

# Grendon CE Primary School

## Acceptable Use Policy (incorporating E-Safety)

### **1. What is an AUP (Acceptable Use Policy)?**

An Acceptable Use Policy sets out the roles, responsibilities and procedures for the acceptable, safe and responsible use of all online technologies to safeguard adults and children within Grendon CE Primary School. It details how the school will provide support and guidance to parents/carers and the wider community (where appropriate) for the safe and responsible use of these technologies, beyond the school setting. It also explains procedures for any unacceptable or misuse of these technologies by adults or children. This policy should be read in conjunction with the Child Protection; Safe Behaviour; Behaviour and Discipline and Anti-Bullying Policies.

### **2. Why have an AUP?**

The use of the internet as a tool to develop learning and understanding is an integral part of school and home life. There are always going to be risks to using any form of communication which lies within the public domain therefore it is imperative that there are clear rules, procedures and guidelines to minimise those risks whilst children use these technologies.

It is also important that adults are clear about the procedures, for example, only contacting children and young people about homework via their school Office 365 email address, not a personal one, so that they are also safeguarded from misunderstandings or allegations through a lack of knowledge of potential risks. Whilst Grendon CE Primary School acknowledges that we will endeavour to safeguard against all risks we may never be able to completely eliminate them. Any incidents that may arise will be dealt with quickly and according to policy to ensure children are continued to be protected.

As part of Keeping Children Safe in Education 2019; the Education Act 2011 and the Children's Act, it is the duty of schools to ensure that children and young people are protected from potential harm both within and beyond the school environment. Therefore, the involvement of children and young people and parent/carers is also vital to the successful use of online technologies, so this policy also aims to inform how parents/carers and children are part of the procedures and how children and young people are educated to be safe and responsible users so that they can make good judgements about what they see, find and use.

The term 'e-safety' is used to encompass the safe use of all online technologies in order to protect children, young people and adults from potential and known risks.

### **3. Aims**

- To ensure the safeguarding of all children within and beyond the school setting by detailing appropriate and acceptable use of all online technologies.
- To outline the roles and responsibilities of everyone.
- To ensure adults are clear about procedures for misuse of any online technologies both within and beyond the school setting.
- To develop links with parents/carers and the wider community ensuring input into policies and procedures with continued awareness of benefits and potential issues of online technologies.

### **4. Roles and responsibilities of the school:**

#### **4.1 School Leadership**

It is the overall responsibility of the Headteacher with the Governors to ensure that there is an overview of e-Safety (as part of the wider remit of Child Protection) across the school with further responsibilities as follows:

- The Headteacher and Deputy Headteacher as DSL and DDSL act as designated e-Safety Leads to implement agreed policies, procedures, staff training, curriculum requirements and take the lead responsibility for ensuring e-Safety is addressed in order to establish a safe learning environment.

- The Headteacher and Deputy Headteacher are responsible for promoting e-Safety across the curriculum and include this within the school development plan (where appropriate).
- The Headteacher or Deputy Headteacher will inform the Governors through the Curriculum Committee and/or Health and Safety Committee about the progress of or any updates to the e-Safety curriculum and ensure Governors know how this relates to child protection. At meetings of the Full Governing Body, all Governors will be made aware of e-Safety developments from the appropriate committee minutes.
- The Governors must ensure Child Protection is covered with an awareness of e-Safety and how it is being addressed within the school, as it is the responsibility of Governors to ensure that all Child Protection guidance and practices are embedded.
- The Child Protection Governor (Julia Brown) will challenge the school about having an AUP with appropriate strategies which define the roles, responsibilities for the management, implementation and safety for using ICT. Plus ensure that any misuse or incident has been dealt with appropriately, according to policy and procedures and appropriate action is taken.

#### **4.2 Staff or other adults**

It is the responsibility of all adults within the school or other setting to:

- Ensure that they know that John Wayland is the DSL and Charlotte French is the DDSL so that any misuse or incidents can be reported which involve a child. Where an allegation is made against a member of staff it should be reported immediately to the Headteacher. In the event of an allegation made against the Headteacher, the Chair of Governors must be informed immediately.
- Be familiar with the Child Protection; Safe Behaviour; Behaviour and Discipline and Anti-bullying policies so that in the event of misuse or an allegation, the correct procedures can be followed, immediately.
- Report any concerns (including accidental access to inappropriate materials) to the Headteacher or Deputy Headteacher.
- Ensure that children and young people are protected and supported in their use of technologies so that they know how to use them in a safe and responsible manner so that they can be in control and know what to do in the event of an incident.
- Be up-to-date with e-Safety knowledge that is appropriate for the age group and reinforce through the curriculum.
- Sign an Acceptable Use Statement to show that they agree with and accept the rules for staff using non-personal equipment, within and beyond the school environment, as outlined in appendices.
- Use electronic communications in an appropriate way that does not breach the Data Protection Act 1998.
- Remember confidentiality and not disclose information from the network, pass on security passwords or leave a station unattended when they or another user is logged in.
- School bursars will need to ensure that they follow the correct procedures for any data required to be taken from the school premises.
- Use anti-virus software and check for viruses on their work laptop when transferring information from the internet on a regular basis, especially when not connected to the school network.
- Report incidents of personally directed "bullying" or other inappropriate behaviour via the internet or other technologies to the Headteacher.

