



WESTONZOYLAND

Community Primary School and Pre-school

Acceptable Use of Technology Policy

January 2025

Ratified by:

Headteacher
Andy Clark

Ratified by:

Co-Chair of Governors

Purpose

The Internet offers both educational and social opportunities for our children. Whilst recognising the benefits we must also establish appropriate, effective and safe use of the Internet.

- 1 Pupils must only use the school ICT systems for those activities and services which they have been given permission to use and under the **appropriate supervision** of a member of staff.
- 2 The Internet will be used within school to **support children's learning** both formally (within taught lessons) and informally (outside taught lessons). Informal use is at the discretion of a member of staff who will set guidelines and rules for its use. Pupils will be taught to be critical and discriminating in their use of Internet sites.
- 3 Pupils must only use the user name and password they have been given. Pupils will be taught to **respect the privacy** of files of other users. They will be taught not to enter, or attempt to enter without permission, the file areas of other pupils or staff.
- 4 Pupils should not download and use material or copy and paste content which is **copyrighted**. Most sites will allow the use of published materials for educational use. Teachers will give guidelines on how and when pupils should use information from the Internet. No **material from home** should be used on systems in school unless the media it is on has been virus scanned.
- 5 The Internet access provided in Somerset Primary schools is filtered to stop access to unsuitable material. As no filtering system can be 100% effective, it is important that parents are aware that users of the system are required to act responsibly. **Under no circumstances should pupils attempt to search for, view, upload or download any material that is likely to be unsuitable** for children or schools. Pupils have a responsibility to inform the member of staff supervising them if they have accidentally accessed inappropriate content.
- 6 Pupils will be encouraged to **maintain a balance** between the use of electronic communication and face to face communication with their peers.
- 7 A few social network sites are now available which are appropriate and can benefit primary aged children. Parents should be aware that inappropriate sites are blocked within school and are not suitable for this age range due to the nature of the content. Pupils will be encouraged to **discuss their use of social network sites** with their parent(s)/guardians(s) /carer(s).

Failure to comply with these rules will result in one or more of the following:

- A ban, temporary or permanent, on the use of the Internet at school.
- A letter informing parents of the nature and breach of rules.
- Appropriate sanctions and restrictions placed on future access to school facilities to be decided by the school.

Staff and Volunteer Acceptable Use Policy

School Policy

Westonzoyland Community Primary School and Pre-school will ensure that staff and volunteers will have access to technology to enable efficient and effective working, to enhance learning opportunities for pupils and will, in return, expect staff and volunteers to agree to be responsible users.

Scope of Policy

This Acceptable User Policy (AUP) policy applies to staff, volunteers and guests who have access to and are users of school technology systems, school related use of technology systems outside of school, and make use of social networks personally and professionally.

My Responsibilities

I agree to:

- read, understand, sign and act in accordance with the School online safety procedures
- report any suspected misuse or concerns to the online safety leader
- monitor technology activity in lessons, extracurricular and extended school activities
- model the safe and effective use of technology
- demonstrate consistently high standards of personal and professional conduct especially in relation to use of social networks, making sure that these are in line with school ethos and policies especially at the time of a Critical Incident

Education

I agree to:

- provide age-appropriate online safety learning opportunities as part of a progressive online safety curriculum
- respect copyright and educate the pupils to respect it as well

Training

I agree to:

- participate in online safety training
- request training if I identify an opportunity to improve my professional abilities

Online bullying

I agree to:

- ensure the school's zero tolerance of bullying. In this context online bullying is seen as no different to other types of bullying
- report any incidents of bullying in accordance with school procedures

Sexting

- I will secure and switch off any device discovered with an intimate sexting image and report immediately to the safeguarding lead.
- I will not investigate, delete or resend the image.

Prevent

- I will continually develop children's ability to evaluate information accessed online.
- I will follow the agreed reporting procedure where children are purposefully searching for inappropriate sites or inadvertently accessing inappropriate sites.

