



Acceptable Use Policy

Date Policy Formally Agreed By Governors:
Date Policy Becomes Effective: 2009
Review Date: 2018, 2020, 2023, 2025
Person Responsible for Implementation and Monitoring: Headteacher

1. Aims

Information and communications technology (ICT) is an integral part of the way our school works, and is a critical resource for all members of the school community. However, the ICT resources and resources our school uses could also pose risks to data protection, online safety and safeguarding. In order to keep the school community safe whilst working, online we have developed this policy. It sets out what the school considers as 'Acceptable Use' of the ICT resources for all users.

This policy aims to ensure that:

- all stakeholders have a clear set of rules and guidelines on the use of school ICT resources including online interactions with one another
- prevention of disruption through misuse or attempted misuse of ICT resources
- teaching and learning of online safety and effective internet use is supported

2. Acceptable Use Statement

All members of the school community (staff including governors and parents/carers on behalf of pupils) are required to read this policy. Staff and governors must sign the Acceptable Use Statement (Appendix 1). If volunteers/visitors are required to use our ICT resources, they will also need to read this policy and sign the Acceptable Use Statement (Appendix 1). When visitors are attending a course/meeting on the school grounds which requires the use of the school devices/network, the course leader will read the Acceptable Use policy and sign the Acceptable Use Statement on behalf of all attendees and ensure the information within it is disseminated and adhered to.

Parents/Carers must complete the Google Form to acknowledge that they have read, understood and agree with the policy, the Acceptable Use Statement for Pupils in School and the 'Rules for responsible use of the school's ICT resources, including the internet' within this (Appendix 2) on their child's behalf before their child starts at the school (as part of the induction pack). Parents/carers will also be expected to update their agreement as and when the policy/statements are updated. We periodically check that all members of our school community have complied with this.

3. Unacceptable use

Where a staff member misuses the school's ICT systems or the internet, or misuses a personal device where the action constitutes misconduct (as per the staff code of conduct), the matter will be dealt with in accordance with the staff disciplinary procedures. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.

Unacceptable use of the school's ICT resources includes using them to:

- breach intellectual property rights or copyright
- bully or harass someone else, or to promote unlawful discrimination
- engage in content or conduct that is radicalised, extremist, racist, antisemitic or discriminatory in any other way
- access any illegal conduct, or statements which are deemed to be advocating illegal activity
- participate in online gambling, inappropriate advertising, phishing and/or financial scams
- access, create, store or create links to or sending material that is pornographic, offensive, obscene or otherwise inappropriate or harmful

- share consensual or non-consensual nude/semi-nude images and/or videos/livestreams
- undertake activity which defames or disparages the school, or risks bringing the school into disrepute including using inappropriate or offensive language
- share confidential information about the school, its pupils, or other members of the school community
- gain, or attempt to gain, access to restricted areas of the network, or to any password-protected information, without approval from authorised personnel
- promote a private business, unless that business is directly related to the school
- use websites or mechanisms to bypass the school's filtering or monitoring mechanisms
- set up software, applications or web services on the school's network without approval by authorised personnel, or creating or using any programme, tool or item of software designed to interfere with the functioning of the school's ICT resources, accounts or data
- allow, encourage or enable others to gain (or attempt to gain) unauthorised access to the school's network
- cause a data breach by accessing, modifying, or sharing data (including personal data) to which a user is not permitted by authorised personnel to have access, or without authorisation

Other forms of unacceptable use includes:

- breaching the school's policies or procedures
- connecting any device to the school's ICT network without approval from authorised personnel
- causing intentional damage to the school's ICT resources
- removing, deleting or disposing of the school's ICT equipment, systems, programmes or information without permission from authorised personnel

4. Users

Staff use

Access to school ICT resources and materials

The Headteacher manages access to the school's ICT resources and materials for all school staff. That includes, but is not limited to: computers, tablets, mobile phones and other devices as well as access permissions for certain programmes or files.

Rules for Staff Device Use:

- Always transport devices in a protective case/bag
- Maintain the integrity of the device by treating it with care
- Do not leave devices in unsupervised areas, for example, vehicles or unlocked rooms (outside of school grounds)
- Do not leave the device unlocked when it is unattended in school
- Devices may be used for limited personal use subject to the restrictions contained in the Acceptable Use policy
- Devices must not be used by non-school employees.

Staff will be provided with unique logins and passwords that they must use when accessing the school's ICT resources. Staff must not access or attempt to access the school's ICT resources using another member of staff's login details. If staff need their access permissions updated or changed, they must contact the Headteacher. The login and passwords provide staff with access to the school's Google Workspace including Google Drive, Gmail and other applications.

