules then:
 - I will have to talk to Miss Saunders and Mr James about what I was doing
 - I will have limited access to the computers and Learnpads for a set period of time when I will then use them properly
 - If I can't work sensibly then my parents/carers will talk to Mr James

Meeting

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

Accepting

- I don't open emails from strangers

Reliable

- I make good choices on the computer

Tell

- I use kind words on the internet
- If I see something I don't like then I tell a grown up

Letter for parents/carers

Dear Parent/Carer

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Your child will have the opportunity to access a wide range of information and communication technology (ICT) resources. This includes access to:

- Computers, laptops, Leanpads and other digital devices
- Internet which may include search engines (child safe search sites)and educational websites
- Espresso
- Online educational content through Learnpads learning portal
- Games consoles and other games based technologies
- Digital cameras, web cams and video cameras
- Voice Recorders

Thurnham CE Infant School recognise the essential and important contribution that technology plays in promoting children's learning and development and offers a fantastic range of positive activities and experiences. However we also recognise there are potential risks involved when using online technology and therefore have developed online e-Safety policies and procedures alongside the schools safeguarding measures. The school does not allow for children to use their own devices onsite. The local authority provide our filtering through Lightspeed.

The school takes responsibility for your child's online safety very seriously and, as such, we ensure that pupils are educated about safe use of technology and will take every reasonable precaution to ensure that pupils cannot access inappropriate materials whilst using school equipment. All of the schools devices are connected to our broadband and this ensures they are subject to our Lightspeed filtering system. However no system can be guaranteed to be 100% safe and the school cannot be held responsible for the content of materials accessed through the internet and the school is not liable for any damages arising from use of the schools internet and ICT facilities.

Full details of the school's Acceptable Use Policy and e-Safety Policy are available on the school website www.thurnham-infant.kent.sch.uk or on request from Miss Saunders.

We request that all parents/carers support the schools approach to e-Safety by role modelling safe and positive online behaviour for their child and by discussing online safety with them whenever they access technology at home. Parents/carers can visit the school website's see link above for more information about the school's approach to e-Safety as well as to access useful links to support both you and your child in keeping safe online at home. Parents/carers may also like to visit www.thinkuknow.co.uk, www.childnet.com, www.nspcc.org.uk/onlinesafety, www.saferinternet.org.uk and www.internetmatters.org for more information about keeping children safe online

Whilst the school monitors and manages technology use in school we believe that children themselves have an important role in developing responsible online behaviours. In order to support the school in developing your child's knowledge and understanding about e-Safety, we request that you read the attached Acceptable Use Policy with your child and that you and your child discuss the content and return the attached slip. Hopefully, you will also find this Acceptable Use Policy provides you with an opportunity for conversations between you and your child about safe and appropriate use of the technology, both at school and at home.

Should you wish to discuss the matter further, please do not hesitate to contact the school e-Safety Coordinator Miss Saunders or myself.

We understand that your child is too young to give informed consent on his/ her own; however, we feel it is good practice to involve them as much as possible in the decision making process, and believe a shared commitment is the most successful way to achieve this.

Yours sincerely,

Mr C James
Headteacher



Parent/Carers Acceptable Use Policy

- I have read and discussed the Acceptable Use Policy (attached) with my child
- I know that my child will receive e-safety education to help them understand the importance of safe use of technology and the internet, both in and out of school.
- I am aware that any internet and computer use using school equipment may be monitored for safety and security reasons and to safeguard both my child and the schools systems. This monitoring will take place in accordance with data protection and human rights legislation.
- I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task. I understand that the school cannot be held responsible for the content of materials accessed through the Internet and the school is not liable for any damages arising from use of the Internet facilities
- I understand that if the school has any concerns about my child's safety online, either at school or at home, then I will be contacted
- I understand that if my child does not abide by the school Acceptable Use Policy then sanctions will be applied in line with the schools behaviour policy. If the school believes that my child has committed a criminal offence then the Police will be contacted
- I, together with my child, will support the school's approach to e-Safety 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 know that I can speak to the school e-Safety Coordinator Miss Saunders, my child's teacher or the Head Teacher if I have any concerns about e-Safety
- I will visit the school website www.thurnham-infant.kent.sch.uk 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
- I will visit www.thinkuknow.co.uk/parents, www.nspcc.org.uk/onlinesafety, www.internetmatters.org www.saferinternet.org.uk and www.childnet.com for more information about keeping my child(ren) safe online
- 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

I have read the Parent Acceptable Use Policy.

Child's Name..... Class.....

Parents Name.....Parents Signature.....

Date.....



Letter for Staff 2015

Dear xxxxx

Social media can blur the definitions of personal and working lives, so it is important that all members of staff take precautions in order to protect themselves both professionally and personally online.

Be very conscious of both your professional reputation and that of the school when you are online. All members of staff are strongly advised, in their own interests, to take steps to ensure that their personal information and content is not accessible to anybody who does not or should not have permission to access it. All staff must also be mindful that any content shared online cannot be guaranteed to be “private” and could potentially be seen by unintended audiences which may have consequences including civil, legal and disciplinary action being taken. Ensure that your privacy settings are set appropriately (many sites have a variety of options to choose from which change regularly and may be different on different devices) as it could lead to your content accidentally being shared with others.