Technical Infrastructure

I understand that the school will monitor my use of computers and the internet. I will not try to by-pass any of the technical security measures that have been put in place by the school which include:

- the proxy or firewall settings of the school network (unless I have permission)
- not having the rights to install software on a computer (unless I have permission)

If I have permission to by-pass the proxy, I will:

- not access any websites deemed to be inappropriate
- only use the by-pass for educational purposes

Passwords

- I will only use the passwords given to me
- I will never log another user onto the system using my login

Filtering

- I will not try to by-pass the filtering system used by the school
- If I am granted special access to sites that are normally filtered I will not leave my computer unsupervised
- I will report any filtering issues immediately

Data Protection

- I understand my responsibilities towards the General Data Protection Regulation as shared in the Data Protection Policy and will ensure the safe keeping of personal and sensitive personal data at all times.
- I will ensure that all data held in personal folders is regularly backed up and kept secure.
- If I believe there has been a loss of personal or sensitive data, I will immediately report it to the Data Protection officer in the school.

Use of digital images

- I will follow the school's policy on using digital images, especially in making sure that only those pupils whose parental permission has been given are published.
- I will not use personal devices for taking or sharing digital images within school without the direct permission of the Headteacher. Where permission has been given, I will ensure that all digital images relating to school are removed from my personal device at the earliest opportunity.
- I will only remove digital images from the school when needed for educational purposes and on an encrypted and locked device.

Communication

- I will be professional in all my communications and actions when using school technology systems.
- I understand that I need to be open and transparent in all my communications.

Email

- I will use the school provided email for all business matters.
- I will not open any attachments to emails, unless the source is known and trusted (due to the risk of the attachment containing viruses or other harmful programmes).

Social Media and Personal Publishing

- I will ask permission before I use social media e.g. blogs, social networks or online communication tools with pupils or for other school related work.
- I will follow the online safety procedures concerning the personal use of social media.
- On any personal accounts, I will not post any comments about any pupil or parent and not post disparaging remarks about my employer/colleagues.
- On personal accounts, I will not post anything that could cause damage to the reputation of the school.
- On personal accounts, I will not contact any parents or pupils unless they are known to me outside of school.
- When there is a Critical Incident, I will not post any comments online.

Personal Devices

- I will not use my personal mobile phone, or other internet enabled device during contact time with pupils.
- I will not use my personal mobile phone number or personal email to contact pupils or parents.
- My personal devices will be off (or disconnected in the case of smart watches) in all parts of the school building excluding: the front office, back office or staff room during school hours

Reporting incidents

- I will report any incidents relating to online safety to the online safety leader.
- I will make a note of any incidents in accordance with school procedures.
- I understand that in some cases the Police may need to be informed.

Sanctions and Disciplinary procedures

- I understand that there are regulations in place when pupils use technology and that there are sanctions if they do not follow the rules.
- I understand that if I misuse the School technology systems in any way then there are disciplinary procedures that will be followed by the school.

I have read and understand the acceptable use policy and agree to use the school technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) in a responsible and professional manner as outlined in that document. Any deviation from the above must be approved in writing by senior management of the school in advance.

Staff/Volunteer Name _____

Signed _____

Date _____

Pre-school

Acceptable Computer and Internet Use Policy

- I will use all equipment carefully
- If I'm unsure about anything on the screen I will ask an adult
- I shall ask an adult if I am about to use the computer or internet
- I shall only touch my own computer or work
- I shall only use websites or games that I have been told to
- If any pictures or words come on to the screen that make me feel uncomfortable, I shall turn off the screen and then tell an adult

I have read and agree to the above,

Signed by parent/carer:

Date:

Foundation Stage and KS1 Pupil Acceptable Computer and Internet Use Policy

- If I'm unsure about anything on the screen, I will ask an adult.
- I shall ask an adult if I am about to use the computer, tablets or internet.
- I shall only touch my own computer, tablets or work
- I shall only put general items on the computer or tablets with no personal details.
- I shall not use chat rooms or messaging apps.
- I shall only use websites that I have been advised to use.
- If any pictures or words come on to the screen that make me feel uncomfortable, I shall turn off the screen and then tell an adult.
- When I am using online educational websites that require me to log in, I will keep my password safe and not tell anybody else.
- I will not share any personal details or information on the internet.
- I will not make any unkind comments about other people.

I have read and agree to the above,

Pupil Name: Pupil Signature:

Signed by parent/carer: Date:

KS2 Pupil

Acceptable Computer and Internet Use Policy

Technology is a great tool to find information and to communicate and share with others. The School encourages its appropriate, effective and safe use. All users of technology in the school must agree to certain rules and will only use the equipment and software as instructed.