Use of email

The school provides each member of staff with an email address. This must be used for work purposes only and all work-related business must be conducted using this account. Staff must not use the email address to sign up to mailing lists or newsletters unless they are work related, use the email address as a primary address for making personal purchases of goods and services from internet retailers. Staff must not share this email address or their personal email address with parents and pupils. When sharing work with teachers, pupils must do so via the Google Classroom 'Hand in' function and not the 'share with' function which requires the teacher's email address.

Staff must take care with the content of all email messages, as incorrect or improper statements can give rise to claims for discrimination, harassment, defamation, breach of confidentiality or breach of contract. Email messages are required to be disclosed in legal proceedings or in response to requests from individuals under the Data Protection Act 2018 in the same way as paper documents. Deletion from a user's inbox does not mean that an email cannot be recovered for the purposes of disclosure. All email messages should be treated as potentially retrievable. Staff must take extra care when sending sensitive or confidential information by email. Any attachments containing sensitive or confidential information should be encrypted so that the information is only accessible by the intended recipient. Emails sent by staff should not contain pupil's names and instead make use of their initials to identify them to other professionals, where necessary. Staff should, instead, make use of the shared Google Workspace to share documents which contain pupil's names.

If staff receive an email in error, the sender should be informed and the email deleted. If the email contains sensitive or confidential information, the user must not make use of that information or disclose that information. If staff send an email in error that contains the personal information of another person, they must inform the school's Data Protection Officer immediately and follow the data breach procedure.

Use of phones

Staff must not give their personal phone number(s) to parents or pupils. Staff must use phones provided by the school to conduct all work-related business. School phones must not be used for personal matters unless authorised by a member of the senior leadership team.

Personal use of ICT resources and materials

Staff are permitted to use school ICT resources for personal use, subject to certain conditions set out below. This permission must not be overused or abused. The Headteacher may withdraw or restrict this permission at any time and at their discretion. Personal use is permitted provided that such use:

- does not take place during teaching time
- does not constitute 'unacceptable use', as defined in section three of this policy
- takes place when there are no pupils present
- does not interfere with their jobs, or prevent other staff or pupils from using the resources for work or educational purposes
- does not include using ICT resources to store personal, non-work-related information or materials (such as music, videos or photos)

Staff should be aware that use of the school's ICT resources for personal use may put personal communications within the scope of the school's ICT monitoring activities. Where breaches of this policy are found, disciplinary action may be taken. Staff should be aware that personal use of ICT can impact on their employment by, for instance, putting personal details in the public domain, where pupils and parents could see them. Staff are also permitted to use their personal devices (such as mobile phones or tablets) in line with the school's Mobile Phone policy.

Personal social media accounts

The term 'social media' is given to websites and online applications which allow users to interact with each other in some way – by sharing information, opinions, knowledge and interests. Staff should make sure their use of social media, either for work or personal purposes, is appropriate at all times. Staff are responsible for any content they publish and must not publish content relating to Keldmarsh Primary School or East Riding of Yorkshire Council. Staff should take care to follow the school's guidelines on use of social media policy to protect themselves online and avoid compromising their professional integrity. Further information can be found in the school's Social Media policy.

School social media accounts

The school has an official Instagram account, managed by the Headteacher. The school has guidelines for what may and may not be posted on it and those who are authorised to manage, or post to, the account must make sure they abide by these at all times.

Pupil use

Access to ICT resources and materials

Computers (including Chromebooks and iPads) and other ICT resources are available to pupils only under the supervision of staff. All pupils will be provided with an account linked to the school's Google Workspace, including Google Drive; however, they do not have access to the email accounts inbox linked to their Google Workspace account. Pupils are also set up with accounts for EdShed and TimeTables Rockstars/Numbots and other online programmes, where necessary.

Personal Use

Pupils are not permitted to use school ICT resources for personal use.

Pupils who do not have an Acceptable Use Statement agreed to on their behalf by their parent/carer will not be allowed to access the Internet. This will mean that pupils will not be able to use the school devices and will not be able to access all statutory content of the computing curriculum. Where a pupil does not have an agreed Acceptable Use Statement in place, the parent/carer of the child will be contacted by the Headteacher to discuss the reasons why permission has not been granted and seek to find a solution.

Visitors, volunteers and members of the community

Visitors, volunteers and members of the community do not have access to the school's ICT resources as a matter of course. However, those working for, or with, the school in an official capacity (for instance, as a volunteer or as a member of the KFA) may be granted an appropriate level of access, or be permitted to use the school's resources at the Headteacher's discretion. When granted access in this way, they must abide by this policy as it applies to staff and sign an Acceptable Use Statement.

Parents

Parents do not have access to school's ICT resources as a matter of course. However, we believe it is important to model for pupils, and help them learn how to communicate respectfully with, and about, others online. Parents play a vital role in helping model this behaviour for their children, especially when communicating with the school through our website and social media channels. As a sign of good faith and to show understanding in this matter, we ask parents to sign the agreement in Appendix 3. Parents may seek any support and advice from the school to ensure a safe online environment is established for their child.

