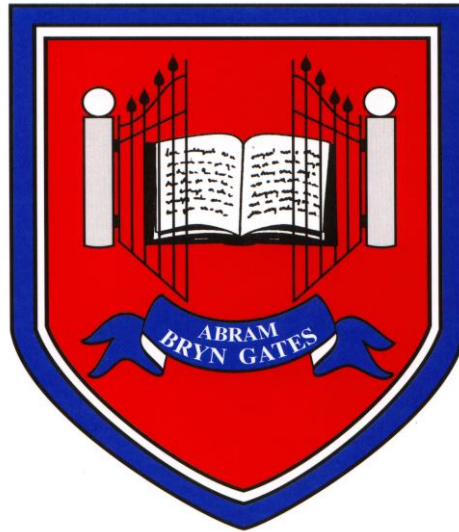


Abram Bryn Gates Primary



ICT Acceptable Usage Agreements

- 1. Staff, Governor and Visitor**
- 2. Primary Pupils**
- 3. iPads**

February 2017

Staff, Governor and Visitor Acceptable Use Agreement / Code of Conduct

ICT (including data) 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 the Leadership Team.

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed acceptable by the Head or Governing Body
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role
- I will not give out my own personal details, such as mobile phone number, personal email address, personal Twitter account, or any other social media link, to pupils
- I will only use the approved, secure email system(s) for any school business
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body. Personal or sensitive data taken off site must be encrypted, e.g. on a password secured laptop or memory stick
- I will not install any hardware or software without permission of the Leadership Team.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member
- Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher
- I will support the school approach to online safety and not upload or add any images, video, sounds or text linked to or associated with the school or its community without permission to do so
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Headteacher
- I will respect copyright and intellectual property rights
- I will ensure that my online activity, both in school and outside school, will not bring the school, my professional reputation, or that of others, into disrepute
- I will support and promote the school's e-Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies
- When using personal electronic devices, I will adhere to the guidelines set out in the Mobile Phone Policy, the e-safety policy and the Social Media Policy.
- I understand this forms part of the terms and conditions set out in my contract of employment

User Signature

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

Signature Date

Full Name (printed)

Job title

Primary Pupil Acceptable Use Agreement / e-safety Rules

- I will only use ICT in school for school purposes
- I will only use my class email address or my own school email address when emailing
- I will only open email attachments from people I know, or who my teacher has approved
- I will not tell other people my ICT passwords
- I will only open/delete my own files
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible
- I will not look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately
- I will not give out my own/others details such as name, phone number or home address. I will not arrange to meet someone or send my image unless this is part of a school project approved by my teacher and a responsible adult comes with me
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe
- I will support the school approach to online safety and not upload or add any images, video, sounds or text that could upset any member of the school community
- I know that my use of ICT can be checked and my parent/carer contacted if a member of school staff is concerned about my safety
- I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher
- I will not bring a Smart Watch to school because I am not allowed to wear one during the school day
- I will pay attention to age restrictions when using the internet.

Dear Parent/ Carer

ICT including the internet, email and mobile technologies has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please read and discuss these eSafety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation please contact the office to arrange an appointment.

Please take care to ensure that appropriate systems are in place at home to protect and support your child/ren.

✂

Parent/ carer signature

We have discussed this document with(child's name) and we agree to follow the eSafety rules and to support the safe use of ICT at Abram Bryn Gates Primary School.

Parent/ Carer Signature

Class Date

Acceptable use Policy

IPads

February 2017

The following guidelines are to ensure appropriate and safe use of mobile devices (iPads).

IPads are intended for professional use by teachers. However, appropriate personal use is acceptable outside of working hours. They should not be accessible or used at any point by the pupils. They should be password protected at all times and due to them not being encrypted, no personal pupil data should be stored on them.

Any apps that are installed must not be offensive or inappropriate. Non educational related apps must not be accessed during contact hours. Any apps purchased are at the cost of the teacher unless they intend to be used for school or educational purposes in which case authorisation needs to be sought from the leadership team.

It is the responsibility of the teacher to ensure that iPads are backed up/ updated. If they have any issues then they should report them to the technicians during one of their weekly visits.

IPads are the responsibility of the class teacher and should be either kept in school or safely stored at home. They must not be left in unsafe environments.

IPads must be protected by a case. The cost of which can be agreed by the leadership team and reimbursed by submitting a claims form.