



## Lamberhurst St Mary's CEP (VC) School

### Acceptable Use Policies

(Taken from the KCC Model Policy, August 2016)

3<sup>rd</sup> Edition

This policy will be reviewed annually and at any other time if changes are required to comply with changes in legislation, regulation or national or KCC advice. Any amendments will require the approval of the full Governing Body. A copy is stored online in the Staff Area of the school server.

Date of approval by Governing Body	28 October 2016
Signature of Chair of Governors	Mr P Edgesmith
Signature of Headteacher	Mrs C Bromley
Date Due for review	Autumn Term 2017

#### **Disclaimer**

*Kent County Council (KCC) and the leadership of Lamberhurst St Mary's Primary School make every effort to ensure that the information in this document is accurate and up to date. If errors are brought to our attention, we will correct them as soon as practicable. Nevertheless, KCC and its employees cannot accept responsibility for any loss, damage or inconvenience caused as a result of reliance on any content in this publication.*

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## Staff Acceptable Use Policy, September 2016

(Taken from the KCC Model Policy, August 2016)

***As a professional organisation with responsibility for children's safeguarding it is important that all staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the school's computer system in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using Information Communication Technology and the school systems, they are asked to read and sign this Acceptable Use Policy.***

**This is not an exhaustive list and all members of staff are reminded that ICT use should be consistent with the school ethos, other appropriate policies and the Law.**

- I understand that Information Systems and ICT include networks, data and data storage, online and offline communication technologies and access devices. Examples include mobile phones, tablets, digital cameras, email and social media sites.
- School owned information systems must be used appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
- I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff and authorised personnel, for responsible use only. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.
- I will respect system security and I will not disclose any password or security information. I will use a strong password.
- I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the system manager.
- I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 1988. This means that all personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online (only within countries or sites with suitable data protection controls that meet the EU and UK regulations) or accessed remotely. Any data which is being removed from the school site (such as via email or on memory sticks or CDs) will be encrypted by a method approved by the school. Any images or videos of pupils will only be used as stated in the school image use policy and will always take into account parental consent.
- I will not keep or access professional documents which contain school-related sensitive or personal information (including images, files, videos, emails etc.) on any personal devices (such as laptops, digital cameras, mobile phones), unless they are suitably secured and encrypted. Where possible I will use the School Learning Platform to upload any work documents and files in a password protected environment (if appropriate) or via VPN. I will protect the devices in my care from unapproved access or theft. Personal cameras may be

used but the images must be uploaded to the school server as soon as is reasonably possible and deleted from the device.

- I will not store any personal information on the school computer system including any school laptop or similar device issued to members of staff that is unrelated to school activities, such as personal photographs, files or financial information. A small number of appropriate photographs may be saved e.g. those used as backgrounds.
- I will respect copyright and intellectual property rights.
- I have read and understood the school online (e-Safety) policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces.
- I will report all incidents of concern regarding children's online safety to the Designated Safeguarding Lead (HT) as soon as possible. I will report any accidental access, receipt of inappropriate materials, filtering breaches or unsuitable websites to the HT or DHT as soon as possible.
- I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware or if I have lost any school related documents or files, then I will report this to the ICT Support Provider as soon as possible.
- My electronic communications with pupils, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny at all times. All communication will take place via school approved communication channels e.g. via a school provided email address or telephone number and not via personal devices or communication channels e.g. personal email, social networking or mobile phones. Any pre-existing relationships which may compromise this will be discussed with the Senior Leadership team.
- I will ensure that my online reputation and use of ICT and information systems are compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. I will take appropriate steps to protect myself online and will ensure that my use of ICT and internet will not undermine my professional role, interfere with my work duties and will be in accordance with the school AUP and the Law.
- I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the County Council, into disrepute.
- I will promote online safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.
- If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with the Head Teacher or Deputy Head Teacher.
- I understand that my use of the information systems (including any devices provided by the school), school Internet and school email may be monitored and recorded to ensure the safety of children and staff and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.

*The School may exercise its right to monitor the use of information systems, including Internet access and the interception of emails in order to monitor policy compliance. Where it believes unauthorised and/or inappropriate use of the schools information system or unacceptable or inappropriate behaviour may be taking place, the School will invoke its disciplinary procedure. If the school suspects that the school system may be being used for criminal purposes then the matter will be brought to the attention of the relevant law enforcement organisation.*

**I have read and understood and agree to comply with the Staff ICT Acceptable Use Policy.**

Signed: ..... Print Name: ..... Date: .....

Accepted by: ..... Print Name: Mrs CJ Bromley (Headteacher)



## Sample Letter for Staff to accompany Staff AUP Policy

Dear xxxxxx

Social media can blur the definitions of personal and working lives, so it is important that all members of staff take precautions in order to protect themselves both professionally and personally online.

