

St Catherine's Catholic Primary School



'Let your Light Shine'

Online Safety Policy and Acceptable use

Date reviewed: March 2024

Date of next review: March 2025

Date ratified by the Governing Board: 25th March 2025

Acceptable Usage Agreements

The Acceptable Usage Agreements reflect the school Online Safety Policy.

The school will ensure that staff and visitors will have good access to ICT to enable efficient and effective working, to enhance learning opportunities for children and will, in return, expect staff and visitors to agree to be responsible users.

The Acceptable Usage Agreements apply to staff and visitors who have access to and are users of school ICT systems and to school related use of ICT systems outside of school.

The following Acceptable Use Agreements are in place and are attached for reference to this policy:

- Staff Acceptable Use Agreement
- Staff iPad Acceptable Use Agreement
- Staff Laptop Acceptable Use Agreement
- Visitor Agreement (including acceptable usage of digital devices)
- Parent and Carer Acceptable Use Policy
- Children's Acceptable Use Policy (SMART Rules)

St Catherine's Catholic Primary School

Staff Acceptable Use Agreement

This Acceptable Use Agreement covers the use of all systems used by Bishop Bewick Catholic Education Trust and its schools as defined in the 'Acceptable Use Policy for IT Systems'.

As a user I confirm that:

- I will only use the IT systems at Bishop Bewick Catholic Education Trust for professional purposes.
- I will ensure that all sensitive data is stored only on systems within Bishop Bewick Catholic Education Trust or Office 365/Google secure cloud storage system.
- I will ensure any personal digital devices used by me do not contain sensitive data relating to students or staff of Bishop Bewick Catholic Education Trust.
- I will ensure any personal devices used in school have adequate antivirus/spyware software installed to prevent infecting school-based equipment via the network.
- I agree that any sensitive data I may need to use for professional purposes while away from Bishop Bewick Catholic Education Trust will be adequately protected using encryption methods and/or password protection.
- I agree to use a secure password to access the IT systems at Bishop Bewick Catholic Education Trust, and to change as per protocol/prompted by my school.
- I will be responsible for the safety and care of any IT equipment loaned to me by Bishop Bewick Catholic Education Trust, and the security of any data stored on it.
- I will lock all desktop / laptop devices while away for short periods
- I will log off all desktop / laptop devices while away for longer periods
- I will take all reasonable steps to ensure any personal digital devices which connect to the IT systems at Bishop Bewick Catholic Education Trust are protected against malware (e.g., viruses, spyware, Trojan horses).

As a user I confirm that I will not: use BBCET's IT systems for the activities stated below:

- All illegal activities, and activities that contravene data protection regulations.
- All activities detrimental to the success of Bishop Bewick Catholic Education Trust as well as defamation of any Trust school.
- All activities for 'personal benefit only' that have a negative impact on the day-to-day functioning of the school.
- All activities that are inappropriate for Bishop Bewick Catholic Education Trust to be associated with and/or are detrimental to the Trusts' reputation.
- Any activity which would circumvent the IT security systems and protocols which Bishop Bewick Catholic Education Trust has put in place.

Employee Name:

Employee Signature:

School:

Date:

If there are any issues which would prevent a member of staff from signing this agreement, they must speak to the senior team member responsible for IT systems.

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iPad Acceptable Use Agreement

The iPads are to be used for professional purposes only and staff must bring their iPad to school every day, fully charged.

All users of the iPads will be required to review this AUP and sign the bottom of the form in order to demonstrate an understanding of these rules. iPad users will also agree to follow all relevant policies and procedures, be role models, display good practice and provide leadership in the use of these devices.

Staff use of the iPad falls under the guidelines of our Acceptable Use Policy for technology. Access to the Internet is monitored through our school's content filtering software and all rules and expectations are applied to the use of the iPad. All applications, images, videos and documents stored on the iPad are the property of School and are subject to regular review and monitoring.

At all times the iPad shall remain the property of the school and is subject to all of the school's standard rules, policies and procedures concerning access to, and use of, the Internet and email.

