

# Worlingham CEVC Primary School

## ICT ACCEPTABLE USE POLICY

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. All staff should have an entitlement to safe internet access at all times.

### **This Acceptable Use Policy governs:**

All Staff, Governors and visitors to the school.

### **This Acceptable Use Policy ensures that:**

- Worlingham CEVC Primary School ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- Worlingham CEVC Primary School will ensure that staff have good access to ICT to enhance the children's learning and expects the staff to agree to be responsible users.

### **Acceptable Use Policy Agreement**

I understand that I must use Worlingham CEVC Primary 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.

### **For my own personal safety:**

- I understand that Worlingham CEVC Primary School may monitor my use of the ICT systems, email and other digital communications.
- I will protect my username and password from misuse – I will not share it, nor will I try to use any other person's username and password.
- I will actively ensure that I change my passwords regularly to prevent others using my personal login. I understand that this can be re-set by the IT Technician in the event of my forgetting it.
- I will not disclose or share personal or professional information about myself or others when online.
- I will immediately report to the Online Safety Lead any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

### **I understand that everyone has equal rights to use technology as a resource and:**

- I understand that Worlingham CEVC Primary School ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- 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 not use Worlingham CEVC Primary School ICT systems for online gaming, online gambling, domestic internet shopping, file sharing, or video broadcasting (e.g. YouTube – except in educational circumstances).

### **I will act as I expect others to act toward me:**

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.

- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions from my own.
- I will not take or distribute images of anyone without their permission.

**I recognise that Worlingham CEVC Primary School has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:**

- I am aware that I should research content for suitability before the children access the internet resources.
- I understand that when using school equipment I shall demonstrate safe and responsible practices to the children.
- I understand that I should not use my own equipment (cameras or phones) to record children or their work.
- I will not try to upload, download or access any materials which are illegal or inappropriate, or may cause harm or distress to others, nor will I try to use any programmes 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 damage or faults involving equipment or software, however this may have happened, to the IT Technician.
- I will not open any attachments to emails, unless I know and trust the person / organisation that sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I understand that it is expected that I will not use social networking sites or web-based communication apps, apart from ClassDojo, whilst in the education setting.
- I will not install or attempt to install programmes of any type on a machine, or store programs on a computer, nor will I try to alter computer settings.
- I will not use my Google username to access social networking or gaming sites.

**When using the internet for research, I recognise that:**

- I should 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 try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

**I understand that I am responsible for my actions, both in and out of Worlingham CEVC Primary School:**

- I understand that Worlingham CEVC Primary School also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that ClassDojo is used to record moments of children's learning for parents and caregivers. I will not engage or respond to messages from parents through the app and will encourage all parents to communicate with the school through the school office.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I may be subject to disciplinary action.

V4 – September 17