

Sacred Heart  
Catholic Primary School



Learning in Love

## ACCEPTABLE USE AGREEMENTS 2022-24

### Mission Statement

Guided by truth, respect and compassion; we share in building upon every individual's foundation, nurturing a love of learning in preparation for tomorrow's society, with Jesus at the heart of all we do.

Governing Body with Responsibility	Ethos and Admissions Committee
Agreed by Governors on	24.05.2022
Chair's Signature	<i>BByrne</i>
Staff Member Responsible for Review	Headteacher
Date for Review	24.05.2024



## **Sacred Heart Catholic Primary School Acceptable Use Agreement: All Staff, Volunteers and Governors**

Covers use of all digital technologies in school: i.e. email, Internet, intranet, network resources, learning platform, software, communication tools, equipment and systems.

- 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 will not reveal my password(s) to anyone.
- I will follow 'good practice' advice in the creation and use of my password. 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 systems, or any Local Authority (LA) system I have access to.
- I will ensure all documents, data etc, are printed, saved, accessed and deleted / shredded in accordance with the school's network and data security protocols.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved email system(s) for any school business.  
This is currently: LGfL StaffMail
- I will only use the approved email system and school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business.
- I will not browse, download or send material that is considered offensive or of an extremist nature by the school.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach or equipment failure to the head teacher.
- I will not download any software or resources from the Internet that can compromise the network or might allow me to bypass the filtering and security system or are not adequately licensed.
- I will check copyright and not publish or distribute any work including images, music and videos, that is protected by copyright without seeking the author's permission.
- I will not connect any device (including USB flash drive), to the network that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus and other ICT 'defence' systems.
- I will not use personal digital cameras or camera phones or digital devices for taking, editing and transferring images or videos of pupils or staff and will not store any such images or videos at home.
- I will follow the school's policy on use of mobile phones/devices at school and only use in staff areas.
- I will only use school approved equipment for any storage, editing or transfer of digital images/videos and ensure I only save photographs and videos of children and staff on the staff-only drive within school.
- I will use the school's Learning Platform in accordance with school protocols.
- 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.

- I will ensure, where used, I know how to use any social networking sites/tools securely, so as not to compromise my professional role.
- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any “significant personal use” as defined by HM Revenue & Customs.
- I will only access school resources remotely (such as from home) using the LGfL system and follow e-security protocols to interact with them.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.
- I understand that 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.
- I will alert the Designated Safeguarding Lead (DSL) if I feel the behaviour of any child may be a cause for concern.
- I understand it is my duty to support a whole-school safeguarding approach and will report any behaviour of other staff or pupils, which I believe may be inappropriate or concerning in any way, to the DSL.
- I understand that all Internet and network traffic / usage can be logged and this information can be made available to the Head on their request.
- I understand that Internet encrypted content (via the https protocol), may be scanned for security and/or safeguarding purposes.
- I will only use any LA system I have access to in accordance with their policies.
- *Staff that have a teaching role only:* I will embed the school’s on-line safety/digital literacy/ counter extremism curriculum into my teaching.

I agree to abide by all the points above.

I understand that I have a responsibility for my own and others e-safeguarding and I undertake to be a ‘safe and responsible digital technologies user’.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school’s most recent e-safety policies.

I understand that failure to comply with this agreement could lead to disciplinary action.

Signature

Date

Full Name

(printed)

Job title / Role

**Authorised Signature (Head Teacher / Deputy)**

I approve this user to be set-up on the school systems relevant to their role

Signature

Date

Full Name

(printed)

**Sacred Heart Catholic Primary School Acceptable Use Agreement: Parents and Carers**

**Internet and ICT:** As the parent or legal guardian of the pupil(s) named below, I grant permission for the school to give my *daughter / son* access to:

- the Internet at school
- the school's chosen email system
- the school's online managed learning environment
- ICT facilities and equipment at the school.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies, but I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. I understand that the school can, if necessary, check my child's computer files and the internet sites they visit at school and if there are concerns about my child's e-safety or e-behaviour they will contact me.

**Use of digital images, photography and video:** I understand the school has a clear policy on the use of digital images and video and I support this. I understand that the school will necessarily use photographs of my child or including them in video material to support learning activities. I accept that the school may use photographs/video that includes my child in publicity that reasonably promotes the work of the school, and for no other purpose. I will not take and then share online, photographs or videos of other children (or staff) at school events without permission.

**Social networking and media sites:** I understand that the school has a clear policy on the use of social networking and media sites and I support this. I will raise queries, concerns or complaints directly with the school rather than posting them on social media. I will not post malicious or fictitious comments on social media sites about the school or about any member of the school community. I will not form online friendships or enter into online communication with members of staff as this could lead to professional relationships being compromised. I understand that social media sites have minimum ages and I will follow these.

I understand that the school takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.

I will support the school by promoting safe use of the internet and digital technology at home. I will inform the school if I have any concerns.

