

DOROTHY BARLEY INFANT SCHOOL



Online Safety Acceptable Use Agreements

Approval by Governing Body: Spring Term 2024

Lauren Pearce
(Executive Head Teacher)

Sue Matthews
(Chair of Governors)

Louise Seaton
(Online Safety, Computing/ICT Coordinator)

Davington Road
Dagenham,
Essex RM8 2LL
0208 270 4655

Dorothy Barley Infant School is committed to safeguarding and promoting the welfare of children and expects all staff, governors and volunteers to share this commitment.

Acceptable Use Agreement Templates

These policies are intended to ensure:

- that all staff and pupils will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- that users are protected from potential risk in their use of these systems and devices
- that parents and carers are aware of the importance of online safety and are involved in the education and guidance of children with regard to their online behaviour.

The school will try to ensure that:

- pupils and staff will have good access to digital technologies to enhance their learning / work and will, in return, expect the pupils and staff to agree to be responsible users.

The acceptable user agreement (AUP) templates comprise:

- Pupil AUP (EYFS / KS1) p.3
- Parent / Carer Agreement p.4
- Staff agreement p.5
- Volunteers and Community users agreement p.8

Pupil Acceptable Use Agreement: Reception / KS1

This is how we stay safe when we use computers:

- I will ask a teacher or other adult if I want to use the computers / tablets
- I will only use activities or websites that a teacher or suitable adult has told or allowed me to use
- I will keep my login and password secret
- I will take care of the computer and other equipment
- I will not look at other people's files without their permission
- I will only delete my own files
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong
- I will not give out personal information - such as my name, address, phone number or send photographs or videos to people I don't know and trust
- I will tell a teacher or other adult if I see something that upsets me on the screen
- I know that if I break the rules I might not be allowed to use a computer / tablet/ or other technological equipment.

Year	Your name	Teacher initials	Date
Reception			
One			
Two			

Parent / Carer Acceptable Use Agreement Forms

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This acceptable use agreement is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- that parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their online behaviour

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users. A copy of the relevant Pupil Acceptable Use Policy is attached to this permission form, so parents / carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

Acceptable use permission form

Parent / carer name:

Pupil name:

As the parent or carer of the above pupil, I grant permission for my child to have access to the internet, and to Computing/ ICT systems at school to support their learning.

- I know that my child has signed an Acceptable Use Agreement and has received, or 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 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 ICT 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 my child's activity on the Computing/ ICT systems can be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Agreement.
- I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's safety

Signed:

Date:

If you require any information on what the School do with your personal data or your rights under the Data Protection Act 2018 please see the School Privacy Notice on the Website.

Staff Acceptable Use Agreement Form

This acceptable use agreement is intended to ensure:

- that staff will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- that staff are protected from potential risk in their use of technology in their everyday work

The school will try to ensure that staff will have good access to digital technology for their work to enhance learning opportunities for pupils' learning and will, in return, expect staff to agree to be responsible users.

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed online safety in my work with young people.

For my professional and personal safety:

- I understand that the statements set out in this agreement also apply to use of school ICT systems (e.g. laptops, email, VLE etc.) out of school, and to the transfer of personal data (digital or paper-based) out of school
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies set down by the school
- I will not disclose my username or password (for the network, email, Integris or any other system) to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it
- I will review my passwords to ensure they are strong and securely stored preferably on google password manager.
- I will ensure that when using a desktop or laptop computer in any room, I will lock the screen or log off the device if left unattended.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of to the appropriate person, including concerns I have regarding radicalisation of pupils or colleagues
- I understand that the school may monitor my use of the digital technology and communication systems.

I will be professional in my use of school ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files without their express permission
- I will communicate with others in a professional manner; I will not use aggressive or inappropriate language and I appreciate that others may have different opinions
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal device to record these images, unless I have permission to do so. Where images are published (e.g. on the school website, VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites in school in accordance with the school's policies.

- When I use my mobile devices (laptops / tablets / mobile phones / USB devices etc) in school I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not open any hyperlinks in emails or any attachments to emails unless the source is known and trusted or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- **I will not connect an unencrypted USB flash drive (or similar device) to the school networked computers.**
- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner. I will not use a private email or telephone to conduct school business, unless instructed by the headteacher.
- I will not engage in any on-line activity that may compromise my professional responsibilities
- I will not try to upload, download or access any materials which are illegal, inappropriate or may cause harm or distress to others. I will not try to use any programs or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not install, or attempt to install, programs of any type on a machine, or store programs on a computer. Nor will I try to alter computer settings, disable or cause damage to school equipment, or the equipment belonging to others.
- I will not disable or cause any damage to school/academy equipment, or the equipment belonging to others.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work
- I will ensure that I, and any classes I am responsible for, treat the school equipment appropriately when using, transporting and storing it
- Where work is protected by copyright, I will not download or distribute copies (including music, images and videos)
- I will ensure that I have permission to use the original work of others in my own work
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the school data policy. Where digital personal data is transferred outside the secure network, it must be encrypted. Paper based documents containing personal data must be held in lockable storage.
- I understand that the school data protection policy requires that any staff or student/pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened

To protect my professional integrity:

- I will ensure that any private social networking sites that I create or actively contribute to are not in conflict with my professional role
- I will ensure that no reference is made in social media to pupils, parents / carers or school staff
- I will not engage in any online activity that may compromise my professional responsibilities; I will not engage in online discussion on personal matters relating to members of the school community
- Personal opinions should not be attributed to the school

- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities
- I understand that failure to comply with the Acceptable Use Policy could lead to disciplinary action

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school’s most recent Online Safety Policy.

I understand that this acceptable use policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school.

For information about how the School processes your personal information please see the School’s privacy notice on the school website.

Staff acceptable use form

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Signed:		Date:	
Full name:	Job title:		

Volunteers and Community Users Acceptable Use Agreement Form

This acceptable use agreement is intended to ensure:

- that volunteers and community users of school digital technologies will be responsible users and stay safe while using these systems and devices
- that school systems, devices and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- that users are protected from potential risk in their use of these systems and devices

I understand that I must use school systems and devices in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems, devices and other users. This agreement will also apply to any personal devices that I bring into the school.

- I understand that my use of school systems may be monitored
- I will not use a personal device that I have brought into school for any activity that would be inappropriate in a school setting
- I will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others. I will not try to use any programs or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of to the appropriate person
- I will not access, copy, remove or otherwise alter any other user's files, without permission
- I will ensure that if I take and / or publish images of others I will only do so with their permission. I will not use my personal equipment to record these images, without permission. If images are published it will not be possible to identify by name, or other personal information, those who are featured
- I will not publish or share any information I have obtained whilst in the school on any personal website, social networking site or through any other means, unless I have permission from the school
- I will not, without permission, make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work
- I will not install or attempt to install programs of any type on a school device, nor will I try to alter computer settings, unless I have permission to do so
- I will not disable or cause any damage to school equipment, or the equipment belonging to others
- I will immediately report any damage or faults involving equipment or software, however this may have happened
- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music, videos and images)
- I understand that if I fail to comply with this Acceptable Use Agreement, the school has the right to remove my access to school systems / devices

For information about how the School processes your personal information please see the School's privacy notice on the school website.

Volunteers and community users agreement form

I have read and understand the statements above and agree to use the school digital technology systems and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Signed:

Date:

Full name: