



# Acceptable Use Policy

## **Approval of the Governing Body**

This document is a policy for:

Acceptable Use

at

**Lambley Primary School.**

It was developed/revised during the:

**Spring Term 2021**

It has been agreed and is supported by the teaching staff and the governing body.

We aim to review this policy during the:

Spring Term 2023

## Lambley Primary School Acceptable Use Policy (AUP)

ICT in its many forms – internet, email, mobile devices and social networks are all now part of our daily lives; both in and out of school and it is our duty to ensure that they are used safely and responsibly. All staff at **Lambley Primary School** are aware of the following responsibilities:

- All Staff, Governors and visitors understand that ICT includes a wide range of systems, including mobile phones, digital cameras, laptops and tablets.
- All staff, Governors and visitors understand that it is a disciplinary offence to use the school ICT equipment for any purpose not permitted by its owner.
- No staff, Governors or visitors will disclose any passwords provided to them by the school.
- All staff, Governors and visitors understand that they are responsible for all activity carried out under their username.
- Staff, Governors and visitors will not install any hardware or software on any school owned device without the Head's or ICT leader's permission.
- All staff, Governors and visitors understand that their use of the internet may be monitored and if anything untoward is uncovered, could be logged and used in line with any disciplinary procedures. This includes all school owned devices. If an e-safety incident should occur, staff will report it to the Senior or Deputy Designated Safeguarding Lead as soon as possible.
- All staff, Governors and visitors will only use the school's email / internet and any related technologies for uses permitted by the Headteacher or Governing Body. If anyone is unsure about an intended use, they should speak to the Headteacher beforehand.
- All staff, Governors and visitors will ensure that data is kept secure and is used appropriately as authorised by the Head or Governing Body. No passwords should be divulged and memory sticks should also be encrypted.
- Personal devices must only be used in the context of school business with the explicit permission of the Headteacher. Personal mobile phones or digital cameras must not be used for taking any photographs related to school business. Each class has an iPad specifically for this purpose. The school cameras must not be used for personal use.
- All staff, Governors and visitors using school equipment will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- All staff, Governors and visitors will only use the approved email system for school business.
- Images will only be taken, stored and used for purposes within school unless there is parental permission for alternative use. At the start of each year, our parents are asked to sign if they agree to their children's images being used in our brochure or in the local press or website/Class Dojo/Tapestry. If a parent does not agree to this, we ensure that their child's photograph is not used. When parents/guardians film and take photographs at school events, such as sports days and school productions, they are informed that they do not have permission to share those photographs on any social media platform. When possible, a professional photographer will come to school to take photographs of children, for example in their play costumes. These will then be made available to parents.
- All staff, Governors and visitors will make every effort to comply with copyright and intellectual property rights.
- All staff, Governors and visitors will report any incidents of concern regarding staff use of technology and/or children's safety to the Headteacher or the DSL/senior DSL in line with our school's Safeguarding Policy.

## **School ICT and Internet Agreement (as discussed with the children)**

1. At Lambley, we expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and the language they use.
2. Pupils using the Internet are expected to use it responsibly. Should any pupils encounter any inappropriate material, they are expected to report it immediately to a teacher.
3. Pupils are expected to use only appropriate language during communications tasks and will only contact people they know or those the teacher has approved.
4. Pupils must have been given permission by **an adult** in school before accessing the Internet on school resources and must have a reason for using it.
5. When using the computers, pupils should **not** access other people's files unless permission has been given.
6. No program files may be downloaded to the computer from the Internet.
7. No programs on **disc** or **USB pen** should be brought in from home for use in school.
8. Children are **not** allowed to bring in smart watches or anything that can message, photograph or access the internet.
9. Pupils **must** have permission before printing documents and will require a class password in order to do this. Personal printing is not allowed on our network.
10. No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made unless this is part of an approved school project. This is in line with the General Data Protection Regulations.
11. Pupils consistently choosing **not** to comply with these expectations will be warned, and subsequently, may be denied access to some resources.

**AUP written and reviewed: February, 2021**

Headteacher: Lee Christopher

ICT leader: Dane Rowe