

Denton and Harlaxton Church of England Schools

TOGETHER



WE CAN!

Learn
Encourage
Aspire
Respect &
Nurture



Acceptable Use Policy

Policy :	Date	Signatures of Chair of Finance / Personnel Committee & Head
Last Reviewed:	Summer 2025	Changes Made YES/NO
Admitted as school policy:	Summer 2025	
Lifespan:	1 YEAR	
Date of next review:	Summer 2026	

This easy to remember statement sums up our vision for our children within our community.

Together we can...

Learn

Encourage

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Denton and Harlaxton Church of England Primary Schools

Acceptable Use Policy

**Staff/Volunteer/ Governor
Pupil
Technician**

Staff, Governor and Volunteer Acceptable Use Policy

School 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 technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion and promote creativity, promoting effective learning. They also bring opportunities for staff to be more creative and productive in their work.

This Acceptable Use Policy is intended to ensure that:

- Staff, Governors and volunteers will be safe and responsible users of the internet and other digital technologies.
- School systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- Staff are protected from potential risk in their use of technology in their everyday work.

The school will try to ensure that staff and volunteers will have good access to ICT to enhance their work and improve opportunities for learners and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school computing systems in a responsible way, to minimise the risk to my safety or to the safety and security of the ICT systems and other users. I acknowledge the potential of digital technologies for enhancing learning and will endeavour to integrate them in a way that aligns with the school's policy, ethos and values. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

For my professional and personal safety:

- I understand that the school will monitor my use of its ICT systems including email and other digital communications technologies.
- I understand that this agreement also applies to the use of school computing systems out of school (eg laptops, email, website etc).
- I understand that the school computing systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will keep my usernames and passwords private and will not try to use anyone else's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident, to the appropriate person in school – the Headteacher or the Deputy Designated Safeguarding Lead in the Headteacher's absence.

I will be professional in my communications and actions when using school ICT systems:

- I will not access, copy, delete or otherwise alter any other user's files, without their permission.
 - I will communicate with others in a professional manner.
 - I will ensure that when I take or publish images of pupils or parents/colleagues, I will do so with their permission and in accordance with the school's policy. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (eg on the school website) it will not be possible to identify pupils by name, or other personal information. I will only publish these pictures on to the school website or official school documents e.g. newsletters.
 - I will only use chat and social networking sites in school if this is for an approved and planned educational reason using educationally approved social media platforms.
 - I will only communicate with pupils and parents / carers using official school systems and in a professional manner. I will not share any personal information with a pupil (including personal phone numbers or email address). Nor will I request or respond to any personal information from a young person unless it is appropriate as part of my professional role.
 - I will not engage in any on-line activity that may compromise my professional responsibilities.
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When using AI systems in my professional role I will use these responsibly and:

- will be aware of the risks of bias and discrimination, critically evaluating the outputs of AI systems for such risks
- Never upload or input sensitive, personal or private data. Always follow copyright regulations, GDPR and Keeping Children Safe in Education guidance.
- critically evaluate AI-generated outputs to ensure that all AI-generated content is fact-checked and reviewed for accuracy before sharing or publishing
- will use generative AI tools responsibly to create authentic and beneficial content, ensuring respect for individuals' identity and well-being

The school and the local authority have the responsibility to provide safe and secure access to technologies:

- When I use my personal hand held / external devices in school (laptops / mobile phones / USB devices etc), I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that when connecting these devices to school ICT systems, they are protected by up to date anti-virus software and are free from viruses.
- I will not use personal email addresses on the school ICT systems or equipment whilst in school.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programs.
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not try to upload, download or access any material which is illegal or inappropriate or may cause harm or distress to others (eg child sexual abuse images, criminally racist material, adult pornography etc). I will not try to use any programmes or software that might allow me to bypass the filtering / security systems intended to prevent access to such materials.
- Unless I have permission, I will not try 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 install or attempt to install programmes of any type on school systems, nor will I try to alter computer settings, unless this is allowed in school policies.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School Data Protection Policy. Where personal data is electronically transferred outside the secure school network, it must be encrypted.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will 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 download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school computing equipment in school, but also applies to my use of school computing systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action and in the event of illegal activities, the involvement of the police.

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to school) within these guidelines.

Remote learning Addendum:

During the lockdown period, school will continue to use Purple Mash and the school website to facilitate remote learning. Children in EYFS will use Tapestry and/or Purple mash to access work.

Teachers will provide pre-recorded lessons, accessible via the school website and where appropriate, will enable a live lesson or interaction for example collective worship via TEAMS. A minimum of two members of staff will be present during each live session.

Detailed below are guidelines and expectations for these remote interactions and must be abided by at all times.

