



Pebworth First and Blackminster Middle Schools
Federation



Acceptable Use Agreement (PFS)

Review date: September 2021
Revised by: Georgia Reynolds
Reviewed by: Dan Rimell
Approved by: Governing Body Nov.21
Next review: September 2022

Acceptable Use Agreement

Staff, Governor and Visitor

ICT and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with Neil Champs (School Leader.)

- Permission will be sought from students and parents before any photographs are published on a web site, blog or social media outlet.
 - Images of children must not be published where it is possible to identify their names.
 - Access must only be made via the authorised account and password, which must not be made available to any other person.
- All Internet use should be appropriate to staff professional activity or student's education. Sites and materials accessed must be appropriate to work in school. Users will recognise materials that are inappropriate and should expect to have their access removed.
- No hardware or software will be installed without the permission of the ICT coordinator and ICT Technician.
 - Activity that threatens the integrity of the school ICT systems, or that attacks or corrupts other systems, is forbidden.
 - Copyright of materials and intellectual property rights must be respected.
- All electronic communications with pupils/parents and staff must remain professional.
- Own personal details, such as mobile phone number and personal email address must not be given out to pupils.
 - Personal data must be kept secure and used appropriately, whether in school, taken off school premises or accessed remotely.
 - Any material that could be considered offensive, illegal or discriminatory must not be browsed, downloaded, uploaded or distributed.
- Internet access can be monitored and logged which can be made available, on request, to the school leader or Headteacher. • Support of the school to online safety must be respected by not deliberately uploading or adding any images, video, sounds or text that could upset or offend any member of the school community.

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- Online activity, both in school and outside, will not bring the professional role into disrepute.
- Support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of computing and related technologies.

User Signature

I agree to follow this code of conduct and to support the safe use of ICT throughout the School

Signature

Full Name.....(printed)

Job Title Date.....

Acceptable Use Agreement

KS1 Pupils

In school, you are expected to use computer equipment responsibly to stay safe. We ask you to respect the equipment in school and be sensible when using it.

I agree to follow these rules when using the school network, learning platforms, email and internet facilities:

σ I will always keep my passwords a secret – only the teacher will know it in case I forget it. σ I will not try to log on to another pupil's area.

σ I will tell an adult if something I see upsets or worries me.

σ I know that teachers can see how I use the computer.

σ I am aware of the Hector's World CEOP report button and know when to use it. σ I will ask an adult before I use the printer.

σ I will not play games on school computers, unless told to by an adult. σ I will tell an adult if someone is not following e-safety rules.

σ I will always keep my name, birthday family information, journey to school private and never post these on a website.

σ I will never meet an online friend without taking a responsible adult that you know with you, and I will not befriend people you do not know. Not everyone online is who they say they are.

σ I will not post any pictures online that staff, or family may not think is sensible. If it is on the internet, I know it's not mine anymore.

σ I will not respond to any messages that are mean or make me feel uncomfortable. I will tell an adult.

σ I will be careful with ICT equipment. I understand that I may be charged for the cost of repairing or replacing the equipment, over and above whatever other sanctions are imposed.

σ I will not bring a memory stick into school.

σ I will not bring mp3 players, iPods, mobile phones etc. in to school. I know that these devices will be taken by a teacher if I bring them in.

σ I will not use social networking sites to contact members of The Pebworth First or Blackminster Middle School staff (for example, Facebook, Twitter, etc...).

σ I will not use Social Network Sites in school. σ I will check with a teacher before I use the internet to download files.

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- σ I will not take information from the internet and say it is my own work.*
- σ I will only use the internet for learning.*
- σ I will tell an adult if someone tries to contact me by people outside the school community.*

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KS2 Pupils

In school, you are expected to use computer equipment responsibly to stay safe. We ask you to respect the equipment in school and be sensible when using it.

I agree to follow these rules when using the school network, learning platforms, email and internet facilities:

σ I will always keep my name, birthday family information, journey to school private and never post these on a website.

σ I will never meet an online friend without taking a responsible adult that you know with you, and I will not befriend people you do not know. Not everyone online is who they say they are.

σ I will not post any pictures online that staff, or family may not think is sensible. If it is on the internet, I know it's not mine anymore.

σ I will not respond to any messages that are mean or make me feel uncomfortable. I will tell an adult.

σ I will always keep my passwords a secret – only the teacher will know it as they set it.

σ I will not attempt to gain unauthorised access to the school network or to any other computer system found on the Internet.

σ I will not attempt to log on using another person's username and password with or without their permission. This also includes email.

σ I will not attempt to access another person's files or personal information.

σ I will not interfere with, damage or vandalise any ICT equipment. If I do, I understand that I may be charged for the cost of repairing or replacing the equipment, over and above whatever other sanctions are imposed.

σ I will not attempt to upload unsuitable, illegal or unauthorised files onto the school network.

σ I will not bring unsuitable, illegal or unauthorised files into school on any form of portable media storage device, including mp3 players, iPods, mobile

phones etc. I accept that these devices will be taken by a teacher for the duration of the school day if I bring them in.

σ I will ensure I have permission to use the printer. σ I will not use the school network to play games unless permitted by an adult.

σ I will not download files or access inappropriate websites.

σ I will not use social networking sites to contact members of The Pebworth First or Blackminster Middle School staff (for example, Facebook, Twitter, etc...).

σ I will not use Social Network Sites in school.

σ I will not take information from the internet and pass it off as my own work. σ I will only use the internet for educational purposes.

σ I will report any misuse of the internet, unsuitable content or activities immediately to a member of staff.

σ In the interests of my own e-safety, I will report any attempts to contact me by people outside the school community to a member of staff.

σ I will not attempt to release viruses, or carry out any other malicious practice that contravenes the Computer Misuse Act 1990.

σ I will abide by all other relevant government legislation concerning appropriate use of the internet.

σ I understand that my computer access in school is routinely monitored. This also includes internet access and email.

σ I am aware of the CEOP report button and know when to use it.