Be very careful when publishing any information, personal contact details, video or images etc online; ask yourself if you would feel comfortable about a current or prospective employer, colleague, child in your care or parent/carer, viewing or sharing your content. If the answer is no, then consider if it should be posted online at all. It is very important to be aware that sometimes content shared online, even in jest, can be misread, misinterpreted or taken out of context, which can lead to complaints or allegations being made. Don't be afraid to be yourself online but do so respectfully. All staff must be aware that as professionals, we must be cautious to ensure that the content we post online does not bring the school or our professional role into disrepute.

If you have a social networking account, it is advised that you do not to accept pupils (past or present) or their parents/carers as “friends” on a personal account. You may be giving them access to your personal information and allowing them to contact you inappropriately through unregulated channels. They may also be giving you access to their personal information and activities which could cause safeguarding concerns. Please use your work provided email address or phone number to contact children and/or parents – this is essential in order to protect yourself as well as the wider community. If you have a pre-existing relationship with a child or parent/carer that may compromise this or have any queries or concerns about this then please speak to the e-Safety Coordination/Designated Child Protection Lead (Miss N Saunders/Mr C James/Mrs E Pateman)

Documents called “Cyberbullying: Supporting School Staff”, “Cyberbullying: advice for headteachers and school staff” and “Safer practise with Technology” are all available from the Kelsi website <http://www.kelsi.org.uk/> and are available in the staffroom on display and on the school website to help you consider how to protect yourself online. Please download the documents directly from www.childnet.com, www.kelsi.org.uk and www.gov.uk/government/publications/preventing-and-tackling-bullying. Staff can also visit or contact the Professional Online Safety Helpline www.saferinternet.org.uk/about/helpline for more advice and information on online professional safety.

I would like to remind all staff of our Acceptable Use Policy and the importance of maintaining professional boundaries online. Failure to follow this guidance and the school policy could lead to disciplinary action, so it is crucial that all staff understand how to protect themselves online. Please speak to your line manager, the school e-Safety/child protection lead Miss N Saunders or myself if you have any queries or concerns regarding this.

Yours sincerely,

Mr C James
Headteacher

Additional content regarding online participation on behalf the School

The principles and guidelines below set out the standards of behaviour expected of you as an employee of the school. If you are participating in online activity as part of your capacity as an employee of the school then we request that you:

- Be professional and remember that you are an ambassador for the school. Disclose your position but always make it clear that you do not necessarily speak on behalf of the school.
- Be responsible and honest at all times and consider how the information you are publishing could be perceived
- Be credible, accurate, fair and thorough.
- Always act within the legal frameworks you would adhere to within school, including libel, defamation, confidentiality, copyright, data protection as well as equalities laws.
- Be accountable and do not disclose information, make commitments or engage in activities on behalf of the school unless you are authorised to do so.
- Always inform your the school e-Safety lead and/or the head teacher of any concerns such as criticism or inappropriate content posted online.



Thurnham CE Infant School Staff Acceptable Use Policy 2015

As a professional organisation with responsibility for children's safeguarding it is important that all staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the school's computer system in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using Information Communication Technology and the school systems, they are asked to read and sign this Acceptable Use Policy.

This is not an exhaustive list and all members of staff are reminded that ICT use should be consistent with the school ethos, other appropriate school policies, relevant national and local guidance and expectations, and the Law.

1. I understand that Information Systems and ICT include networks, data and data storage, online and offline communication technologies and access devices. Examples include laptops, mobile phones, tablets, digital cameras, email and social media sites.
2. School owned information systems must be used 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.
3. I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff and only for educational use. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.
4. I will respect system security and I will not disclose any password or security information and will use a 'strong' password (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 and is changed regularly – every 44 days and will not allow a repeat for 13 changes.
5. I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from Miss N Saunders or Mr I Ferguson.
6. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 1998. This means that 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 (only within countries or sites with suitable data protection controls that meet the EU and UK regulations) or accessed remotely (e.g. via VPN). Any data which is being removed from the school site (such as via email or on memory sticks or CDs) will be encrypted by a method approved by the school. Any images or videos of pupils will only be taken and used as stated in the school image use policy and will always take into account parental consent, these are issued in September to each class.
7. I will not keep or access professional documents which contain school-related sensitive or personal information (including images, files, videos, emails etc.) on any personal devices (such as laptops, digital cameras, mobile phones), unless they are suitably secured and encrypted. Where possible I will use Kent Learning Zone to upload any work documents and files in a password protected environment. I will protect the devices in my care from unapproved access or theft.