#### **4.3 Children**

Children are:

- Involved in the review of our Acceptable Use Rules in line with this policy being reviewed and updated.
- Responsible for following the Acceptable Use Rules as agreed at the beginning of each academic year.
- Taught to use the internet in a safe and responsible manner through the Global Curriculum.
- Taught to tell an adult about any inappropriate materials or contact from someone they do not know straight away, without reprimand (age and activity dependent).

## **5. Appropriate use by staff or adults**

Staff members have a school Office 365 email address which they access using a password. All staff will receive a copy of the Acceptable Use Policy and a copy of the Acceptable Use Rules, which then need to be signed, returned to school to keep under file with a signed copy returned to the member of staff. The Acceptable Use Rules will be displayed in the staff room as a reminder that staff members need to safeguard against potential allegations. Staff training should underpin the receipt of this policy. The acceptable use should be similar for staff to that of the children so that an example of good practice can be established. Please refer to appendices for a complete list of Acceptable Rules for Staff.

### **5.1 In the event of inappropriate use**

If a member of staff is believed to misuse the internet in an abusive or illegal manner, a report must be made to the Headteacher immediately and the Child Protection and/or Safe Behaviour policies will be applied. If it is deemed appropriate than NCC's Disciplinary Policy will be followed and advice sort from NCC's HR team.

## **6. Appropriate use by children**

Acceptable Use Rules and the letter for children and young people and parents/carers are outlined in the Appendices and detail how children and young people are expected to use the internet and other technologies within school or other settings. The rules are there for children and young people to understand what is expected of their behaviour and attitude when using the internet which then enables them to take responsibility for their own actions.

We want our parents/carers to support our rules with their child or young person, which is shown by signing the Acceptable Use Rules together so that it is clear to the school, the rules are accepted by the child with the support of the parent/carer. This is also intended to provide support and information to parents/carers when children are using the internet beyond school. Further to this, we hope that parents/carers will add to future amendments or updates to the rules so that they feel the rules are appropriate to the technologies being used at that time and reflect any potential issues that parents/carers feel should be addressed, as appropriate.

### **6.1 In the event of inappropriate use**

Should a child or young person be found to misuse the online facilities whilst at school the Behaviour and Discipline Policy will be applied.

## **7. The curriculum and tools for Learning**

### **7.1 Internet use**

At Grendon CE Primary School we teach our children and young people how to use the internet safely and responsibly, for researching information, exploring concepts, deepening knowledge and understanding and communicating effectively in order to further learning. We follow the National Curriculum for computing as part of our Global Curriculum. These skills and competencies are taught within the curriculum so that children and young people have the security to explore how online technologies can be used effectively, but in a safe and responsible manner. Children and young people will know how to deal with any incidents with confidence.

### **7.2 Mobile phones and other technologies**

The use of mobile phones is not allowed by our children in school during school hours. The same rules of acceptable use will apply to mobile phone users. **Staff members are not allowed to use their personal numbers to contact children and young people under any circumstances.**

### **7.3 Video and photographs**

The term 'image' refers to the taking of video footage or photographs via any camera or other technology, e.g. a mobile phone or ipad. When in school there is access to ipads for making images. Members of staff are not allowed to use their own equipment without express authorisation from the Headteacher. We always refer to

data collection information from parents/carers prior to any uploading of images. The sharing of photographs via the school website or social media online will only occur after permission has been given by a parent/carer.

#### **7.4 E-mail use**

Each child has their own Office 365 email address as part of their entitlement to being able to understand different ways of communicating and using ICT to share and present information in different forms. Individual email accounts can be traced if there is an incident of misuse. Staff and children are to use their school issued email addresses for communication between members of the school community. Parents/carers are encouraged to be involved with the monitoring of emails sent although the best approach is to communicate about who they may be talking to and assess risks together.

# Appendices

## **E-Safety Acceptable Use Rules Letter to Parents/Carer**

Dear Parent/Carer,

In order to support the school in educating your child about e-Safety, please read the following rules with your child then sign and return the slip. In the event of a breach of the rules by any child, the Behaviour and Discipline Policy will apply. These rules provide an opportunity for further conversations between you and your child about safe and appropriate use of the internet and other online tools, both within and beyond school.

Should you wish to discuss the matter further please contact me via the school office.

Yours faithfully,

John Wayland  
Headteacher

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## **E-Safety Acceptable Use Rules Return Slip**

### **Child Agreement:**

Name: \_\_\_\_\_ Class: \_\_\_\_\_

- I understand the rules for using the internet, email and online tools, safely and responsibly.
- I know that the adults working with me at school will help me to stay safe online and check that I am using technology to help me with my work.