Be very conscious of both your professional reputation and that of the school when you are online. All members of staff are strongly advised, in their own interests, to take steps to ensure that their personal information and content is not accessible to anybody who does not or should not have permission to access it. All staff must also be mindful that any content shared online cannot be guaranteed to be "private" and could potentially be seen by unintended audiences which may have consequences including civil, legal and disciplinary action being taken. Ensure that your privacy settings are set appropriately (many sites have a variety of options to choose from which change regularly and may be different on different devices) as it could lead to your content accidentally being shared with others.

Be very careful when publishing any information, personal contact details, video or images etc online; ask yourself if you would feel comfortable about a current or prospective employer, colleague, child in your care or parent/carer, viewing or sharing your content. If the answer is no, then consider if it should be posted online at all. It is very important to be aware that sometimes content shared online, even in jest, can be misread, misinterpreted or taken out of context, which can lead to complaints or allegations being made. Don't be afraid to be yourself online but do so respectfully. All staff must be aware that as professionals, we must be cautious to ensure that the content we post online does not bring the school or our professional role into disrepute.

If you have a social networking account, it is advised that you do not accept pupils (past or present) or their parents/carers as "friends" on a personal account. You may be giving them access to your personal information and allowing them to contact you inappropriately through unregulated channels. They may also be giving you access to their personal information and activities which could cause safeguarding concerns. Please use your work provided email address or phone number to contact children and/or parents – this is essential in order to protect yourself as well as the wider community. If you have a pre-existing relationship with a child or parent/carer that may compromise this or have any queries or concerns about this then please speak to myself, Designated Safeguarding Lead.

Documents called "Cyberbullying: Supporting School Staff", "Cyberbullying: advice for headteachers and school staff" and "Safer professional practise with technology" are available in the staffroom to help you consider how to protect yourself online. Please photocopy them if you want or download the documents directly from [www.childnet.com](http://www.childnet.com), [www.e-safety.org.uk](http://www.e-safety.org.uk) and [www.gov.uk/government/publications/preventing-and-tackling-bullying](http://www.gov.uk/government/publications/preventing-and-tackling-bullying). Staff can also visit or contact the Professional Online safety Helpline [www.saferinternet.org.uk/about/helpline](http://www.saferinternet.org.uk/about/helpline) for more advice and information on online professional safety.

I would like to remind all staff of our Acceptable Use Policy and the importance of maintaining professional boundaries online. Failure to follow this guidance and the school policy could lead to disciplinary action, so it is crucial that all staff understand how to protect themselves online. Please speak to myself if you have any queries or concerns regarding this.

Yours sincerely,

Mr C Bromley  
Headteacher



# Pupil Acceptable Use Policy 2016

(Taken from the KCC Model Policy, August 2016)

**All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to read the Acceptable Use Policy and to sign the Agreement to show that they have understood and agreed the policy.**

## Early Years and KS1

- I only use the internet when an adult is with me
- I only click on links and buttons when I know what they do
- I know not to open advertisements/links that might pop up
- I keep my personal information and passwords safe online
- I only send messages online which are polite and friendly
- I know the school can see what I am doing online
- I may not bring my own devices to school
- I know that if I do not follow the rules there will be consequences and my parents may be informed.
- I have read and talked about these rules with my parents/carers
- I always tell an adult/teacher if something online makes me feel unhappy or worried
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) to learn more about keeping safe online
- I know that I can report online abuse using the CEOP button on our school website

## KS2

- I always ask permission from an adult before using the internet
- I only use websites and search engines that my teacher has chosen
- I use my school computers for school work only
- If, for any reason, I need to bring my mobile phone into school I know that it is to be handed in to the office and then collected at the end of the school day
- I know that not everything or everyone online is honest or truthful and will check content on other sources like other websites, books or with a trusted adult
- I always credit the person or source that created any work, image or text I use
- I only talk with and open messages from people I know, and I only click on links if I know they are safe
- I always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened
- I only send messages which are polite and friendly
- I keep my personal information safe and private online
- I will keep my passwords safe and not share them with anyone
- I will not access or change other peoples' files or information
- I will only post pictures or videos on the Internet if they are appropriate and if I have permission
- I will only change the settings on the computer if a teacher has allowed me to

- I understand that the school's internet filter is there to protect me, and I will not try to bypass it.
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult
- I know that my use of school devices/computers and Internet access will be monitored
- I know that if I do not follow the rules then my parents may be informed
- If I see anything online that I shouldn't or that makes me feel worried or upset then I will minimise the page and tell an adult straight away
- I have read and talked about these rules with my parents/carers
- If I am aware of anyone being unsafe with technology then I will report it to a teacher
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) and [www.childline.org.uk](http://www.childline.org.uk) to learn more about keeping safe online





