KS2 Acceptable Use Policy

Staying safe whilst using the computer

Cyril Jackson School Limehouse

To help me stay safe on the computer...

I will ask permission before using the Internet and use it for a specific purpose.

I will never share my personal details, such as my full name or address, with people I don't know.
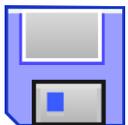
I will never share my password with anyone.

I will never meet up with someone I have met on the Internet.

I will always check my messages are polite before I send them.

I will not reply to a message that isn't kind, but I will save it and show it to an adult.

I will not open or download a file unless I am sure it is safe.

I know I should not believe everything I read on the Internet.

I will always tell an adult if something on the Internet makes me or my friends unhappy.

KS1 Acceptable Use Policy
Staying safe whilst using the computer

To help me stay safe on the computer...

I will only use a computer when an adult tells me I can.

I will keep my password safe and not share it with anyone.

I will always send polite messages.

I will tell an adult if I see something on the computer that makes me unhappy.

Staff Acceptable Use Policy
Staying safe whilst using the computer

- I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I agree and accept that any computer or laptop loaned to me by the school is provided solely to support my professional responsibilities.

Accessing computer systems
- I will not reveal my password(s) to anyone and will not record it in place where it could be easily discovered (such as the back page of a diary).
- If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school / LA systems.

Data Protection
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and will do everything I can to protect the data from being accessed by unauthorised people.
- I understand that the Data Protection Policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.

Keeping children safe
- I will embed the school's e-safety curriculum into my teaching and teach children in my care about the e-safety and anti-cyberbullying rules.
- I will be vigilant about e-safety risks and incidents (including cyber-bullying) that children in my charge might experience and respond promptly by following the agreed procedures and communicating concerns to the ICT co-ordinator or nominated child protection officer as appropriate.

Digital Images
- If I use personal digital cameras or camera phones for taking and transferring images of pupils or staff for professional purposes, I will save the photos on the school network and delete them from my equipment at the first available opportunity.
- I will not store images or photos of children or staff at home without permission.
- I will ensure that I do not photograph or video children for which release permission has not been granted. I will follow the school's guidance document on publication of photographs and videos.

Communications
- I will only use the approved, secure e-mail system(s) for any school business.
  (This is currently the LGfL provided StaffMail system.)
- I will only use the approved school e-mail, school MLE or other school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business.
- I will use the school's MLE, Google Apps account and any other school account in accordance with school and London Grid for Learning advice.

Inappropriate Material
- I will not browse, download or send material that could be considered offensive. This could include (but does not exclusively include) materials that are pornographic, hateful, racist, sexist, abusive, obscene or discriminatory.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the ICT Co-ordinator.
- I understand that all Internet and network usage can be logged and this information could be made available to my manager on request.

Copyright
- I will not publish or distribute work that is protected by copyright.

Protecting the network & antivirus
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet if it does not have up-to-date anti-virus software (or been scanned first for USB flash drives), and I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus, firewall and other ICT 'defence' systems.
- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.

Personal use of online publishing systems
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will not make contact with children known to me through school on any social networking site.
- I will ensure that any private social networking sites / blogs etc. that I create or actively contribute to are not confused with my professional role.

EYFS Acceptable Use Policy

Staying safe whilst using the computer

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I will tell an adult if I see something on the computer that makes me unhappy.