Individual users are responsible for the setting up of any home Internet connection to use in conjunction with the iPad and no support will be provided for this by the school.

The following guidelines are general in nature as not every possible scenario can be thoroughly described or known at this point in time.

Maintenance and Care of Devices

- Staff issued with an iPad are expected to exercise the same care in respect of the security and upkeep of the iPad as if it were the employee's own property.
- Malfunctions or any other technical problems (*either hardware or software related*) should be reported immediately to the Headteacher, so that steps can be taken to have the problem rectified by an approved technician as quickly as possible. Under no circumstances is the employee to organise repairs to the iPad before reporting the problem.
- You (and only you) may take the iPad off-site if you plan to use it in a way that will benefit the school. Insurance cover provides protection from the standard risks whilst the iPad is on the school site or in your home **but excludes** theft from your car or from other establishments. If the iPad is lost or damaged as a result of neglect on behalf of the staff member, then you may be responsible for a contribution towards the replacement of the device.
- The iPad screens are particularly sensitive to damage from excessive pressure on the screen. Users must avoid placing too much pressure and/or weight (*such as folders and workbooks*) on the screen in order to refrain from any unnecessary damage.
- The iPad must not be subjected to extreme heat or cold.
- Users must take responsibility for installing software updates (*updates provide important security settings and it is therefore essential that these are installed*).
- Users must keep the iPad clean and in good working order.

Security and Privacy

- It is a user's responsibility to keep their iPad safe and secure. When iPads are left unattended they must be stored in a safe place around school.
- It is a user's responsibility to ensure that their allocated iPad is securely locked away at night, whether at work or at home. Similar care must be taken when leaving the iPad in a communal area, any off-site venue and whilst travelling.
- iPads must not be left unattended or on view in motor vehicles at any time.
- If the iPad is lost, stolen or damaged, the Headteacher must be notified immediately. If necessary, the device will be remotely locked and/or wiped. Lanchester EP Primary School is not responsible for the loss of any personal files that may be deleted remotely from an iPad.
- The use of 'Jailbreaking' is strictly prohibited (*'Jailbreaking' is the process which removes any limitations placed on the iPad by Apple, resulting in a less secure device*).
- Users are required to set up a passcode lock to keep the device protected. This code is strictly confidential and must not be divulged to other staff or pupils.
- You must ensure that your school email account has been enabled on your iPad and that you have checked your email prior to the commencement of the school day. This is now our main source of group communication and is therefore essential that you check your email account on a regular basis.
- Along with the Acceptable Use Policy, staff must adhere at all times to the Data Protection Act (1998), The Computer Misuse Act (1990) and the school's health and safety policy when using iPads in school.
- When using iPads with pupils it is your responsibility to ensure that children are not accessing confidential information.
- Users may not use private emails to send content that, if intercepted, would place the school in violation of laws or regulations.
- Staff may not use the Internet to view illegal or inappropriate material that would place the member of staff or school at legal risk.
- Staff are responsible for looking after their iPad. When left unattended they must be stored out-of-sight. The whereabouts of this iPad should be reported to the Headteacher, but not be divulged to adults or pupils outside your class team.

Applications

- You have the ability to download FREE apps which you feel may be of benefit to you, or the pupils in your class. An '*App Request Form*' should be completed for any '**paid**' apps which you require to be installed.

- Staff should be aware that the school, via its management system, can see what apps have been installed on the iPads.
- Updates to applications can be carried out by teaching staff, when required.
- Memory space is limited and academic content takes precedence over personal files and apps.

Social Media

- For the purposes of this policy, social media includes (*but is not limited to*) Internet forums, blogs, wikis, podcasts, photograph websites (*Flickr, Instagram, Snapchat, etc.*), Facebook, Seesaw and Twitter. Staff should follow these guidelines in relation to any social media applications that they use, both inwork and in their personal lives.
- Users should not access social media applications from the school’s iPads when working in school.
- Users should understand that anything they write (*regardless of privacy settings*) could be made public by other users. Staff should ensure they remain professional and ensure a clear distinction between professional and personal lives.