## Parent/Carers Acceptable Use Policy Statements

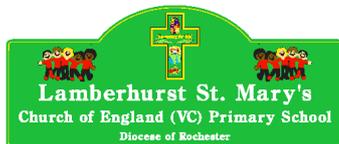
- I have read and discussed the Acceptable Use Policy (attached) with my child.
- I know that my child will receive online safety (e-Safety) education to help them understand the importance of safe use of technology and the internet, both in and out of school.
- I am aware that any internet and computer use using school equipment may be monitored for safety and security reasons and to safeguard both my child and the schools systems. This monitoring will take place in accordance with data protection and human rights legislation.
- I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.
- I know that my child may not bring a mobile phone to school. If my child should need a mobile phone for occasional after school use, they must hand the phone into the school office before they come in to school, and collect it from the office after they have left school.
- I understand that if the school has any concerns about my child's safety online, either at school or at home, then I will be contacted.
- I understand that if my child does not abide by the school Acceptable Use Policy then sanctions will be applied in line with the schools behaviour and anti-bullying policy. If the school believes that my child has committed a criminal offence then the Police will be contacted.
- I, together with my child, will support the school's approach to online safety (e-Safety) and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.
- I know that I can speak to Mrs Bromley, Headteacher and the school's Online Safety (e-Safety) Coordinator, or my child's teacher if I have any concerns about online safety (e-Safety).
- I will visit the school website (<http://www.lamberhurst.kent.sch.uk/>) for more information about the school's approach to online safety as well as to access useful links to support both myself and my child in keeping safe online at home.
- I will visit [www.thinkuknow.co.uk/parents](http://www.thinkuknow.co.uk/parents), [www.nspcc.org.uk/onlinesafety](http://www.nspcc.org.uk/onlinesafety), [www.internetmatters.org](http://www.internetmatters.org) [www.saferinternet.org.uk](http://www.saferinternet.org.uk) and [www.childnet.com](http://www.childnet.com) for more information about keeping my child(ren) safe online.
- I will support the school and my child by role modelling safe and positive online behaviour (such as sharing images, text and video responsibly) and by discussing online safety with them when they access technology at home

**I have read the Parent Acceptable Use Policy.**

Child's Name..... Class.....

Parents Name.....Parents Signature.....

Date.....



# Parent/Carer Acceptable Use Policy Acknowledgement Form

## Pupil Acceptable Use Policy – Lamberhurst St Mary’s School Parental Acknowledgment

I, with my child/children, have read and discussed Lamberhurst St Mary’s School Pupil Acceptable Use Policy.

I am aware that any internet and computer use using school equipment may be monitored for safety and security reason to safeguard both my child and the schools systems. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.

I with my child, am aware of the importance of safe online behaviour and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.

I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task. I understand that the school will take all reasonable precautions to reduce and remove risks but cannot ultimately be held responsible for the content of materials accessed through the Internet.

I understand that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy or have any concerns about my child’s safety.

I will inform the school or other relevant organisations if I have concerns over my child’s or other members of the school communities’ safety online.

I know that my child 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 will support the schools e-Safety approaches and will encourage my child to adopt safe use of the internet and digital technologies at home.

Child’s Name ..... Year group ..... Signed .....

Parent’s Name ..... Parent’s signature .....

Date .....



## Visitor/Volunteer Acceptable Use Policy

*For visitors/volunteers and staff who do not access school ICT systems*

***As a professional organisation with responsibility for children's safeguarding it is important that all members of the community are fully aware of their professional responsibilities and read and sign this Acceptable Use Policy. This is not an exhaustive list and visitors/volunteers are reminded that ICT use should be consistent with the school ethos, other appropriate school policies, relevant national and local guidance and expectations, and the Law.***

1. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 1998. Any data which is being removed from the school site (such as via email or on memory sticks or CDs) will be encrypted by a method approved by the school. Any images or videos of pupils will only be used as stated in the school image use policy and will always take into account parental consent.
2. I have read and understood the school online safety (e-Safety) policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces.
3. I will follow the school's policy regarding confidentially, data protection and use of images and will abide with copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation.
4. My electronic communications with pupils, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny at all times. All communication will take place via school approved communication channels e.g. via a school provided email address or telephone number and not via personal devices or communication channels e.g. personal email, social networking or mobile phones. Any pre-existing relationships or situations that may compromise this will be discussed with the Senior Leadership team and/or Headteacher.
5. My use of ICT and information systems will be compatible with my role within school. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. I will take appropriate steps to protect myself online and my use of ICT will not interfere with my work duties and will always be in accordance with the school AUP and the Law
6. I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the County Council, into disrepute.
7. I will promote online safety with the children in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.
8. If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with the Headteacher and Designated Safeguarding Lead, Mrs C Bromley.
9. I will report any incidents of concern regarding children's online safety to the Designated Safeguarding Lead, Mrs C Bromley, as soon as possible.