My Responsibilities

- I understand that I have rights and responsibilities in using technology and will act responsibly when using technology, computers or the internet.
- I will report any suspected misuse or problems to a teacher.
- I will make sure I have permission to use any material that I find.
- I will make sure that I maintain a healthy lifestyle by not spending too much time using technology.

Online bullying

- I understand that the school will not accept bullying in any form.
- I will be careful with all communications making sure that anything I write cannot be mistaken as bullying.
- I understand that I should report any incidents of bullying.

Access to Internet Sites

- I will not try to access sites that are blocked or that are unsuitable for use in school.

Communication – email, social networks, blog etc.

- I will be careful in my communications making sure that nothing I write is offensive or may cause hurt or embarrassment.
- I will not write anything that could be seen as insulting to the school.

Responsibilities

- I understand that the school will monitor my use of computers and other technology.
- I understand that the school may investigate incidents that happen outside school.
- I understand that there are regulations in place when pupils use technology and that there are consequences if I do not follow the rules.

I have read and agree to the above,

Signed by pupil: _____

Signed by parent/carer: _____

Date: _____

Parent Acceptable Use Policy

The internet will be used within school to support children's learning both formally (within taught lessons) and informally (outside taught lessons), at the discretion of a member of staff who will set guidelines and rules for its use. Pupils will be taught to be critical and discriminating in their use of internet sites and to maintain a balance between the use of technology and other activities.

Pupils may have opportunities to communicate with others through blogs, communication tools, publishing work to online galleries and email. This will only take place in accordance with the school's policy and procedure. Responsible and considerate language will be used at all times in communicating with others.

Pupils will:

- only use the school technology systems for those activities which they have been given permission to use and under the appropriate supervision of a member of staff.
- use the internet within the school to support learning.
- be made aware of what online-bullying is and what to do if it happens.
- only use the user names and passwords they have been given.
- not download and use material or copy and paste content which is copyrighted or not covered by the school copyright licenses.
- not attempt to search for, view, upload or download any material that is likely to be unsuitable in a school or is blocked by the school's filter.
- inform a member of staff if they have accidentally accessed inappropriate content.
- use responsible and considerate language in communicating with others.
- be encouraged to maintain a balance between the use of technology and other activities.
- be encouraged to discuss their use of the internet and those sites that are age specific especially Social Network sites.
- bring mobile phones or other internet enabled devices to school
- be encouraged to talk with their parents or carers about the rules for the safe use of the internet.
- be made aware that the school may investigate incidents that happen outside of school but could have an effect on the school.

Failure to comply with these rules will result in one or more of the following:

- A ban, temporary or permanent, on the use of the internet at school.
- A letter informing parents of the nature and breach of rules.
- Appropriate consequences and restrictions placed on future access to school facilities.

Parents should:

- discuss online safety issues with their children
- maintain responsible standards when using social media to discuss school issues, and ensure that any issues of concern are raised with the school directly.
- inform the school if they think there is an online safety issue related to the school.

If you do not understand any part of this document, please ask a member of staff for guidance. You should only sign the Parental Permission Form when you have read, understood and have explained the importance of these rules to your son or daughter.

The form below must be completed, signed and returned to the school for our records.
Use of the Internet may be withheld unless this has been done.

I have read, understood and explained the Acceptable Use Policy to my child and I am happy for my child to experience the Internet use described:

Pupil Name _____ Class _____

Name of Parent or Carer _____

Signature of Parent or Carer _____ Date _____

Occasional Visitors Acceptable Use Policy

As a visitor to Westonzoyland Community Primary School, you agree to:

- only log onto the **school network** with the user name and password provided for you;
- inform the Headteacher or their representative if you intend to **use the internet**, asking permission before using any kind of social media with the children;
- refrain from any use of your **personal mobile phone** or other device during the working day;
- explain any necessary use of a **professional mobile phone or device** to the Headteacher or their representative in advance;
- not taking any **photographs** without the specific permission of the Headteacher or their representative;
- report any suspected **misuse or concerns** about online safety whether by pupils or staff, to the Headteacher or their representative before leaving the school;
- not take any **information on pupils or staff** off site unless specific permission has been given by the Headteacher or their representative;
- not **publishing any information** online that may be offensive to staff or pupils, or may bring the school into disrepute.

I have read and understand the acceptable use policy and agree to use the school technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) in a responsible and professional manner as outlined in that document.

Staff/Volunteer Name _____

Signed _____

Date _____