Cardrew Court school
Acceptable Use Policies
April 2024

1. Rationale

At Cardrew Court School we want to ensure that all members of our community are safe and responsible users of technology. We will support our learners to:

- Become empowered and responsible digital creators and users
- Use our resources and technology safely, carefully and responsibly
- Be kind online and help us to create a community that is respectful and caring, on and offline
- Be safe and sensible online and always know that you can talk to a trusted adult if you need help

2. Pupil Acceptable Use Policy:

- I know that I will be able to use the internet in school, 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 know that being responsible means that I should not look for bad language, inappropriate images or violent or unsuitable games, and that if I accidently come across any of these I should report it to a teacher or adult in school or a parent or carer at home.
- 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 protect myself by never telling anyone I meet online my address, my telephone number, my school's name or by sending a picture of myself without permission from a teacher or other adult.
- I will never arrange to meet anyone I have met online alone in person without talking to a trusted adult.

- If I get unpleasant, rude or bullying emails or messages, I 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 information on the internet may not be reliable and it sometimes needs checking.
- 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.
- I will be polite and sensible when I message people online and I know that sending a
- message is the same as having a conversation with someone. I will not be rude or hurt someone's feelings online.
- I know that I am not allowed on personal email, social networking sites or instant messaging in school.
- If, for any reason, I need to bring my mobile phone into school I know that it is to be handed in to my teacher and then collected at the end of the school day.
- I will tell a teacher or other adult if someone online makes me feel uncomfortable or worried when I am online using games or other websites or apps.

3. Shortened version which will be on posters around the school

- I ask a teacher about 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. If I'm unsure 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, 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 always talk to an adult if I see something which makes me feel worried

4. Letter For Pupils

Dear all

All pupils at our school use computer facilities, including internet access, as an essential part of learning in today's modern British Society. You will have the opportunity to access a wide range of technology resources. This includes access to:

- Computers, laptops and other digital devices
- The Internet, which may include search engines and educational site

- Games consoles and other games-based technologies
- Digital cameras

At Cardrew Court School we recognise the essential and important contribution that technology plays in promoting your learning and development, both at school and at home.

However, we also recognise there are potential risks. The school will take all reasonable precautions to ensure that you are as safe as possible when using school equipment and will work together with you and your family to help you stay safe online.

At Cardrew Court School we want to ensure that all members of our community are safe and responsible uses of technology. We will support you to:
- Become empowered and responsible digital creators and users
- Use our resources and technology safely, carefully and responsibly
- Be kind online and help us to create a community that is respectful and caring, on and offline
- Be safe and sensible online, and always know that you can talk to a trusted adult if you need help

Should you have any worries about online safety then you can speak with your class teacher or teaching assistant. You can also access support through the school by talking to any other trusted adult in school and via other websites such as www.thinkuknow.co.uk and www.childline.org.uk

We request that you and your family read our school Acceptable Use Policy and return the attached slip. We look forward to helping you become a positive and responsible digital citizen.

Yours sincerely,

Kerry Towers Headteacher

5. Pupil Acceptable Use Policy Agreement Form

Cardrew Court School Acceptable Use Policy - Pupil Response

I, with my parents/carers, have read and understood the pupil Acceptable Use Policy (AUP).

I agree to follow the pupil AUP when:
- I use school systems and devices, both on and offsite
- I use my own equipment out of the school, in a way that is related to me being a member of the school community, including communicating with other members of the school, or website.

Name……………………………………………. Signed………………………. Class…………………………

Date……………………. Parents Name……………………………………………........

Parents Signature……………………………. Date……………..

6. Letter to Parents & Carers

Dear Parent/Carer

All pupils at Cardrew Court School use computer facilities and 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 and other digital devices
- The Internet, which may include search engines and educational sites
- Games consoles and other games-based technologies
- Digital cameras

Cardrew Court School recognises the essential and important contribution that technology plays in promoting children and young people's learning and development and believes it offers a fantastic range of positive activities and experiences.

We do recognise however that this can bring risks. We take your child's online safety seriously and, as such, will take all reasonable precautions, including monitoring and filtering systems, to ensure that pupils are safe when they use our internet and systems. This includes: appropriate supervision at all times when any devices are used in school and direct teaching about e safety through assemblies, class teaching and internet safety days.

We recognise however that no technical system can replace online safety education and believe that children themselves have an important role to play in developing responsible behaviour.