Use of Digital and Video Images

- Staff using iPads must be aware of the risks associated with sharing images and videos on the Internet.
- Users must make good judgment when using the iPad camera. The user agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way.
- Staff must not take, use, share, publish or distribute images of others without their permission.
- Inappropriate media may not be used as a screensaver or background photo.
- Deletion of photos and videos may be instructed periodically by the Headteacher or if a device’s memory is full.

iPad Acceptable Use Policy

I have read, understood and agree to abide by the terms of the iPad Acceptable Use Policy.

iPad Serial Number:.....

Name:.....

Signature:.....

Date:.....

Headteacher signature:.....

Date:.....

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Visitor Agreement

We are committed to safety and wellbeing of all pupils/students, staff and visitors therefore all visitors must agree to the following before being allowed access to the whole School site.

GENERAL	<ul style="list-style-type: none">• Enter and exit the site from the main entrance, observe signing in and out procedures.• Do not move around the school site unescorted. Please stay within the areas that are necessary for your visit.• You will be issued with a 'Visitors' badge, this must be worn at all times so that it is visible. Please return this to Reception as you leave the School site.• Accessible adult toilets are located in the corridor between the staffroom and the main hall.• First aid equipment is stored in the designated areas for use by visitors.
FIRE	<ul style="list-style-type: none">• The fire alarm is tested every Monday at 7am, if you hear the alarm at any other time please leave by the nearest exit.• Report to the nearest fire assembly point so that you can be accounted for.• If you are working with pupils, please familiarise yourself with the fire evacuation procedures (displayed on classroom walls) and in the event of the alarm sounding, lead them to safety and inform a member of school staff so that registers may be taken.
DIGITAL DEVICES	<p>Whilst on site please:</p> <ul style="list-style-type: none">• Use only in connection with your business and when and where you are approved to do so (e.g. staffroom).• Do not take/use images of children unless approved to do so.• Do not leave equipment unattended.• Do not use mobile phones in the presence of pupils.• Digital devices belonging to the school are not to be used by visitors, unless you are approved to do so.
INTERACTION WITH PUPILS	<p>Where your role requires that you interact with pupil or you are attending School on Local Authority/Agency working you must:</p> <ul style="list-style-type: none">• Present your photo ID (and any documentation previously agreed between school and the Local Authority/Agency) when requested by our Reception Staff.• Wear your Photo ID and Visitor's Badge at all times when on the School site.• Interact with pupils as required within your professional capacity and report and instances/concerns/observations you may have immediately to a senior member of school staff (Office staff will provide advice on how to make this contact if appropriate).

Anyone whose actions/behaviours, etc causes concern or who do not follow the above requirements will be reported to the Local Authority for further action.

Please sign below when you have read all the above criteria.

Signed: _____

Print Name: _____

Date: _____

Time: _____

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Parent and Carers Acceptable Use Agreement

The Internet offers both educational and social opportunities for our children. Whilst recognising the benefits we must also establish appropriate, effective and safe use of the Internet.

The Internet will be used within school to support children's learning both *formally (within taught lessons)* and *informally (outside taught lessons)*, at the discretion of a member of staff who will set guidelines and rules for its use. Children will be taught to be critical in their use of Internet sites.

Children may have opportunities to communicate with others through facebook and via messages and blogs on the Seesaw platform. This will only take place in accordance with the school's policy and procedure, so their full name will never appear online. Responsible and considerate language will be used at all times in communicating with others.

Children will:

- only use the school digital devices for those activities which they have been given permission to use and under the appropriate supervision of a member of staff.
- be made aware of what online bullying is and what to do if it happens.
- only use the user names and passwords they have been given
- not download and use material which is copyrighted or plagiarise content from the Internet.
- not attempt to search for, view, upload or download any material that is likely to be unsuitable in a school or is blocked by the school's filter.
- inform a member of staff if they have accidentally accessed inappropriate content.
- use responsible and considerate language in communicating with others.
- be encouraged to discuss their use of digital devices, their amount of screen time and their use of sites and apps that are age specific (*especially in relation to Social Network sites*).
- hand in mobile phones to the office upon entering school and collect them again at the end of the school day.
- be encouraged to talk with their parents or carers about the rules for Online Safety.
- be made aware that the school may investigate incidents that happen outside of school but could have an effect on the school.

