



Montagu Academy

MONTAGU ACADEMY

Acceptable Use Policy

2017-2018

HEADTEACHER	Katie Moran
CHAIR OF GOVERNORS	Sue Holmes and Sean Gibbons
DATE UPDATED	September 2017

Rationale

New technologies have become integral to the lives of children and young people in today's societies, both within academies and in their lives outside school. The internet and other digital information and communications are powerful tools that promote creativity, discussion and effective learning. However, it is essential that when using digital devices, an awareness of appropriate use is established and outlined for all. This allows digital technology to be used in an appropriate, safe and enjoyable manner.

Purposes

- To ensure staff are responsible users and stay safe whilst using the internet for educational use within Montagu Academy.
- To ensure pupils are responsible users and stay safe whilst using the internet for educational use within Montagu Academy.
- To ensure Montagu Academy is a safe online community and that staff and pupils are protected from the risks that arise from digital technology.
- To prevent the misuse of digital devices that could put the security of systems and users at risk.

Guidelines for Staff and Governors

- All staff are expected to sign an Acceptable Use Agreement prior to using a digital device at Montagu Academy. The agreements will outline what is expected of them when working within the school to protect them from any potential risks.
- Personal use of devices is prohibited. This includes the use of the printer for personal documentation, the downloading of images and the use of personal emails.
- Requirements set by the technical support team are upheld at all times.
- Mobile phones and other personal technology devices will not be kept around pupils. They will be placed in a designated locker or school safe unless there is an emergency that is deemed suitable by the Designated Safeguarding Lead.
- All electronic communications with pupils or pupils/carers are compatible with my professional role and in an appropriate manner.
- Personal details are never given out, with a designated school email used for outside agencies. If required to provide an email address to an agency that is unfamiliar, the school email address should be provided. (admin@montaguacademy.org)
- No software will be downloaded without the permission of the Computing Co-Ordinator, Head Teacher or School Technical Support Team (MEXS IT Support Team)
- Images taken of pupils/staff will only be taken, stored and used for professional purposes only.
- Images of a child will not be distributed outside of the school network without the permission of the parent/carer.
- Understanding that monitoring of online use will be completed regularly and made available to the Head Teacher.
- Uphold a professional manner that will not bring their role into disrepute when online.
- Refraining from accepting invitations from pupils and parents to join social networking sites if not formally known prior to their child starting school.
- Uphold and promote the school's e-safety policies and help pupils become responsible, safe Internet Users.
- Monitor the use of the Internet by pupils whenever a digital device is used.

Guidelines for Visitors (Outside Agencies)

- Following arrival, no personal devices should be used within the classroom or around children.
- If devices are handed in, they will be stored in a secure safe until requested to be returned.
- Access to the school's Internet on outside agency laptops and other devices is prohibited unless permission is granted by the Head Teacher.
- A specified log in will be provided for any supply teachers who require access to the Internet. This can be gained through request at the appropriate office.
- The '**Guidelines for Staff and Governors**' should then be read and agreed to if internet permission is granted.
- Any e-safety incidents will be reported to the office immediately so that they can be referred to the safeguarding officer immediately to keep a log of all incidents and action them appropriately.
- All digital devices will be used in a professional manner. No photos of the children will be taken, stored or used outside of the school building.

Guidelines for Pupils

- All pupils in Key Stage 1 and Key Stage 2 are expected to sign an Acceptable Use Agreement prior to using a digital device at Montagu Academy. The agreements will outline what is expected of them when working within the school to protect them from any potential risks.
- For children in the Early Years Foundation Stage, parents will be expected to grant access for children to use limited ICT resources and will therefore agree to the appropriate use. Children are always closely monitored, with e-safety being discussed appropriately, when using ICT in the Foundation Stage due to the children's level of understanding.
- Handle all ICT equipment sensibly and with care.
- Use ICT for school purposes only and refrain from using their own personal accounts when accessing the Internet.
- Refrain from using the printer unless given adult permission.
- Follow the E-Safety Code of Conduct when accessing information online.
- Report any concerns over content that is found disturbing or unsuitable online.
- Report any forms of cyber bullying that they have witnessed or been a victim of.
- Refrain from giving out person details.
- Refrain from bringing to school any personal digital devices.
- If a mobile phone is brought in, this must be handed into the appropriate office immediately so it can be locked in a safe to keep secure until the end of the school day.
- Understand that Internet use can and will be monitored.
- Understand that any misuse will lead to an investigation, parent meeting and further actions and consequences taking place.