Child Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Parent/Carer Agreement:**

- I have read and discussed the rules with my child and confirm that he/she has understood what the rules mean.
- I understand that the school will use appropriate filtering and ensure appropriate supervision when using the internet, email and online tools. I understand that occasionally, inappropriate materials may be accessed and accept that the school will endeavour to deal with any incident that may arise, according to policy.
- I understand that whilst my child is using the internet and other online tools outside of school, that it is my responsibility to ensure safe and responsible use with the support of the school.

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Acceptable Use Rules for Staff**

These rules apply to all online use and to anything that may be downloaded or printed. To ensure that all adults within our school are aware of their responsibilities when using any online technologies, such as the internet or email, they are asked to sign the Acceptable Use Rules below. This is so that they provide an example to children and young people for the safe and responsible use of online technologies which will educate, inform and protect and so that they feel safeguarded from any potential allegations or inadvertent misuse themselves.

#### **Acceptable Use Rules for members of staff.**

- I know that I should only use the school equipment in an appropriate manner and for professional uses.
- I understand that I need to give permission to children and young people before they can upload images (video or photographs) to the internet or send them via email.
- I know that images should not be inappropriate or reveal any personal information of children and young people if uploading to the Internet.
- I will report accidental misuse.
- I know who the Designated Safeguarding Lead and Deputy Designated Safeguarding Leads are.
- I will report any incidents of concern for children’s safety to the Headteacher (DSL) or Deputy Headteacher (DDSL).
- I know that I am putting myself at risk of misinterpretation and allegation should I contact children and young people via personal technologies, including my personal e-mail and should use the school email and only to a child’s school email address upon agreed use within the school.
- I know that I should not be using the school system for personal use unless this has been agreed by the Headteacher.
- I know that I should complete virus checks on my laptop or other devices so that I do not inadvertently transfer viruses, especially where I have downloaded resources.
- I will only install hardware and software on school equipment I have been given permission for.
- I will ensure that I follow the Data Protection Act 1998 and have checked I know what this involves.
- I will ensure that I keep my password secure and not disclose any security information unless to appropriate personnel.
- I have access to Acceptable Use Policy to refer to about all e-safety issues and procedures that I should follow.
- I will adhere to copyright and intellectual property rights.

I have read, understood and agree with these rules as I know that by following them I have a better understanding of e-Safety and my responsibilities to safeguard children and young people when using online technologies.

Signed.....Date.....

Name (printed).....

## **Key Stage 1**

### **These are our rules for using the internet safely.**

- We use the internet safely to help us learn.
- We learn how to use the internet.
- We can send and open emails.
- We can write polite and friendly emails to people that we know.
- We learn to keep our password a secret.
- We know who to ask for help.
- If we see something we do not like we know what to do.
- We know that it is important to follow the rules.
- We can go to [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) for help.

## **Key Stage 2**

### **These are our rules for using the internet safely and responsibly.**

- We use the internet to help us learn and we will learn how to use the internet safely and responsibly.
- We send emails that are polite and friendly.
- We will communicate online with people an adult has approved.
- Adults are aware when we are online.
- We never give out passwords or personal information (like our surname, address or phone number).
- We never post photographs or video clips without permission and never include names with photographs.
- If we need help we know who to ask.
- If we see anything on the internet or in an email that makes us uncomfortable, we know what to do.
- If we receive a message sent by someone we don't know we know what to do.
- We know we should follow the rules as part of the agreement with our parent/carer.
- We know that we can go to [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) for help.

## Further Information and Guidance

The nature of e-safety is evolving. Encourage safe practice. You may want to keep up to date with further supporting documents, information or advice, which can be found on:

- [www.ceop.co.uk](http://www.ceop.co.uk) (for parents/carers and adults)
- [www.iwf.org.uk](http://www.iwf.org.uk) (for reporting of illegal images or content)
- [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) (for all children and young people with a section for parents/carers and adults – this also links with the CEOP (Child Exploitation and On-line Protection Centre work))
- [www.netsmartkids.org](http://www.netsmartkids.org) (5 – 17)
- [www.kidsmart.org.uk](http://www.kidsmart.org.uk) – (all under 11)
- [www.phonebrain.org.uk](http://www.phonebrain.org.uk) (for Yr 5 – 8)
- [www.bbc.co.uk/cbbc/help/safesurfing](http://www.bbc.co.uk/cbbc/help/safesurfing) (for Yr 3/4)
- [https://www.thinkuknow.co.uk/4\\_7/hectorsworld/](https://www.thinkuknow.co.uk/4_7/hectorsworld/) (for FS, Yr 1 and 2 and is part of the thinkuknow website above)
- <https://www.gov.uk/government/publications/teaching-online-safety-in-schools> (for adults)
- [www.digizen.org.uk](http://www.digizen.org.uk) (for materials from DCSF around the issue of cyber bullying)
- <http://www.nextgenerationlearning.org.uk/esafetyandwifi.html> (simple tips for parents/adults)
- <http://www.northamptonshirescb.org.uk/> (Local Safeguarding Children’s Board Northamptonshire – policies, procedures and practices)
- <https://www.nspcc.org.uk/>
- <https://www.childline.org.uk/>
- <https://www.gov.uk/government/publications/education-for-a-connected-world>