

# SHAKESPEARE PRIMARY SCHOOL

## ACCEPTABLE USE POLICY



To be reviewed: annually

To go to: Finance & General Purposes Committee

Approved by Governors: September 2025

Amended and Reviewed: September 2025

## ICT Acceptable Use Policy (AUP) – Staff and Governor Agreement

### To be read in conjunction with the school's Online Safety Policy and Facebook Policy.

ICT and the related technologies such as e-mail, the Internet and mobile devices are an integral part of our daily life in school. This agreement is designed to ensure that all staff and Governors are aware of their individual responsibilities when using technology.

All staff members and Governors are expected to sign this policy and adhere at all times to its contents.

Any concerns or clarification should be discussed with the Headteacher.

- 1) I will take responsibility for my own use of any technologies, making sure that I use them safely, responsibly and legally.
- 2) I will be an active participant in Online Safety education, taking personal responsibility for my awareness of the opportunities and risks posed by the use of technology.
- 3) I will not use communications devices, whether school provided or personally owned, for bullying or harassment of others in any form.
- 4) I will not be involved with any online activities, either within or outside school that may bring the school, staff, pupils or wider members into disrepute. This includes derogatory/inflammatory comments made on Social Network Sites, Forums and Chat rooms.
- 5) I will not browse, download/upload or distribute any material that could be considered offensive, illegal or discriminatory.
- 6) I will respect copyright and intellectual property rights.
- 7) I will ensure that all electronic communications with pupils and other adults are appropriate.
- 8) I will not use the school system(s) for personal use during working hours.
- 9) I will not install any hardware or software without the prior permission of the ICT coordinator.
- 10) I will ensure that personal data (including data held on MIS systems) is kept secure at all times and is used appropriately in accordance with General Data Protection Regulations.
- 11) I will ensure that Images of pupils and/or adults will be taken, stored and used for professional purposes in line with school policy and with written consent of the parent/carer or relevant adult.
- 12) I will not distribute images outside the school network without the prior permission of the parent/carer, or person/s in the image.
- 13) I will report any known misuses of technology, including the unacceptable behaviours of others.
- 14) I have a duty to respect the technical safeguards which are in place. I understand that attempting to breach technical safeguards or gain unauthorised access to systems and services is unacceptable.
- 15) I have a duty to report failings in technical safeguards which may become apparent when using the systems and services.
- 16) I have a duty to protect passwords and personal network logins, and should log off the network when leaving workstations unattended. I understand that any attempts to access, corrupt or destroy other users' data, or compromise the privacy of others in any way, using any technology, is unacceptable.
- 17) I understand that network activities and online communications are monitored, including any personal and private communications made using school systems.
- 18) I am aware that in certain circumstances where unacceptable use is suspected, enhanced monitoring and procedures may come into action, including the power to confiscate personal technologies such as mobile phones.
- 19) I will take responsibility for reading and upholding the standards laid out in the AUP.
- 20) I will support and promote the schools' Online Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.
- 21) I understand that these rules are designed for the safety of all users and that if they are not followed, school sanctions will be applied and disciplinary action taken.
- 22) I will not use personal devices in the classroom for communication or the taking of photographs.

### User Signature

I have read and agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Signature .....

Date .....

Full Name ..... (PRINT)

Position/Role.....

**ICT Acceptable Use Policy (AUP) – Supply Teachers and Visitors/Guests Agreement**

**To be read in conjunction with the school's Online Safety Policy and Facebook Policy.**

For use by any adult working in the school for a short period of time (as per the DBS guidelines).

- 1) I will take responsibility for my own use of any technologies, making sure that I use them safely, responsibly and legally.
- 2) I will not browse, download/upload or distribute any material that could be considered offensive, illegal or discriminatory.
- 3) I will respect copyright and intellectual property rights.
- 4) I will only use school devices to take images of pupil's and ensure that images of pupils and/or adults will be taken, stored and used for professional purposes in line with school policy and with written consent of the parent/carer or relevant adult.
- 5) I will not distribute images outside the school network without the prior permission of the parent/carer, or person/s in the image.
- 6) I understand that network activities and online communications are monitored, including any personal and private communications made using school systems.
- 7) I will not install any hardware or software onto any school system.
- 8) I understand that these rules are designed for the safety of all users and that if they are not followed, school sanctions will be applied and disciplinary action taken.
- 9) I will not use personal devices in the classroom for communication or the taking of photographs.

**User Signature**

I have read and agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Signature .....

Date .....

Full Name..... (PRINT)

Position/Role.....

## ICT Acceptable Use Policy (AUP) - Pupils Agreement / Online Safety Rules

These rules should be a reflection of the content of your school's Online Safety Policy. It is important that parents/carers read and discuss the following statements with their child(ren), understanding and agreeing to follow the school rules on using ICT, including use of the Internet.

- ✓ I will only use ICT in school for school purposes.
- ✓ I will only use the Internet and/or online tools when a trusted adult is present.
- ✓ I will not deliberately look for, save or send anything that could be unpleasant or nasty.
- ✓ I will not deliberately look for, or access inappropriate websites.
- ✓ If I accidentally find anything inappropriate, I will tell my teacher immediately.
- ✓ I will only communicate online with people a trusted adult has approved.
- ✓ I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- ✓ I will not give out my own, or others, details such as names, phone numbers or home addresses.
- ✓ I will not tell other people my ICT passwords.
- ✓ I will not arrange to meet anyone that I have met online.
- ✓ I will only open/delete my own files.
- ✓ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- ✓ I will obtain permission from a child(ren) parent/ carer BEFORE adding any image or video of them, on to social networking sites, websites, mobile phone or similar.

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### KS2 Pupils

Parent/ Carer of KS1 & KS2 pupils

We have discussed this Acceptable Use Policy and

..... [child's name]

Class .....

agrees to follow the Online Safety rules and to support the safe use of ICT at Shakespeare Primary School.

Pupils Signature (KS2).....

Parent /Carer Name (Print) .....

Parent /Carer (Signature) (KS1 & KS2) .....

Date.....