Guidelines for Parents

- Recognise the need to promote e-safety amongst pupils and encourage the safe use of the Internet both in and out of school.
- Understand that all inappropriate use from a child will be reported appropriately, followed by a parent meeting and additional appropriate actions.
- Ensure all personal devices are not used within the school, particularly amongst children.
- When using learning platforms with teachers, communicate in a respectful manner and understand that inappropriate messages will be reported with a further investigation and actions will be followed.
- When visiting for school performances, refrain from taking photographs or videos during the performances and wait for school's photographs to be distributed to uphold parental consents.
- When visiting for school performances where photographs have been allowed during certain time intervals, refrain from sharing these on social media if another child is present within the taken photo.
- Understand that any inappropriate social media communication may lead to a meeting with the Senior Leadership Team and the request for removal will be actioned.

Staff and Governor Acceptable Use Agreement for Montagu Academy

ICT and the related technologies such as email, the Internet and mobile devices are an expected part of our daily life. This agreement outlines the expectations that all staff need to be aware of to fulfil their professional responsibilities when using any form of ICT. All staff are expected to sign this agreement to confirm they will adhere to its contents at all times. Any concerns or clarification should be discussed with the e-safety leads (Katie Moran/ John Harpur).

By signing this agreement, I am agreeing to:

- ✓ Recognise the need to cut down on ink consumption and only print what is essential for the school day. I will not use the printer for my own personal use.
- ✓ Only browse the Internet for appropriate materials. This includes refraining from downloading software or apps that have not been given permission to be downloaded by the Head Teacher, Computing Co-Ordinator or ICT Technical Support Staff.
- ✓ Use the designated school emails/Internet/platforms for professional purposes only and for necessary communication amongst parent/carers and pupils only.
- ✓ Use school educational platforms professionally and ensure all communications with staff, pupils or parents/carers is completed in an appropriate manner that will not cause offence.
- ✓ Report all e-safety incidents where parents/carers have communicated in an offensive manner immediately. Alert Katie Moran, Lisa Maisey and John Harpur to ensure a log is kept of all incidents.
- ✓ Refrain from giving out any personal details including personal emails. Where possible, use the general school email (admin@montaguacademy.org).
- ✓ Ensure all personal data is kept secure and is used appropriately. Personal data will not be taken out of school unless authorised by the Head Teacher.
- ✓ Uphold and promote the e-safeguarding policy at all times. Encourage children to develop their understanding of e-safety and report any inappropriate materials or sites to the e-safety leads to ensure that they are blocked.
- ✓ Report all e-safeguarding incidents, including cyber bullying, immediately and record the incident on the online school safeguarding system (CPOMS). Alert Katie Moran, Lisa Maisey and John Harpur to ensure a log is kept of all incidents.
- ✓ Store and use images of pupils and staff for professional purposes only and with consent from the pupil's parents/carers or staff member. Images of pupils should not be published online unless permission has been granted by the parent/carer. This information can be received from the appropriate office.
- ✓ Log out of any accounts that I log into to prevent others accessing them. This includes my email, user account and other platforms such as CPOMS. I will ensure that all my devices need a log on, including class iPads that will be passcode restricted.
- ✓ Ensure that all online activity, both in and out of school, will not bring my professional role into disrepute. Understand that failure to follow safe online activity practise may lead to disciplinary action.
- ✓ Ignore invitations from pupils and parents/carers to be part of social networking sites, including Facebook and Twitter, unless the parent/carer has been a friend prior to their child starting the school. Understand that failure to follow safe online activity practise may lead to disciplinary action.
- ✓ Refrain from using personal devices within school when the children are in school. All mobile devices should be used at breaks only and placed in a locker or school safe to keep them secure during the school day. If there is an urgent requirement to have a mobile device in school, this should be decided upon by the Designated Safeguarding Officers (Katie Moran and Lisa Maisey) or the Head Teacher (Katie Moran).

Staff Signature

I agree to follow this acceptable use agreement and to support the safe use of ICT throughout the school.