Failure to comply with these rules will result in one or more of the following:

- A ban, temporary or permanent, on the use of the Internet at school.
- A letter informing parents of the nature and breach of rules.
- Appropriate sanctions and restrictions placed on future access to school facilities.

If you do not understand any part of this document, you should ask a member of staff for guidance

If you have any concerns regarding this policy, the form below must be completed, signed and returned to the school for our records.

Parent's name:	
Child's name:	
Class:	
Date:	

Note: Please be aware that if parents/carers refuse to sign and agree the AUP then this can cause issues as children will need to use the internet in order to access the curriculum. Schools must have a robust process in place to manage and record parental responses and also to engage with parents who do not respond.

Dear Parent/Carer

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Your child will have the opportunity to access a wide range of information and communication technology (ICT) resources.

This includes access to:

- Computers, laptops and other digital devices
- Internet
- School learning platform/intranet
- Email
- Games consoles and other games based technologies
- Digital cameras, web cams and video cameras
- Recorders and Dictaphones
- Mobile Phones and Smartphone's

St Catherine's Catholic Primary School' school recognises the essential and important contribution that technology plays in promoting children's learning and development. However, we also recognise there are potential risks involved when using online technology and therefore have developed online digital safety policies and procedures alongside the schools safeguarding measures.

The school takes responsibility for your child's online safety very seriously and, as such, we ensure that pupils are educated about safe use of technology and take all reasonable precautions to ensure that they are as safe as possible when using school equipment. The school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but parents need to be aware that this is a difficult task and as such the school cannot be held responsible for the content of materials accessed through the internet and the school is not liable for any damages arising from use of the Internet facilities.

In order to support the school in developing your child's knowledge and understanding about digital safety, we request that you read the attached Acceptable Use Policy with your child, and that you and your child discuss and return the attached slip. We understand that your child may be too young to give informed consent on his/ her own; however, we feel it is good practice to involve them as much as possible in the decision making process, and believe a shared commitment is the most successful way to achieve this.

We request that all parents/carers support the schools approach to digital safety by role modelling safe and positive online behaviour for their child and by discussing online safety with them whenever they access technology at home. Parents/carers may like to visit www.thinkuknow.co.uk, www.childnet.com, www.nspcc.org.uk/onlinesafety, www.saferinternet.org.uk and www.internetmatters.org for more information about keeping children safe online Full details of the school's Acceptable Use Policy are also available on the school website or on request. Hopefully, you will also find this Acceptable Use Policy provides you with an opportunity for conversations between you and your child about safe and appropriate use of the technology, both at school and at home. Should you wish to discuss the matter further, please do not hesitate to contact the school digital safety Coordinator Mr Seville or myself.

Yours sincerely,

L Hoey

St Catherine's Catholic Primary School

Children's Acceptable Use Agreement

Technology is a fantastic resource to support learning within school and to communicate with others. The School encourages its appropriate, effective and safe use. All users of technology and devices in school must agree to certain rules and will only use the equipment and software as instructed.

My Responsibilities

- I understand that I have rights and responsibilities in using ICT and will act responsibly when using technology, digital devices or the Internet.
- I will learn the school's SMART rules to keep myself safe inside and outside of school
- I will report any suspected misuse or problems to a teacher or trusted adult within school.
- I will make sure there is permission to use any material that I find (*i.e. copyright*).

Communication – (Facebook, email, Seesaw, blogging, Skype etc.)

- I will be careful in my communications making sure that nothing I write is offensive, and that it is considerate.
- I will not write anything that could be seen as insulting to the school.

Online Bullying

- I understand that the school will not accept bullying in any form.
- I will be careful with all communications making sure that anything I write is considerate and could not be interpreted as bullying.
- I understand that I should report any incidents of bullying and know how to do this.

Our School SMART Rules



Child's name:	
Signature:	
Class:	
Date:	