**Appendix 4**

**ICT acceptable use agreement for primary pupils**

At Tutshill C of E Primary School, pupils are expected to:

* Only use ICT on the school premises for studying purposes.
* Make sure ICT communication with other pupils and adults is polite and responsible.
* Be responsible for their behaviour while using ICT.
* Inform their class teacher of anything they see online which makes them feel uncomfortable.
* Understand that their use of ICT can be checked and that parents/carers will be contacted if a member of school staff is concerned about a pupil’s e-safety.
* Be careful when using computer equipment and treat it with respect.
* Abide by the rules regarding bringing personal devices into school.
* Seek the advice of a teacher before downloading material.

Pupils will **not**:

* Try to bypass the internet settings and filtering system.
* Share passwords.
* Delete or open other people’s files and documents.
* Use other people’s accounts.
* Send any content which is unpleasant. If something like this is found, such as inappropriate images or the use of offensive language, pupils will report it to their teacher.
* Share details of their name, phone number or address.
* Upload images, sound, video or text content that could upset pupils, staff and others.
* Try to install software onto the school network.

Parents **will**:

* Support and uphold the school’s rules regarding the use of school ICT systems.
* Act in accordance with the school’s policy when using the internet in relation to the school, its employees and pupils.
* Only store and use images of pupils for school purposes, acting in line with the school’s Computing Policy.

**RE: Acceptable use agreement**

Dear Parent/Carer,

The use of ICT, including the internet, email, mobile, social networking etc. has become a crucial part of learning and we want all pupils to be safe and responsible while using these valuable resources.

Please discuss these e-safety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some clarification, please contact name the School Office.

………………………………………………………………………………………………………

**Parent/Carer signature**

We have discussed this and ……………………………………..........(child’s name) agrees to follow the e-safety rules and to support the safe use of ICT at name of school.

Parent signature …….………………….……………………………………

Child’s class ………………………………….

Date ………………………………

**Appendix 5**

**Technology acceptable use agreement – staff**

Whilst our school promotes the use of technology, and understands the positive effects it can have on enhancing pupils’ learning and community engagement, we must also ensure that staff use technology appropriately. Any misuse of technology will not be taken lightly and will be reported to the Headteacher in order for any necessary further action to be taken.

This acceptable use agreement is designed to outline staff responsibilities when using technology, whether this is via personal devices or school devices, or on/off the school premises, and applies to all staff, volunteers, contractors and visitors.

Please read this document carefully, and sign below to show you agree to the terms outlined.

1. **Using technology in school**

* I will only use ICT systems, such as computers (including laptops) and tablets, which have been permitted for my use by the Headteacher.
* I will only use the approved email accounts that have been provided to me.
* I will not use personal emails to send and receive personal data or information.
* I will not share sensitive personal data with any other pupils, staff or third parties unless explicit consent has been received.
* I will ensure that any personal data is stored in line with the GDPR.
* I will delete any chain letters, spam and other emails from unknown sources without opening them.
* I will ensure that I obtain permission prior to accessing learning materials from unapproved sources.
* I will not use the internet for personal use during directed time.
* I will not search for, view, download, upload or transmit any explicit or inappropriate material when using the internet.
* I will not share school-related passwords with pupils, staff or third parties unless permission has been given for me to do so.
* I will not install any software onto school ICT systems unless instructed to do so by the School’s ICT Support company or Headteacher.
* I will ensure any school-owned device is protected by anti-virus software and that I check this on a regular basis.
* I will not use removable media storage devices (e.g. USB memory stick)
* I will not store data on removable media or other technological devices.
* I will only store sensitive personal data where it is absolutely necessary and which is encrypted.

1. **Mobile devices**

* I will only use school-owned mobile devices for educational purposes.
* I will not use personal mobile devices during directed time.
* I will ensure that mobile devices are either switched off or set to silent mode during school hours, and will only make or receive calls in specific areas, e.g. the staffroom.
* I will ensure mobile devices are stored securely during lesson times.
* I will not use mobile devices to take images or videos of pupils or staff – I will seek permission from the Headteacherbefore any school-owned mobile device is used to take images or recordings.
* I will not use mobile devices to send inappropriate messages, images or recordings.
* I will ensure that personal and school-owned mobile devices do not contain any inappropriate or illegal content.
* I will not access the WiFi system using personal mobile devices, unless permission has been given by the Headteacheror School Business Manager.
* I will not use personal and school-owned mobile devices to communicate with pupils or parents.
* I will not store any images or videos of pupils, staff or parents on any mobile device unless consent has been sought from the individual(s) in the images or videos.
* In line with the above, I will only process images or videos of pupils, staff or parents for the activities for which consent has been sought.
* I will ensure that any school data stored on personal mobile devices is encrypted and pseudonymised and give permission for the School Business Manager to erase and wipe data off my device if it is lost or as part of exit procedures.

1. **Social media and online professionalism**

* I will behave in a professional manner when using social media. I will express neutral opinions and will not disclose any confidential information regarding the school, or any information that may affect its reputability.
* I will not use any school-owned mobile devices to access personal social networking sites, unless it is beneficial to the material being taught; I will gain permission from the Headteacher before accessing the site.
* I will ensure that I apply the necessary privacy settings to any social networking sites.
* I will not publish any comments or posts about the school on any social networking sites which may affect the school’s reputability.
* I will not post or upload any defamatory, objectionable, copyright infringing or private material, including images and videos of pupils, staff or parents, on any online website.
* I will not post or upload any images and videos of pupils, staff or parents on any online website without consent from the individual(s) in the images or videos.
* In line with the above, I will only post images or videos of pupils, staff or parents for the activities for which consent has been sought.
* I will not give my home address, phone number, mobile number, social networking details or email addresses to pupils or parents – any contact with parents will be done through authorised school contact channels.

1. **Working at home**

* I will adhere to the principles of the GDPR when taking work home.
* I will ensure I obtain permission from the Headteacher and data protection officer (DPO) before any personal data is transferred from a school-owned device to a personal device.
* I will ensure any data transferred from a school-owned device to a personal device is encrypted or pseudonymised.
* I will ensure any sensitive personal data is not transferred to a personal device unless completely necessary – and, when doing so, that it is encrypted.
* I will ensure no unauthorised persons, such as family members or friends, access any personal devices used for lone-working.
* I will act in accordance with the school’s E-Safety Policy when transporting school equipment and data.

1. **Training**

* I will ensure I participate in any e-safety or online training offered to me, and will remain up-to-date with current developments in social media and the internet as a whole.
* I will ensure that I allow the Headteacher and DPO to undertake regular audits to identify any areas of need I may have in relation to training.
* I will ensure I employ methods of good practice and act as a role model for pupils when using the internet and other digital devices.
* I will ensure that I deliver any training to pupils as required.

1. **Reporting misuse**

* I will ensure that I adhere to any responsibility I have for monitoring, as outlined in the E-Safety Policy, e.g. to monitor pupils’ internet usage.
* I will ensure that I report any misuse by pupils, or by staff members breaching the procedures outlined in this agreement, to the Headteacher.
* I understand that my use of the internet will be monitored by the Headteacher and school business manager and recognise the consequences if I breach the terms of this agreement.
* I understand that the Headteachermay decide to take disciplinary action against me in accordance with the Disciplinary Policy and Procedure, if I breach this agreement.

I certify that I have read and understood this agreement, and ensure that I will abide by each principle.

Signed: ……………………………………………………………… Date: ………………………

Print name: …………………………………………………………..