As a staff member / Governor / volunteer you will:

- Organise a work station to deliver remote education in the classroom or if at home in a quiet room with a neutral background.
- Ensure the work station must have appropriate height desk / chair
- You are dressed appropriately
- Ensure live sessions involving children have more than one staff member present
- Ensure live sessions involving children are recorded for safeguarding purposes. These recording are not to be used as teaching tools unless children and children's names are not visible / audible.
- Take regular breaks and not continue to record or deliver remote learning or feedback on learning outside your normal working hours.
- Ensure usual professional protocols as outlined in the Code of Conduct and Staff Handbook are adhered to.

Staff/Governor/Volunteer Name

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Signed

Date



ZIP IT

Keep your personal stuff private and think about what you say and do online.



BLOCK IT

Block people who send nasty messages and don't open unknown links and attachments.



FLAG IT

Flag up with someone you trust if anything upsets you or if someone asks to meet you offline.

To keep me safe whenever I use the internet or email, I promise...

- to keep my username and password private and not to use anyone else's
- to keep all personal information private including pictures of me, my family, my friends and where I live and go to school
- to block unknown links and attachments by not opening anything that I do not trust
- to not add anyone to my gaming or social media groups that I don't know
- to report any messages or internet pages that are unsuitable or upsetting
- to tell someone I trust like a teacher or an adult who works in school if someone asks to meet me offline or asks me to do anything online that makes me feel uncomfortable



When using computer equipment in school...

- I understand that my behaviour will be checked
- I will not play games unless I have permission
- I will not open, copy, delete or change anyone else's files, without their permission
- I will be polite and think carefully about how I talk to others online and what I say about them
- I will not take, copy or send pictures of anyone without their permission or give out someone else's personal information
- I will not try to upload, download or open any files, programs or websites which are unsuitable or illegal
- I will not try to get around the filtering or security systems
- I will not install any programs nor change the settings
- I will not use chat and social networking sites unless I have permission from an adult
- I will not copy other people's work and pretend it is my own
- I will not try to download pirate copies of music, videos, games or other software
- I will check that information I use from the internet is from a trusted website and will ask an adult if I'm not sure
- I will not deliberately search for words I know are inappropriate or wrong
- I will tell an adult if I see someone else doing any of these things

If I break these rules...

- I understand that the school's behaviour guidelines will be followed

I have read and understand this policy and agree to follow it.

Name of pupil _____

Signed _____ Date _____

I have read and discussed this policy with my child and give permission for him/her to use the school's ICT systems, including the internet.

Parent/Carer signature _____ Date _____

Parent/Carer Acceptable Use Policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone.

They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This acceptable use policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school/academy systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that *students/pupils* will have good access to digital technologies to enhance their learning and will, in return, expect the *students/pupils* to agree to be responsible users. A copy of the *student/pupil* acceptable use agreement is attached to this permission form, so that parents/carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

Permission Form

Parent/Carers Name:

Student/Pupil Name:

As the parent/carer of the above *students/pupils*, I give permission for my son/daughter to have access to the internet and to ICT systems at school.

I know that my son/daughter has signed an acceptable use agreement and has received, or 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 understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's/daughter's activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the acceptable use agreement.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

As the school is collecting personal data by issuing this form, this will be stored securely and only used and stored where appropriate under our GDPR policy

Signed:(parent / carer)

Date:

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Teachers will provide pre-recorded lessons, accessible via the school website and where appropriate, will enable a live lesson or interaction for example collective worship via TEAMS. A minimum of two members of staff will be present during each live session.

Detailed below are guidelines and expectations for these live interactions and must be abided by at all times.

As a parent/carer, you will:

- Be present and visible during the live session acting as 'observers' and 'monitors' – this is incredibly important to safeguard your child and others. There should only be the child(ren) and at least one parent in the room – NO OTHER ADULT.
- Support your child during any activity/interaction as required.
- Ensure no home-based recordings are made of the live session.
- Please help if there are technical difficulties!
- Ensure that your child(ren) is/are dressed properly, are in a place in the house that is quiet (preferably **not** in a bedroom) and appropriate and that there is a neutral background (or the camera is off if you wish).

As a pupil, you will:

- Be on time.
 - Find a quiet space where you can concentrate and pay attention, with at least one of your parents/ carers in the room.
 - Mute the microphone as soon as you join the meeting – you will be allowed to talk when your teacher tells you!
 - If the camera is on, make sure you are wearing appropriate clothes – no pyjamas!
 - If the camera is on, your background is plain.
 - Not swear or use horrible words. We will be kind at all times.
 - Respect others, making sure your behaviour is appropriate and respectful of others – remember the school rules still apply.
 - Follow all these rules or you will be removed from the session.
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