

Appendix 1: EYFS and KS1 Acceptable Use Agreement (Pupils and Parents/Carers)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil:

When I use the school's ICT systems (like computers) and get onto the internet in school I will:

- Ask a teacher or adult if I can do so before using them
- Only use websites that a teacher or adult has told me or allowed me to use
- Tell my teacher immediately if:
 - I click on a website by mistake
 - I receive messages from people I don't know
 - I find anything that may upset or harm me or my friends
- Use school computers for school work only
- I will be kind to others and not upset or be rude to them
- Look after the school ICT equipment and tell a teacher straight away if something is broken or not working properly
- Only use the username and password I have been given
- Try my hardest to remember my username and password
- Never share my password with anyone, including my friends.
- Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carer
- Save my work on the school network
- Check with my teacher before I print anything
- Log off or shut down a computer when I have finished using it

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Signed (pupil):

Date:

Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

Signed (parent/carer):

Date:

Appendix 2: KS2 Acceptable Use Agreement (Pupils and Parents/Carers)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil:

I will read and follow the rules in the acceptable use agreement policy

When I use the school's ICT systems (like computers) and get onto the internet in school I will: ●

Always use the school's ICT systems and the internet responsibly and for educational purposes only

- Only use them when a teacher is present, or with a teacher's permission
- Keep my username and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer
- Tell a teacher (or sensible adult) immediately if I find any material which might upset, distress or harm me or others
- Always log off or shut down a computer when I'm finished working on it

I will not:

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate or unkind language when communicating online, including in emails ● Share information about myself/others (including pictures) with others online.
- Log in to the school's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

If I bring a personal mobile phone or other personal electronic device into school:

- I will not use it when in school the school building or grounds.
- I will hand it in to the school office during the day.
- I will use it responsibly.
- I will have applied for permission to bring my device into school using the school form. **I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.**

Signed (pupil):

Date:

Parent/carer's agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

Signed (parent/carer):

Date:

Appendix 3: Acceptable use Agreement (Staff, Trustees, Governors, Volunteers and Visitors)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR STAFF, TRUSTEES, GOVERNORS, VOLUNTEERS AND VISITORS

Name of staff member/trustee/governor/volunteer/visitor:

When using the school's ICT systems and accessing the internet in school, or outside school on a work device (if applicable), I will not:

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)
- Use them in any way which could harm the school's reputation
- Access social networking sites or chat rooms not authorised by school
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software, or connect unauthorised hardware or devices to the school's network
- Share my password with others or log in to the school's network using someone else's details
- Take photographs of pupils without checking with leaders first
- Store sensitive information anywhere other than the school's secure cloud storage or encrypted USB
- Share confidential information about the school, its pupils or staff, or other members of the community
- Access, modify or share data I'm not authorised to access, modify or share
- Promote private businesses, unless that business is directly related to the school

I will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role.

I agree that the school will monitor the websites I visit and my use of the school's ICT facilities and systems. I will ensure that my computer is locked or shutdown, when I am away from it.

I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's Data Protection and Cyber Security Policies.

I will not let other family members or friends use school equipment.

If taken offsite, I will ensure that school ICT equipment is stored securely e.g. not left in a vehicle unattended.

I will let the designated safeguarding lead (DSL) and ICT manager know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.

Signed (staff member/trustee/governor/volunteer/visitor):

Date:

Appendix 4: Online Safety Training Needs – Self Audit for Staff

ONLINE SAFETY TRAINING NEEDS AUDIT

Name of staff member/volunteer:	Date:
Question	Yes/No (add comments if necessary)
Do you know the name of the person who has lead responsibility for online safety in school?	
Do you know what you must do if a pupil approaches you with a concern or issue? Do you now the school procedures to follow?	
Are you familiar with the school's Acceptable Use Agreement for staff, trustees, volunteers, governors and visitors?	
Are you familiar with the school's Acceptable Use Agreement for pupils and parents?	
Do you have a secure password which is different for different systems and is not shared with others?	
Are you familiar with the school's approach to tackling cyber-bullying?	
Are you are aware that sensitive information must be securely stored on the schools secure cloud or encrypted USB drive?	
Do you know how to reduce the risk of cyber security breaches, phishing and hacking?	
Are there any areas of online safety in which you would like training/further training?	

Online Safety Incident Record

School			
Name of Pupil/s affected?		Class	
Date/time of incident			
Incident in school ? <input type="checkbox"/>	Incident outside of school? <input type="checkbox"/>		
Description of incident			
Website address			
Incident reported by		Date Reported to DSL	

<p>Actions (e.g. contacting Internet Provider, 2IT to block website, any support for the child if needed).</p>	
<p>Date Parent/s contacted and comments</p>	
<p>Outcome: Report to LADO? Inform staff? Child sanction, Police involvement. Further education needed in school.</p>	