8. I will not store any personal information on the school computer system including any school laptop or similar device issued to members of staff that is unrelated to school activities, such as personal photographs, files or financial information.
9. I will respect copyright and intellectual property rights.
10. I have read and understood the school e-Safety policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces.
11. I will report all incidents of concern regarding children's online safety to the Designated Child Protection Coordinator Mr C James/Mrs E Pateman and/or the e-Safety Coordinator Miss Saunders as soon as possible. I will report any accidental access, receipt of inappropriate materials, filtering breaches or unsuitable websites to Miss Saunders/Mr Ferguson Designated Child Protection Coordinator Mr C James/Mrs E Pateman and/or the e-Safety Coordinator Miss Saunders and/or the designated lead for filtering Miss N Saunders/Mr I Ferguson as soon as possible.
12. I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware, or if I have lost any school related documents or files, then I will report this to the Computing lead Miss N Saunders/Mr I Ferguson as soon as possible.
13. My electronic communications with pupils, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny at all times. All communication will take place via school approved communication channels e.g. via a school provided email address or telephone number and not via personal devices or communication channels e.g. personal email, social networking or mobile phones. Any pre-existing relationships or situations that may compromise this will be discussed with the e-Safety Coordinator and/or Head Teacher.
14. I will ensure that my online reputation and use of ICT and information systems are compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media/networking, gaming and any other devices or websites. I will take appropriate steps to protect myself online and will ensure that my use of ICT and internet will not undermine my professional role, interfere with my work duties and will be in accordance with the school AUP and the Law.
15. I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the County Council, into disrepute.
16. I will promote online safety with the pupils 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.
17. If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with the Designated Child Protection Coordinator Mr C James/Mrs E Pateman and/or the e-Safety Coordinator Miss N Saunders.
18. I will only use school devices including Learnpads to conduct school business onsite. These devices will ensure safe filtering takes place and I will be unable to use them in an unacceptable manner.
19. I understand that my use of the information systems, Internet and email may be monitored and recorded to ensure policy compliance.

I have read and understood and agree to comply with the Staff Acceptable Use Policy.

Signed: Print Name: Date:

Accepted by: Print Name:



WiFi Acceptable Use Policy 2015

For those using school WiFi

As a professional organisation with responsibility for children's safeguarding it is important that all members of the school community are fully aware of the schools boundaries and requirements when using the school WiFi systems, and take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. This is not an exhaustive list and all members of the school community are reminded that ICT use should be consistent with the school ethos, other appropriate policies and the Law.

Please be aware that the school will not be liable for any damages or claims of any kind arising from the use of the wireless service. The School takes no responsibility for the security, safety, theft, insurance and ownership of any device used within the School premises that is not the property of the School.

The school provides WiFi for the school community and allows access for education use including the viewing of documents for official meetings.

1. The use of ICT devices falls under Thurnham CE Infant School's Acceptable Use Policy, e-Safety policy, behaviour policy and safeguarding/child protection which all students/staff/visitors and volunteers must agree to, and comply with.
2. The school reserves the right to limit the bandwidth of the wireless service, as necessary, to ensure network reliability and fair sharing of network resources for all users.
3. School owned information systems, including WiFi, must be used lawfully and 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.
4. I will take all practical steps necessary to make sure that any equipment connected to the schools service is adequately secure (such as up-to-date anti-virus software, systems updates).
5. The school's wireless service is not secure, and the school cannot guarantee the safety of traffic across it. Use of the school's wireless service is done at my own risk. By using this service, I acknowledge that security errors and hacking are an inherent risk associated with any wireless network. For that reason, I expressly agree that I knowingly assume such risk, and further agree to hold the school harmless from any claim or loss arising out of, or related to, any such instance of hacking or other unauthorised use or access into my computer or device.
6. The school accepts no responsibility for any software downloaded and/or installed, e-mail opened, or sites accessed via the school's wireless service's connection to the Internet. Any damage done to equipment for any reason including, but not limited to, viruses, identity theft, spyware, plug-ins or other Internet-borne programs is my sole responsibility; and I indemnify and hold harmless the school from any such damage.
7. The school accepts no responsibility regarding the ability of equipment, owned by myself, to connect to the school's wireless service.
8. I will respect system security and I will not disclose any password or security information that is given to me. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.
9. I will not attempt to bypass any of the schools security and filtering systems or download any unauthorised software or applications.

10. My use of the school WiFi will be safe and responsible and will always be in accordance with the school AUP and the Law including copyright and intellectual property rights. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites.
11. I will not upload, download, access or forward any material which is illegal or inappropriate or may cause harm, distress or offence to any other person, or anything which could bring the school into disrepute.
12. I will report any e-Safety concerns, filtering breaches or receipt of inappropriate materials to the Designated Child Protection Coordinator Mr C James/Mrs E Pateman, the e-Safety Coordinator Miss N Saunders and the designated lead for filtering Miss N Saunders as soon as possible.
13. If I have any queries or questions regarding safe behaviour online then I will discuss them with the e-Safety Coordinator Miss N Saunders or the Head Teacher.
14. I understand that my use of the schools internet will be monitored and recorded to ensure policy compliance in accordance with privacy and data protection legislation. If the schools suspects that unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, then the school terminate or restrict usage. If the School suspects that the system may be being used for criminal purposes then the matter will be brought to the attention of the relevant law enforcement organisation.

I have read and understood and agree to comply with Thurnham CE Infant School WiFi Acceptable Use Policy.

Signed: Print Name: Date:

Accepted by: Print Name: