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LEEDS DIOCESAN LEARNING TRUST

Federation of Grewelthorpe and Fountains CE Primary Schools

Believe Learn Flourish

"Faith, Hope and Love, but the greatest of these is Love."
1Corinthians 13:13

Date	Review Date	Coordinator	Nominated Governor
Sept 2023	Sept 2024	Chair of the Governors	Rachel Bain

Headteacher:	Pamela Acheson	**Date:**	Sept 2023
Responsible Governor:	Rachel Bain	**Date:**	Sept 2023

Acceptable Use

Believe, Learn, Flourish

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It is important that our children **BELIEVE** in themselves and the possibilities available to them, to **LEARN** by embracing challenge, questioning the world around them, reflecting and not being afraid to take risks so that they **FLOURISH** as unique individuals and the role models of the future.

Our vision is embedded within our chosen Bible verse which comes from I Corinthians 13v13.

We have chosen 1 Corinthians 13v3 as Faith, Hope and Love are essential to Christian belief. For Christians, faith is a complete trust and confidence in God. Christians have hope and have a confident expectation for God's purposes to be fulfilled. Through Corinthians, Paul teaches that love is the most important gift we have been given, as God's love for the world is unconditional, generous, unending and unfailing.

Although we are a church school, the values we take from 1 Corinthians 13 are also applicable to those who are from a different faith or belong to no faith group at all. Faith allows us to have complete trust and confidence in our schools; the people within them and the things we do. We want our children to have hope for their future, to nurture the feelings and desire for something positive to happen. We want our children to understand that we are all unique individuals which make up a school family and community which through love, allows us to care for one another, celebrate diversity, be patient and kind and treats others how we would like to be treated.

We want all the children in our school to experience our core values of **FAITH**, **HOPE** and **LOVE**
so that they can Believe, Learn and Flourish.

Introduction

In May 2018 the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA) became enforceable across the United Kingdom. As part of The Federation of Grewelthorpe and Fountains C of E Primary Schools' programme to comply with the new legislation it has written a new suite of Information Governance policies.

The Acceptable Use policy governs the use of the School's corporate network that individuals use on a daily basis in order to carry out business functions.

This policy should be read in conjunction with the other policies in the School's Information Governance policy framework.

Scope

All policies in the Federation of Grewelthorpe and Fountains Schools Information Governance policy framework apply to all School employees, any authorised agents working on behalf of the School, including temporary or agency employees, and third-party contractors. Individuals who are found to knowingly or recklessly infringe these policies may face disciplinary action.

The policies apply to information in all forms including, but not limited to:
- Hard copy or documents printed or written on paper,
- Information or data stored electronically, including scanned images,
- Communications sent by post/courier or using electronic means such as email, fax or electronic file transfer,
- Information or data stored on or transferred to removable media such as tape, CD, DVD, USB storage device or memory card,
- Information stored on portable computing devices including mobile phones, tablets, cameras and laptops,
- Speech, voice recordings and verbal communications, including voicemail,
- Published web content, for example intranet and internet,
- Photographs and other digital images.

Email and Instant Messaging Use

The School provides email accounts to employees to assist with performance of their duties. The School also allows employees to use its instant messaging service. For the benefit of doubt Instant Messages are classed as email communications in this policy.

Personal Use
Whilst email accounts should primarily be used for business functions, incidental and occasional use of the email account in a personal capacity may be permitted so long as:

- Personal messages do not tarnish the reputation of the School,
- Employees understand that emails sent to and from corporate accounts are the property of the School,
- Employees understand that School management may have access to their email account and any personal messages contained within,
- Employees understand that the Emails sent to/from their email account may have to be disclosed under Freedom of Information and/or Data Protection legislation,
- Employees understand that the School reserves the right to cleanse email accounts at regular intervals which could result in personal emails being erased from the corporate network,
- Use of corporate email accounts for personal use does not infringe on business functions.

Inappropriate Use
The School does not permit individuals to send, forward, or solicit emails that in any way may be interpreted as insulting, disruptive, or offensive by any other individual or entity. Examples of prohibited material include, but are not necessarily limited to:

- Sexually explicit messages, images, cartoons, jokes or movie files,
- Unwelcome propositions,
- Profanity, obscenity, slander, or libel,
- Ethnic, religious, or racial slurs,
- Political beliefs or commentary,

- Any messages that could be construed as harassment or disparagement of others based on their sex, gender, racial or ethnic origin, sexual orientation, age, disability, religious or philosophical beliefs, or political beliefs.

Other Business Use
Users are not permitted to use emails to carry out their own business or business of others. This includes, but not necessarily limited to, work for political organisations, not-for-profit organisations, and private enterprises. This restriction may be lifted on a case by case basis at the discretion of School management.

Email Security
Users will take care to use their email accounts in accordance with the School's information security policy. In particular users will:

- Not click on links in emails from un-trusted or unverified sources,
- Use secure email transmission methods when sending personal data,
- Not sign up to marketing material that could jeopardise the School's IT network,
- Not send excessively large email attachments without authorisation from School management and the School's IT provider.