5. Monitoring and filtering of the school network and use of ICT resources

To safeguard and promote the welfare of pupils and staff and to provide them with a safe environment to learn, the school reserves the right to filter and monitor the use of its ICT resources and network. Keldmarsh Primary School uses a filtered internet service provider, Securly. This includes, but is not limited to, the filtering and monitoring of: internet sites visited, bandwidth usage, email accounts, user activity/access logs, any other electronic communications. Only authorised personnel have access to Securly and may filter, inspect, monitor, intercept, assess, record and disclose the above, to the extent permitted by law. The effectiveness of any filtering and monitoring will be regularly reviewed. Where appropriate, authorised personnel may raise concerns about monitored activity with the Headteacher as appropriate.

The school monitors ICT use in order to: obtain information related to school business, investigate compliance with school policies, procedures and standards, ensure effective school and ICT operation, conduct training or quality control exercises, prevent or detect crime, comply with a subject access request, Freedom of Information Act request, or any other legal obligation. The governing board will regularly review the effectiveness of the school's monitoring and filtering systems.

6. Policy Review

This policy is reviewed and updated regularly to meet the changing needs of the school and in light of any new initiatives. The last review took place in January 2025.

ACCEPTABLE USE STATEMENT FOR ADULTS IN SCHOOL

ICT resources including access to the internet are owned by the school and are made available to staff/visitors and volunteers to enhance their professional activities including teaching, research, training, administration and management. The school's Acceptable Use Policy has been created to protect all parties: adults, pupils and the school itself. By signing the statement, users agree to adhere to the principles within this policy; failure to do so may result in disciplinary action, in line with the relevant policies.

I understand that personal data will be held and shared as appropriate, under GDPR regulations, with third-parties where it is necessary to access online services, e.g. Times Tables Rockstars

Signed

Full Name

Position

Date

ACCEPTABLE USE STATEMENT FOR PUPILS IN SCHOOL

The school recognises that, under certain circumstances, the internet can give pupils access to undesirable information and images. We have done all that is possible to ensure pupils are protected from such information through the use of security software, limiting features, supervision, and teaching them to use the resources sensibly. By doing this, we have created a safe educational environment; however, it must be noted that the school cannot guarantee complete safety from inappropriate materials.

As part of this Acceptable Use Policy, there are a number of rules that we expect pupils to adhere to when using the internet. It is a requirement of our Acceptable Use Policy that all pupils must have permission from their parent/carer, in order to use the internet as directed by a member of staff at the school.

Rules for responsible use of the school's ICT resources, including the internet

Pupils will:

- only use devices for school work and not for personal use
- only use the devices when a teacher or teaching assistant are present
- only use their own login and password and not share this with others
- inform a member of staff if their login details badge is missing or taken by another child
- not access other people's files
- only use the internet when instructed to by a member of staff
- only access websites that have been checked and approved by a member of staff or whilst being supervised by a member of staff
- not communicate with others online, give their personal details or make arrangements to meet people over the internet
- only use appropriate language online
- tell a member of staff if they see anything online that they are unhappy with
- not download anything from the internet, unless instructed to do so by a member of staff

As the parent/carer, I understand that the use of school's ICT resources are designed for educational purposes only. I understand that, whilst the school operates a filtered service, it is impossible for Keldmarsh Primary School to restrict access to all controversial materials and will not hold the school responsible for materials acquired on the network. I also agree to report any misuse of the system to the school. I have read the Acceptable Use Policy and agree to the Rules for responsible use of the school's ICT resources, including the internet.

I understand that personal data will be held and shared as appropriate, under GDPR regulations, with third-parties to support the learning and progress of my child.

I hereby give my permission to Keldmarsh Primary School to permit my child access to the school's ICT resources and I certify that the information given on this form is correct.

ACCEPTABLE USE STATEMENT FOR PARENTS/CARERS

When communicating with the school via official communication channels, I will:

- be respectful towards members of staff, and the school, at all times
- be respectful of other parents/carers and pupils
- direct any complaints to the school in line with the school's complaints procedure

When communicating with other parents/carers using private/independent channels, I will not:
post malicious or fictitious comments about any member of the school community

- access social media on devices whilst supporting the school whether on site or on a school trip.
- discuss, complain about, or try to resolve, a behaviour issue involving other pupils
- upload or share photos or videos of any pupil other than my own, unless I have the permission of the other pupil's parents/carers
- upload or share photos or videos of any member of school staff

If I am made aware of any of the above statements not being followed by another parent/carer, or am uncomfortable about an item I see online (either on a school communication channel or a private parent channel) I will inform the Headteacher via the school office.