



Blackgates  
Primary Academy

# Computing Policy



## Blackgates Primary Academy



**ACCEPTABLE USE AGREEMENT - STAFF, SUPPLY**



## STAFF AND VISITORS

### **Background and purpose**

With access to rich dynamic content, connectivity across the globe, a platform for creativity and a place to engage in debate, digital technologies provide a powerful tool for learning. Digital technologies give staff opportunities to enhance children's learning in their care and enable staff to become more efficient in their work. The very nature of digital technologies means that they should be used with care and particular attention given to demonstrating appropriate behaviours and avoidance of misuse at all times. Professional integrity and strong moral purpose must be upheld at all times by staff. It is the duty of all staff members to ensure that children in their care get the very best start to the world of digital technology. This should include provision of a rich, robust online safety education for the children with clear reporting procedures for infringements to safeguarding. Having a transparent approach to using digital technology is a must. Additionally, staff should develop critical thinking in their children, along with strategies for avoiding unnecessary harm and strategies for dealing with online safety infringements. The school's internet, network and ICT systems and subscriptions to services should be used with the utmost professionalism at all times. The school will aim to provide its staff with secure systems which will have filtering, monitoring and virus protection included. Anyone with access to the systems should be aware that their use of the systems is monitored, and this can be used to form evidence should any suspected infringements occur.

### **Acceptable Use Agreement**

**By signing this agreement, you will have access to the school's systems and acknowledge that you agree to all the statements below. Additionally, that you have read and understand school policies which have a bearing on this agreement.**

- I will demonstrate the value of the use of digital technologies in improving the outcomes for children in my care.
- I will educate children in my care in the safe use of digital technologies, acting on any online safety issues in accordance with the school's policies.
- I understand my use of the school's ICT systems/networks and internet are monitored.
- I recognise that whether within school or out of school, I must abide by the rules/statements set out in this document when using systems, accessing/transferring data that relate to the school or impact on my role within the school and wider community.
- I know what GDPR is and how this has a bearing on how I access, share, store and create data.
- Any data that I have access to away from school premises must be kept secure and used with specific purpose. As outlined in the school's data protection policy, it is my responsibility to ensure when accessing data remotely that I take every bit of reasonable care to ensure the integrity and security of the data is maintained.
- I understand that I am fully responsible for my behaviours both in and out of school and as such recognise that my digital communications, subscriptions and content I access can have a bearing on my professional role.



- I recognise that my social media activity can have a damaging impact on the school and children in my care at school if I fail to uphold my professional integrity at all times whilst using it.
- If I am contributing to the school's social media account(s) or website(s) I will follow all guidelines given to me, with particular care given to what images/video imagery and details can be uploaded.
- I will never upload images/video imagery of staff/pupils or other stakeholders to my personal social media accounts unless there is significant reason to and that permission has been granted by the headteacher in writing for each occurrence. • I will inform the school at the earliest opportunity of any infringement both on and off site by myself. Furthermore, if I am concerned about others' behaviours/conduct, I will notify the school at the earliest opportunity.
- I will never deliberately access, upload or download illegal, inflammatory, obscene or inappropriate content that may cause harm or upset to others.
- I will never download or install software unless permission has been given by the appropriate contact at school.
- I shall keep all usernames and passwords safe and never share them. Writing down usernames and passwords, including storing them electronically, constitutes a breach to our data protection and safeguarding policy.
- I will never leave equipment unattended which could leave data and information vulnerable; this extends to accessing data/ services/content remotely.
- Any personal devices I own shall not be used to access school systems/data/services/content remotely unless I have adequate virus protection and permission from the school.
- I understand that mobile devices, including smart watches, shall not be used, nor in my possession, during times of contact with children. These devices will be securely locked away with adequate password protection on them should they be accessed by an unauthorised person.
- Any school trips/outings or activities that require a mobile phone/ camera will be provided by the school and any data collected on them will be used in accordance with school policies.
- At no point- will I use my own devices for capturing images/ video or making contact with parents/carers.