To support the school in developing your child's knowledge and understanding about online safety, we request that you read the attached Acceptable Use Policy with your child, discuss the content with them 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.

We request that all parents support our approach to online safety by role modelling safe and positive online behaviour and by discussing online safety whenever children access technology at home.

Parents can visit the school website (safeguarding) for more information about our approach to online safety. Full details of the school's online safety policy are available on the school website or on request. Parents/carers may also like to visit the following links for more information about keeping children safe online:

- www.thinkuknow.co.uk
- www.childnet.com
- www.nspcc.org.uk/onlinesafety
- www.saferinternet.org.uk

Should you wish to discuss the matter further, please do not hesitate to contact the Designated Safeguarding Lead Kerry Towers Headteacher

7. Parent/Carers Acceptable Use Policy Agreement Form

- I have read and discussed Cardrew Court School's Acceptable Use Policy with my child.
- 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 school.
- I am aware that any internet and computer use using school equipment may be monitored for safety and security reasons, to safeguard both my child and the school's systems. This monitoring will take place in accordance with data protection (including GDPR) and human rights legislation.
- I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
- 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 school policies including behaviour, online safety and anti-bullying 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 online 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 Designated Safeguarding Lead, my child's teacher or the Headteacher if I have any concerns about online safety.
- I will visit the school website for more information about the school's approach to online safety as well as to access useful links to support both myself and my child in keeping safe online at home.
- I will visit the following websites for more information about keeping my child(ren) safe online:

[www.thinkuknow.co.uk/parents,](www.thinkuknow.co.uk/parents)

www.nspcc.org.uk/onlinesafety

www.internetmatters.org

www.saferinternet.org.uk

www.childnet.com

- 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, understood and agree to comply with the Cardrew Court School Acceptable Use Policy.

Child or young person's Name……………………………………………. Class…………………………
Parent's/Carer's Name………………………………………….........

8. Staff Acceptable Use Policy

As a professional organisation with responsibility for safeguarding, it is important that 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 technology, they are asked to read and sign this Acceptable Use Policy.

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

- I understand that Information Systems and IT 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.
- 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.
- 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. I will protect the devices in my care from unapproved access or theft.

- I will respect system security and will not disclose any password or security information. I will use a strong password to access school systems.
- I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the system manager.
- I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection legislation (including GDPR).

  > 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 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. This may include data being encrypted by a method approved by the school.

  > Any images or videos of pupils will only be used as stated in the school image use policy and will always reflect parental consent.

- 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.
- 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.
- I will respect copyright and intellectual property rights.
- I have read and understood the school's online safety policy which covers the requirements for use of mobile phones and personal devices and safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of
- learners within the classroom and other working spaces.
- I will immediately report any illegal, inappropriate or harmful material or incidents I become aware of, to the Designated Safeguarding Lead.
- 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, I will report this to the ICT Support Provider/Team Lead and SLT immediately.
- My electronic communications with current or past pupils, parents/carers and other professionals will take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.

  > All communication will take place via school approved communication channels, such as a school provided email address or telephone number, and not via my personal devices or communication channels, such as personal email, social networking or mobile phones.

Any pre-existing relationships or situations that may compromise this will be discussed with the Designated Safeguarding Lead and/or Headteacher.

- I will ensure that my online reputation and use of IT and information systems are compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming and any other devices or websites.
- I will take appropriate steps to protect myself online as outlined in the Online Safety policy and will ensure that my use of IT and the internet will not undermine my professional role, interfere with my work duties and will be in accordance with the School code of conduct/behaviour policy and the Law.
- I will not create, transmit, display, publish or forward any material online 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.
- 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.
- 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 Designated Safeguarding Lead and/or the headteacher.
- I understand that my use of the school information systems, including any devices provided by the school, including the school internet and school email, may be monitored and recorded to ensure the safety of children and staff and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.
- 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. Where it believes unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour may be taking place, the school may invoke its disciplinary procedures. If the school suspects criminal offences have occurred, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read, understood and agreed to comply with Cardrew Court School Staff Acceptable Use Policy

Name: ……………………………………. Signed: ……………………….............. Date: ………

9. Letter For Staff

Please note this letter does NOT replace the Staff AUP

Dear all

At Cardrew Court School we recognise that staff can be vulnerable to online risks. Social media can blur the definitions of personal and working lives; it is important that all members of staff

at Cardrew Court School take precautions to protect themselves both professionally and personally online. We request that all members of staff:

1. Are conscious of their own professional reputation and that of the school when 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.
   - Content shared online cannot be guaranteed to be 'private' and could potentially be seen by unintended audiences. This could have consequences including civil, legal and disciplinary action being taken.