**I have read and understood and agree to comply with the Visitor /Volunteer Acceptable Use Policy.**

Signed: ..... Print Name: ..... Date: .....

Accepted by:..... Date: .....



# Social Networking Acceptable Use Policy

*For parents/volunteers running school social media accounts e.g. PTA groups and committees*

1. As part of the school's drive to encourage safe and appropriate behaviour in the use of today's technology, I will support the school's approach to online safety (e-Safety). I am aware that Facebook is a public and global communication tool and that any content posted on the Lamberhurst St Mary's PTA Facebook page may reflect on the school, its reputation and services. I will not use the page to express any personal opinions or create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring the school into disrepute.
2. I will not disclose information, make commitments or engage in activities on behalf of the school without authorisation from the school Headteacher and Designated Safeguarding Lead, Mrs C Bromley. The Headteacher (or other appropriate member of senior leadership) retains the right to remove or approve content posted on behalf of the school. Where it believes unauthorised and/or inappropriate use of the PTA Facebook page, or unacceptable or inappropriate behaviour may be taking place, the school will exercise the right to ask for the content to be deleted or deactivated.
3. I will ensure that any content posted abides by copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation.
4. I will follow the school's Image Use Policy regarding confidentially and data protection/use of images. I will ensure that I have written permission from the Headteacher before using images of pupils. Images of pupils will be taken on school equipment by the school and in accordance with the school image policy. Images which include pupils will only be uploaded with permission from the school and these will be for the sole purpose of inclusion on Facebook and will not be forwarded to any other person or organisation.
5. I will promote online safety in the use of Facebook and will help to develop a responsible attitude to safety online and to the content that is accessed or created.
6. I will ensure the site has a strong password to secure the account. The school Designated Safeguarding Lead and/or Office Manager, Mrs E Knight, will have full admin rights to the account.
7. I will ensure that the content and channel is suitable for the audience and will be sensitive in the tone of language used and will ensure content is written in accessible plain English.
8. I will report any accidental access or receipt of inappropriate materials or inappropriate comments to the Headteacher and Safeguarding Lead, Mrs C Bromley, immediately.
9. I will ensure that the Lamberhurst St Mary's PTA Facebook page is moderated on a regular basis as agreed with the Designated Safeguarding Lead, Mrs C Bromley.
10. I have read and understood the school online safety (e-Safety) policy which covers the requirements for safe ICT use, including using appropriate devices and the safe use of social media. I have ensured that the site has been suitably risk assessed and this use has been agreed by the head teacher.
11. If I have any queries or questions regarding safe and acceptable practise online I will raise them with the Designated Safeguarding Lead, Mrs C Bromley.

I have read and understood and agree to comply with the School Parent Association Social Networking Acceptable Use policy.

Signed: ..... Print Name: ..... Date: .....

Accepted by: ..... Print Name: .....

# Appendix 1: Early Years and KS1 Acceptable Use Poster

**Be**

**SAFE**

**Online**

**1** I only go online with a grown up

**2** I am kind online

**3** I keep information about me safe

**4** I tell a grown up if something online makes me unhappy

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# Appendix 2: KS2 Acceptable Use Poster

**30** Winner! You were safe online

**29** I acted unsafely online!

**28** I will not be unkind to anyone online.

**27** I will keep information about me and my passwords secret.

**26** I acted unsafely online!

**25** I acted unsafely online!

**24** I will not be unkind to anyone online.

**23** I acted unsafely online!

**22** I acted unsafely online!

**21** I acted unsafely online!

**20** If someone asks me to meet them, I will always talk to an adult straight away.

**19** I acted unsafely online!

**18** I know that people online are strangers and they may not be who they say they are.

**17** I acted unsafely online!

**16** I acted unsafely online!

**15** I know there are laws that stop me copying online content.

**14** I know there are laws that stop me copying online content.

**13** I acted unsafely online!

**12** I acted unsafely online!

**11** I always talk to an adult if I see something online which worries me.

**10** I acted unsafely online!

**9** I acted unsafely online!

**8** I know I must only open messages online that are safe. If I am unsure I will ask an adult first.

**7** I acted unsafely online!

**6** I always check if information online is true.

**5** I acted unsafely online!

**4** I acted unsafely online!

**3** I ask an adult which websites I can look at or use.

**2** I acted unsafely online!

**1** Online

**STAY SAFE Online**



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