

## Pupils

* Are responsible for using the schooldigital technology systems in accordance with the class rules.
* Will know and understand expectations on the use of mobile devices, digital cameras and class iPads.
* Will know and understand expectations on the taking/use of images and online bullying.
* Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
* Should understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the school’sonline safety policy covers their actions out of school, if related to their membership of the school.

## Parents/ Carers

Parents/ Carers play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. The schoolwill take every opportunity to help parents understand these issues through Parents Evenings, newsletters, letters, website and information about national/local online safety campaigns*.* Parents and carers will be encouraged to support the schoolin promoting good online safety practice and to follow guidelines on the appropriate use of:

* Digital and video images taken at school events.
* Access to Current Parent Resources sections of the website and on-line pupil records.
* Their children’s personal devices in the school (where this is allowed).
* Responsibility for ensuring their child is accessing home learning in a safe manner.

# Policy Statement

#### This Acceptable Use Agreement is intended to ensure:

* That staff agree how to use the internet safely and responsibly when at Gosden house school and at home

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#### **Acceptable Use Policy Agreement**

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that students receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

#### For my professional and personal safety:

* I understand that Gosden House will monitor my use of the school digital technology and communications systems.
* I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email) out of school, and to the transfer of personal data (digital or paper based) out of school.
* I understand that the school digital technology systems are intended for educational use and that I will not use the school system for personal use.
* I will not disclose my username or password to anyone else, nor will I try to use any other person’s username and password. I understand that I will store passwords securely.
* I will immediately report any illegal, inappropriate or harmful material or incident; I become aware of, to the DSL.

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* I will be professional in my communications and actions when using Gosden House ICT systems:
* I will not access, copy, remove or otherwise alter any other user’s files, without their express permission.
* I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
* I will ensure that when I take and/ or publish images of others I will do so with their permission and in accordance with the school’s policy on the use of digital/ video images. I will not use my personal equipment to record these images.
* Where these images are published (e.g. on the school website) it will not be possible to identify by name, or other personal information, those who are featured.
* I will only use social networking sites on my own personal device (i.e. phone) on my break in the staff room with no children present. This will be on my phone’s network or using ‘Guest Wi- Fi’.
* I will only communicate with pupils and parents/ carers using official school systems. Any such communication will be professional in tone and manner.
* I will not engage in any on-line activity that may compromise my professional responsibilities.
* I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted.
* I will ensure that my data is regularly backed up and use staffshare to keep files secure.
* I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others.
* I will not try to use any programmes or software that might allow me to bypass the filtering/ security systems in place to prevent access to such materials.
* I will not install or attempt to install programmes of any type on a machine unless approved and completed by Sweethaven (including apps).
* I will not disable or cause any damage to school equipment, or the equipment belonging to others.
* I understand that data protection policy requires that any staff or pupil data, to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school to disclose such information to an appropriate authority, e.g. sharing information on CPOMS.
* I will immediately report any damage or faults involving equipment or software, however this may have happened.
* If I am issued with a school mobile phone this is to be used for professional purposes only i.e. sickness line or home/school worker contacting families. I will not use this device for any private means.

#### I understand that I am responsible for my actions in and out of Gosden House School:

* I understand that this Acceptable Use Policy applies not only to my work and use of Gosden House digital technology equipment in school, but also applies to my use of my personal equipment on the premises 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.

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 the school) within these guidelines.

**Staff/Volunteer Name:**

**Signed:**

**Date:**