Group Email Accounts
Individuals may also be permitted access to send and receive emails from group and/or generic email accounts. These group email accounts must not be used in a personal capacity and users must ensure that they sign each email with their name so that emails can be traced to individuals. Improper use of group email accounts could lead to suspension of an individual's email rights. The Headteacher will have overall responsibility for allowing access to group email accounts but this responsibility may be devolved to other individuals.

The School may monitor and review all email traffic that comes to and from individual and group email accounts.

Internet Use

The School provides internet access to employees to assist with performance of their duties.

Personal Use
Whilst the internet should primarily be used for business functions, incidental and occasional use of the internet in a personal capacity may be permitted so long as:

- Usage does not tarnish the reputation of the School,
- Employees understand that School management may have access to their internet browsers and browsing history contained within,
- Employees understand that the School reserves the right to suspend internet access at any time,
- Use of the internet for personal use does not infringe on business functions.

Inappropriate Use
The School does not permit individuals use the internet in a way that may be interpreted as insulting, disruptive, or offensive by any other individual or entity. Examples of prohibited material include, but are not necessarily limited to:

- Sexually explicit or pornographic images, cartoons, jokes or movie files,
- Images, cartoons, jokes or movie files containing ethnic, religious, or racial slurs,
- Any content that could be construed as harassment or disparagement of others based on their sex, gender, racial or ethnic origin, sexual orientation, age, disability, religious or philosophical beliefs, or political beliefs.

Individuals are also not permitted to use the internet in a way which could affect usage for others. This means not streaming or downloading media files and not using the internet for playing online games.

Other Business Use
Users are not permitted to use the internet to carry out their own business or business of others. This includes, but not necessarily limited to, work for political organisations, not-for-profit organisations, and private enterprises. This restriction may be lifted on a case by case basis at the discretion of School management.

Internet Security
Users will take care to use the internet in accordance with the School's information security policy. In particular users will not click on links on un-trusted or unverified WebPages.

Social Media Use

The School recognises and embraces the benefits and opportunities that social media can contribute to an organisation. The School also recognises that the use of social media is a data protection risk due to its open nature and capacity to broadcast to a large amount of people in a short amount of time.

Corporate Accounts
The School has a number of social media accounts across multiple platforms. Nominated employees will have access to these accounts and are permitted to post general information about the School. Authorised employees will be given the usernames and passwords to these accounts which must not be disclosed to any other individual within or external to the organisation. The Headteacher will have overall responsibility for allowing access to social media accounts.

Corporate Social Media Accounts must not be used for the dissemination of personal data either in an open forum or by direct message. This would be a contravention of the School's information governance policies and data protection legislation.

Corporate Social Media Accounts must not be used in a way which could:
- Tarnish the reputation of the School,
- Be construed as harassment or disparagement of others based on their sex, gender, racial or ethnic origin, sexual orientation, age, disability, religious or philosophical beliefs, or political beliefs.
- Be construed as sexually explicit,
- Be construed as political beliefs or commentary.

Personal Accounts
The School understands that many employees will use or have access to Personal Social Media Accounts. Employees must not use these accounts:
- During working hours,
- Using corporate equipment,
- To conduct corporate business,

- To contact or approach clients, customers, or partners of the School.

Telephone and Skype/Teams Use

The School provides email accounts to employees to assist with performance of their duties. The School also allows employees to use Skype for Business and Teams. For the benefit of doubt Skype calls are classed as telephone calls in this policy.

Personal Use

Whilst the telephone should primarily be used for business functions, incidental and occasional use of the telephone in a personal capacity may be permitted so long as:

- Usage does not tarnish the reputation of the School,

- Employees understand that School management may have access to call history,

- Employees understand that the School reserves the right to suspend telephone usage at any time,

- Use of the telephone for personal use does not infringe on business functions.

Inappropriate Use

The School does not permit individuals to use the telephone in a way that may be interpreted as insulting, disruptive, or offensive by any other individual or entity.

Other Business Use

Users are not permitted to use the telephone to carry out their own business or business of others. This includes, but not necessarily limited to, work for political organisations, not-for-profit organisations, and private enterprises. This restriction may be lifted on a case by case basis at the discretion of School management.

Appendix 1: Staff Document

Acceptable Use Agreement – ICT and E Technology

This agreement is designed to ensure that all members of staff are aware of their professional responsibilities when using any form of ICT and the related technologies such as email, the internet, web2 technologies and mobile devices. Members of staff should consult with (Pamela Acheson) for further information and clarification.