**My daughter / son name(s):** \_\_\_\_\_

**Parent / carer signature:** \_\_\_\_\_

**Parent/ carer name:** \_\_\_\_\_

**Date:** \_\_\_/\_\_\_/\_\_\_

My name is \_\_\_\_\_

To stay **SAFE online and on my devices**:

1. I only **USE** devices or apps, sites or games if a trusted adult says so
2. I **ASK** for help if I'm stuck or not sure
3. I **TELL** a trusted adult if I'm upset, worried, scared or confused
4. If I get a **FUNNY FEELING** in my tummy, I talk to an adult
5. I look out for my **FRIENDS** and tell someone if they need help
6. I **KNOW** people online aren't always who they say they are
7. Anything I do online can be shared and might stay online **FOREVER**
8. I don't keep **SECRETS** or do **DARES AND CHALLENGES** just because someone tells me I have to
9. I don't change **CLOTHES** or get undressed in front of a camera
10. I always check before **SHARING** personal information
11. I am **KIND** and polite to everyone

✓

My trusted adults are:

\_\_\_\_\_ at school

\_\_\_\_\_ at home

These statements can keep me and others safe & happy at school and home

1. ***I learn online*** – I use the school's internet, devices and logons for schoolwork, homework and other activities to learn and have fun. All school devices and systems are monitored.
2. ***I ask permission*** – At home or school, I only use the devices, apps, sites and games I am allowed to and when I am allowed to.
3. ***I am creative online*** – I don't just spend time on apps, sites and games looking at things from other people. I get creative to learn and make things.
4. ***I am a friend online*** – I won't share or say anything that I know would upset another person or they wouldn't want shared. If a friend is worried or needs help, I remind them to talk to an adult, or even do it for them.
5. ***I am a secure online learner*** – I keep my passwords to myself and reset them if anyone finds them out. Friends don't share passwords!
6. ***I am careful what I click on*** – I don't click on unexpected links or popups, and only download or install things when I know it is safe or has been agreed by trusted adults. Sometimes app add-ons can cost money, so it is important I always check.
7. ***I ask for help if I am scared or worried*** – I will talk to a trusted adult if anything upsets me or worries me on an app, site or game – it often helps. If I get a funny feeling, I talk about it.
8. ***I know it's not my fault if I see or someone sends me something bad*** – I won't get in trouble, but I mustn't share it. Instead, I will tell a trusted adult. If I make a mistake, I don't try to hide it but ask for help.
9. ***I communicate and collaborate online*** – with people I already know and have met in real life or that a trusted adult knows about.
10. ***I know new online friends might not be who they say they are*** – I am careful when someone wants to be my friend. Unless I have met them face to face, I can't be sure who they are.
11. ***I check with a parent/carer before I meet an online friend*** I never go alone.
12. ***I don't do live videos (livestreams) on my own*** – and always check if it is allowed. I check with a trusted adult before I video chat with anybody for the first time.
13. ***I keep my body to myself online*** – I never get changed or show what's under my clothes when using a device with a camera. I remember my body is mine and no-one should tell me what to do with it; I don't send any photos or videos without checking with a trusted adult.
14. ***I say no online if I need to*** – I don't have to do something just because someone dares or challenges me to do it, or to keep a secret. If I get asked anything that makes me worried, upset or just confused, I should say no, stop chatting and tell a trusted adult immediately.
15. ***I tell my parents/carers what I do online*** – they might not know the app, site or game, but they can still help me when things go wrong, and they want to know what I'm doing.

16. ***I follow age rules*** – 13+ games aren't good for me so I don't use them. Games may be scary, violent or unsuitable. 18+ games are very unsuitable. Social network sites have a minimum age of at least 13 and should never be accessed/used within school.
17. ***I am private online*** – I only give out private information if a trusted adult says it's okay. This might be my address, phone number, location or anything else that could identify me or my family and friends; if I turn on my location, I will remember to turn it off again.
18. ***I am careful what I share and protect my online reputation*** – I know anything I do can be shared and might stay online forever (even on Snapchat or if I delete it).
19. ***I am a rule-follower online*** – I know that apps, sites and games have rules on how to behave, and some have age restrictions. I follow the rules, block bullies and report bad behaviour, at home and at school.
20. ***I am not a bully*** – I do not post, make or share unkind, hurtful or rude messages/comments and if I see it happening, I will tell my trusted adults.
21. ***I am part of a community*** – I do not make fun of anyone or exclude them because they are different to me. If I see anyone doing this, I tell a trusted adult and/or report it.
22. ***I respect people's work*** – I only edit or delete my own digital work and only use words, pictures or videos from other people if I have their permission or if it is copyright free.
23. ***I am a researcher online*** – I use safe search tools approved by my trusted adults. I know I can't believe everything I see online, know which sites to trust, and know how to double check information I find. If I am not sure I ask a trusted adult.
24. ***I learn even when I can't go to school (eg because of Covid-19)*** – I don't behave differently when I'm learning at home, so I don't say or do things I wouldn't do in the classroom and nor do teachers or tutors. If I get asked or told to do anything that I would find strange in school, I will tell another teacher.

**I have read and understood this agreement.**

**If I have any questions, I will speak to a trusted adult.**

My trusted adults are:

\_\_\_\_\_ **at school**

\_\_\_\_\_ **at home**

**My Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:**