2. Are aware that as professionals, we must ensure that the content we post online does not bring the school or our professional role into disrepute and does not undermine professional confidence in our abilities.
   - The teaching standards state that as professionals we should be achieving the highest possible standards in our conduct, act with honesty and integrity and forge positive professional relationships.

3. Be careful when publishing any information, personal contact details, video or images online.
   - 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.
   - Ensure that the privacy settings of the social media sites you use are set appropriately.
   - Consider if you would feel comfortable about a current or prospective employer, colleague, child in your care or their parent/carer, viewing or sharing your content. If the answer is no, consider if it should be posted online at all.

4. Do not 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.

If you have a pre-existing relationship with a child or parent/carer or any other situation that may compromise this, speak to the Designated Safeguarding Lead.

5. Always use a work provided email address or phone number to contact children and parents – this is essential to protect yourself as well as the wider community. 6.

6. If you are concerned about a child's wellbeing or online behaviour, please speak to the Designated Safeguarding Lead.

   - If you are targeted online by a member of the community or are concerned about a colleague, then please speak to the Headteacher and/or Designated Safeguarding Lead.
   - If you are unhappy with the response you receive, or do not feel able to speak to the

- Designated Safeguarding Lead or Headteacher then we request you follow our
- Whistleblowing procedure (as set out in the whistle blowing policy
- If you have any questions regarding online conduct expected of staff, please speak to the Designated Safeguarding Lead and/or headteacher.

Documents called 'Cyberbullying: Supporting School Staff', 'Cyberbullying: advice for headteachers and school staff' and 'Safer professional practise with technology' are available directly from:

www.childnet.com/teachers-and-professionals/for-you-as-a-professional ·
www.gov.uk/government/publications/preventing-and-tackling-bullying ·
www.saferinternet.org.uk

Additional advice and guidance for professionals is available locally through the Education Safeguarding Service or nationally through Professional Unions and/or the Professional Online Safety helpline www.saferinternet.org.uk/about/helpline

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 behaviour policy/code of conduct could lead to disciplinary action; it is crucial that all staff understand how to protect themselves online.

Please speak to the Designated Safeguarding Lead or Headteacher if you have any queries or concerns regarding this.

Kerry Towers
Headteacher

10. Visitor/Volunteer Acceptable Use Policy
For visitors/volunteers and staff who do not access school/setting ICT systems

As a professional organisation with responsibility for children's safeguarding it is important that all members of the community, including visitors and volunteers, are fully aware of their professional responsibilities and read and sign this Acceptable Use Policy.

This is not an exhaustive list; visitors/volunteers 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 will ensure that any personal data of learners, staff or parents/carers is kept in accordance with Data Protection legislation, including GDPR. Any data which is being removed from the site, such as via email or on memory sticks or CDs, will be encrypted by

a method approved by the setting. Any images or videos of learners will only be used as stated in the school image use policy and will always reflect parental consent.

2   I have read and understood the school's online safety policy which covers the requirements for use of mobile phones and personal devices and safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of learners within the classroom and other working spaces.

3   I will follow the school's policy regarding confidentially, data protection and use of images and will abide with copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation.

4   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.

- All communication will take place via school approved communication channels such as via a school provided email address or telephone number and not via personal devices or communication channels such as via personal email, social networking or mobile phones.

- Any pre-existing relationships or situations that may compromise this will be discussed with the Designated Safeguarding Lead and/or headteacher.

5   My use of ICT and information systems will be compatible with my role within school. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. I will take appropriate steps to protect myself online and my use of ICT will not interfere with my work duties and will always be in accordance with the school AUP and the Law.

6   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.

7   I will promote online safety with the children 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.

8   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 Designated Safeguarding Lead or the headteacher.

9   I will report any incidents of concern regarding children's online safety to the Safeguarding Lead as soon as possible.

10 I understand that if the school believes inappropriate use or unacceptable behaviour is taking place, the school may invoke its disciplinary procedure. If the school suspects criminal offences have occurred, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read, understood and agree to comply with the Cardrew Court School Visitor /Volunteer Acceptable Use Policy. Signed: ………………………….. Print Name: ……………………… Date: ………