I confirm that I will use all means of electronic communication equipment provided to me by the school and any personal devices which I use for school activity in accordance with this document. In particular:

Members of staff:
- I will only use the school's email, internet and other related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body and Trust. Individual employees' internet and other related technologies can be monitored and logged and can be made available, on request, to their line manager or Headteacher.
- I will not browse, download or send material that could be considered offensive, and should report any accidental access of inappropriate materials to their line manager.
- I will take all reasonable steps to ensure that all laptops and memory devices are fully virus protected and that protection is kept up to date.
- I will report any accidental access to material which might be considered unacceptable immediately to my line manager and ensure it is recorded.
- I will not use school information systems or resources (e.g. cameras, laptops, memory devices) for personal purposes without specific permission from the Headteacher; they should only used for professional purposes.
- I am not permitted to use personal portable media for storage of school related data/images (e.g. USB stick) without the express permission of the Headteacher.
- Confidential school information, pupil information or data which I use will only be stored on a device which is encrypted or protected with a strong password. Computers will have a password protected screensaver and will be fully logged off or the screen locked before being left unattended. Personal data can only be taken out of school when authorised by the Head teacher or Governing Body.
- I am not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils, including when on external trips/visits. With the written consent of parents (on behalf of parents) and staff, the school permits the appropriate taking of images by staff and pupils with school equipment. Digital images are easy to capture, reproduce and publish and, therefore, misused.
- I will only use my personal mobile phone during non-contact time; it will be kept on silent mode during lessons except in an emergency situation with the agreement of my line manager.

- I will ensure that their use of web 2 technologies, including social networking sites, such as Facebook, Instagram, and Bebo, do not question or bring my professional role into disrepute.
- I will consider, and set appropriately, my privacy settings on such sites.
- I will consider the appropriateness of images and material posted. Once posted online, a message, photo or video clip can be freely copied, manipulated and circulated and will potentially exist forever.
- I will reject/refuse invitations or and/or requests from students to partake in discussion forums, instant messaging and webcams.
- I will not communicate with pupils, in relation to either school or non school business, via web 2 technologies. I will only communicate with pupils using the appropriate LA/school learning platforms or other systems approved by the Headteacher.
- I will only use approved, secure email systems for any school business.
- To protect my own privacy, I will only use a school email address and school telephone numbers (including school mobile phone) as contact details for pupils and their parents. I will not give out personal details, such as telephone/mobile number or email address, to pupils or parents.
- Any content I post online (including outside school time) or send in an email will be professional and responsible and maintain the reputation of the school.
- I understand that I have the same obligation to protect school data when working on a computer outside school.
- I will report immediately any accidental loss of confidential information so that appropriate action can be taken

I understand that the school may monitor or check my use of ICT equipment and electronic communications.
I understand that by not following these rules I may be subject to the School's disciplinary procedures.

User Signature

Signature   ……………………….   Date   ………………………..

Full Name (Printed)   ……………………….   Job Title   …………………………

Parent / Carer Acceptable Use Agreement

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 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 e-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 pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users. A copy of the Pupil Acceptable Use Policy 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 *pupils*, I give permission for my son / daughter to have access to the internet and to ICT systems at school.

(KS2)

I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

Or: (KS1)

I understand that the school has discussed the Acceptable Use Agreement with my son / daughter and that they have received, or will receive, e-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 ICT systems. I also understand that the

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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 ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

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 e-safety.

Signed   Date

Pupil Acceptable Use Policy Agreement

This is how we stay safe when we use computers:

- I will ask a teacher or suitable adult if I want to use the computers.

- I will only use activities that a teacher or suitable adult has told or allowed me to use.

- I will take care of the computer and other equipment.

- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.

- I will tell a teacher or suitable adult if I see something that upsets me on the screen.

- I know that if I break the rules I might not be allowed to use a computer.

Signed (child):…………………………………………………

Class…………………………………………...

Appendix 4: KS2

KS2 Pupil Acceptable Use Agreement

Please read and discuss these e-Safety rules with your child and return the slip at the bottom of this page.

I understand that I must use school ICT systems in a responsible way, to make sure that there is no risk to my safety or to the safety of the ICT systems and other users.

- I will only use ICT in school for school purposes.
- I will only use my class logon and password and I will not share these with other people.
- I will only open/edit/delete my own files.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not deliberately 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 details such as my name, phone number, home address or school details.
- 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 deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- I know that the use of any personal ICT equipment is not permitted without prior permission from the head teacher/ my teacher and that any photographs taken during school hours or on school property must not be shared on the internet.
- I will immediately report any damage involving equipment or software, however this may have happened.
- I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my e-Safety and this may result in me not being able to use the computers/ internet.
- I understand that school has the right to take action against me if I am involved in inappropriate behaviour, when I am out of school and where they involve the school community (e.g. cyber-bullying).
- I will immediately report anything that makes me feel uncomfortable when I see it on-line.

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Pupil Acceptable Use Agreement Form

Please fill in the form below to show that you have read, understood and agree to the agreement.

Name of Pupil

Signed

Class

Policy:	Acceptable Use Policy
Signed Chair of Governors:	R Bain
Date Signed:	September 2023
Governors Meeting Ratified:	16th November 2023
Review Date:	Autumn 2024
Review schedule	Annually