**Staff Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## ICT ACCEPTABLE USE AGREEMENT – PARENTS/CARERS

### **Background and purpose**

With access to rich dynamic content, connectivity across the globe, a platform for creativity and a place to engage in debate, digital technologies provide a powerful tool for learning. It is therefore essential that children are fully equipped to have the skills and knowledge to safely access and use digital technologies. This **Parent/Carer Acceptable Use Agreement** is intended to help share the importance that the school places on keeping children safe with particular regard to online safety. It additionally intends to encourage parents/carers to be actively involved in their child's online safety education, including encouraging transparent behaviour, critical thinking and reporting. The school will aim to provide every child with the best access it can to online technologies. Filtering, monitoring and alert systems will be in place to help protect children from unnecessary risks. The school will actively encourage children to think critically about content and communication from others and develop strategies for recognising inappropriate content/behaviours and how to deal with them. In return, the school expects the children to demonstrate that they are responsible users of digital technologies at all times.

### **Parents/Carers**

**We would ask parents and carers to support us by:**

- Sharing good online behaviours with your child.
- Emphasising the importance of the Acceptable Use Statements/School's rules your child has agreed to.
- Highlighting the importance of accessing only age appropriate content and sites along with the pitfalls of social media.
- Explaining how to keep an appropriate digital footprint.
- Discussing what is and isn't appropriate to share online.
- Emphasising never to meet anyone online nor trust that everyone has good intentions.
  - Reporting any concerns you have whether home or school based.
- Stressing the importance of openness when being online and that no one should ever be too ashamed or embarrassed to tell a trusted adult if they have seen/shared anything concerning or have had inappropriate online contact.
- Drawing up an agreement of online safety rules for outside of school that are applicable even when your child is at a friend's home.
- Avoiding posting or replying to any comments about the school to social media that may have a negative impact. Any concerns or worries should be reported to the school in the first instance.

### **Permission Access**

By signing below, you agree to allowing your child access to the school's internet and ICT systems. This also includes any educational subscription services. You are also aware that your child has signed/agreed to the school's Acceptable Use Agreement for pupils.

**Parent/Carer Name:** \_\_\_\_\_



**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

*\*The school aims to comply with GDPR regulations at all times and as such follows strict protocol about how we use personal data and keep it safe, including the information on this form. It is important that you refer to the school's data protection policy or contact the school if you have any questions about data.*

## ICT ACCEPTABLE USE AGREEMENT – EYFS & KS1 PUPILS

- I always ask a teacher or suitable adult if I want to use the computers, tablets or cameras.
- I only open activities that an adult has told or allowed me to use.
- I know that I must tell an adult if I see something on a screen that upsets me, or I am unsure of. • I keep my passwords safe and will never use someone else's.
- I know personal information such as my address and birthday should never be shared online.
- I know I must never communicate with strangers online.
- I am always polite when I post to our blogs, use our email and other communication tools. I understand this agreement and know the consequences if I don't follow it.

**My Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Parent/Carer Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## ICT ACCEPTABLE USE AGREEMENT – KS2 PUPILS

- I will only access computing equipment when a trusted adult has given me permission and is present.
- I will not deliberately look for, save or send anything that could make others upset.
- I will immediately inform an adult if I see something that worries me, or I know is inappropriate. • I will keep my username and password secure; this includes not sharing it with others.
- I understand what personal information is and will never share my own or others' personal information such as phone numbers, home addresses and names. • I will always use my own username and password to access the school network and subscription services.
- In order to help keep me and others safe, I know that the school checks my files and the online sites I visit. They will contact my parents/carers if an adult at school is concerned about me.
- I will respect computing equipment and will immediately notify an adult if I notice something isn't working correctly or is damaged.
- I will use all communication tools such as email and blogs carefully. I will notify an adult immediately if I notice that someone who isn't approved by the teacher is messaging. • Before I share, post or reply to anything online, I will T.H.I.N.K. T = is it true? H = is it helpful? I = is it inspiring? N = is it necessary? K = is it kind?

I understand that if I behave negatively whilst using technology towards other members of the school, my parents/carers will be informed and appropriate actions taken. I understand this agreement and know the consequences if I don't follow it.

**My Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Parent/Carer Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_