Signature: _____

Full Name (Printed): _____

Role in School: _____

Date: _____

KS1 Pupil Acceptable Use Agreement for Montagu Academy

By signing this agreement, you are agreeing to using technology and the Internet safely in our school.

- ✓ I will handle all ICT equipment with care
- ✓ I will get permission from a member of staff before using the printer. I will only print my document once unless I have been told otherwise.
- ✓ I will not type anything rude or something that will upset other children when I am using a computer.
- ✓ I will tell a teacher if I find anything that I do not like on the Internet so that it can be taken off the school system.
- ✓ I will only go on the Internet to do what my teacher has asked me to do.
- ✓ I will follow the e-safety code of conduct and make sure I am kind to my friends on the Internet.
- ✓ I will not talk to people I do not know on the Internet and tell an adult straight away.
- ✓ I will tell an adult if somebody is unkind to me on the Internet.
- ✓ I will tell an adult if somebody talks to me on the Internet and I do not know them.
- ✓ I know that if I put my safety or others' safety at risk, my parents/carers will be contacted.

Pupil Signature

I agree to follow this acceptable use policy and to try my best to keep myself safe when using ICT.

Signature: _____

Name: _____

Date: _____

Lower KS2 Pupil Acceptable Use Agreement for Montagu Academy

By signing this agreement, you are agreeing to using technology and the Internet safely in our school.

- ✓ I will handle all ICT equipment with care. I will behave sensibly when using ICT.
- ✓ I will get permission from a member of staff before using the printer. I will only print my document once unless I have been told otherwise.
- ✓ I will get permission before logging onto a computer or iPad. I will only log on using my year group details and will not change anybody else's work.
- ✓ I will tell a teacher if I find anything that I do not like on the Internet so that it can be taken off the school system.
- ✓ I will only go on the Internet to do what my teacher has asked me to do. I know that all teachers can check what I am doing on the Internet, including the websites that I visit.
- ✓ I will follow the e-safety code of conduct and make sure I am kind to others when online.
- ✓ I will not talk to strangers and immediately report it to an adult if I am contacted by a stranger.
- ✓ I will not give out my details to others over the Internet and never arrange to meet up with people when online.
- ✓ I will not be unkind to others on the Internet, including when gaming, and will report it to an adult if someone is unkind to me on the Internet.
- ✓ I know that if I put my safety or others' safety at risk, my parents/carers will be contacted and will receive a consequence.

Pupil Signature

I agree to follow this acceptable use policy and to try my best to keep myself safe when using ICT.

Signature: _____

Name: _____

Date: _____

Upper KS2 Pupil Acceptable Use Agreement for Montagu Academy

By signing this agreement, you are agreeing to using technology and the Internet safely in our school.

- ✓ I will handle all ICT equipment with care. I will behave sensibly when using ICT.
- ✓ I will get permission from a member of staff before using the printer. I will only print my document once unless I have been told otherwise.
- ✓ I will get permission before logging onto a computer or iPad. I will only log on using my year group details and will not change anybody else's work.
- ✓ I will tell a teacher if I find anything that I do not like on the Internet so that it can be taken off the school system.
- ✓ I will only go on the Internet to do what my teacher has asked me to do. I know that all teachers can check what I am doing on the Internet, including the websites that I visit.
- ✓ I will follow the e-safety code of conduct and make sure I am kind to others when online.
- ✓ I will not talk to strangers and immediately report it to an adult if I am contacted by a stranger.
- ✓ I will not give out my details to others over the Internet and never arrange to meet up with people when online.
- ✓ I will not be unkind to others on the Internet, including when gaming, and will report it to an adult if someone is unkind to me on the Internet.
- ✓ I know that if I put my safety or others' safety at risk, my parents/carers will be contacted and will receive a consequence.
- ✓ I know that legally I am too young to use Facebook and other social networking sites and that if I use social networking to be rude or offensive, my teacher will report me and I will be banned from using Facebook in the future.
- ✓ If I receive anything hurtful or inappropriate through Facebook, I will tell an adult immediately.
- ✓ I will not bring mobile devices into school unless my parent has asked me to. If I do, I will hand it into the school office so it can be stored in a secure safe until the end of the school day.

Pupil Signature

I agree to follow this acceptable use policy and to try my best to keep myself safe when using ICT.

Signature: _____

Name: _____

Date: _____