



## **Heron Park Primary Academy – Acceptable Use Policy** **(AUP)**

### **Acceptable Use Agreement Forms**

#### **Staff:**

**All staff must sign a copy of the Staff Acceptable Use Agreement Form & Code of Conduct (appendix 1)**

#### **Pupils:**

**All pupils (Year 4 and above) must sign a Pupil Online Safety Rules and Agreement Form (Appendix 2)**

#### **Parents:**

**Parents must give permission for their children to access the Internet, the school's learning platform (DB Primary) and use the school's IT equipment by signing a copy of the Parent E-Safety Agreement Form (Appendix 3).**

### **Acceptable Use – Adult User Guidelines Use of workstations**

- Users may only use their own username and password to access the school system. Logging on for someone else is not acceptable.
- Strong passwords are encouraged i.e. they should be a minimum of 8 characters in length and contain a mixture of letters, numbers and punctuation characters.
- While at home Teacher laptops must only be used by the teacher. If working on children's data at home, teachers must ensure that it cannot be viewed by anyone else.
- When leaving a workstation it must be 'locked' by pressing 'Ctrl – Alt – Del' or the user must log off. The Internet & email
- The school internet and email must be used only for delivering teaching and learning during teaching time. Adult users may use the school internet before or after school or at lunchtime for personal use providing that use does not include online gambling or unlawful activity.
- Adult users are expected to act professionally at all times. It is recognized that from time to time, accidental access to unacceptable material may occur. Staff are required to report this promptly to the ICT Service (desktop icon available on all computers)
- Adult users should NOT attempt to "test" the filtering system without written authorisation from the Head Teacher or designated senior teacher. It is recognised that teachers may wish to ensure that no unacceptable material may appear on the screen, especially as a response to a child deliberately typing in a provocative word into a search engine.

- Users must respect the work and ownership rights of other people. This includes abiding by copyright laws. Communication with pupils/students and families
- All communication with pupils and families should follow school policy in terms of authoring and quality assurance, and come ONLY from school provided means. (i.e. School email account, school telephone) Staff should under no circumstances use their own private email or phone to contact pupils or parents, unless permission is granted by the Head Teacher. Data In Transit
- Adult users must ensure that any file brought into school is free from virus, malware/spyware infection. This includes checking files brought in by pupils if they are to be opened on school equipment
- **The Online Safety Policy** provides detailed information about how data in transit off and onsite should be dealt with by staff.
- Any suspected loss of data must be reported promptly to the Head Teacher. Acceptable Use – Pupil Guidelines General use of IT
- Pupils must gain permission before using school technology. They must follow instructions carefully.
- Pupils are expected to take care of school technology and report any misuse to a member of staff.
- Pupils must not trespass into others' folders, work or files. They should ask for permission from a member of staff before deleting any files or printing any material
- Staff may review files and communications to ensure that pupils are using the system responsibly. Pupils should not expect that files stored anywhere in school will always be private. Additionally pupils must ask gain permission before bringing files into school.

[This policy links to the School's Online Safety/Social media Policy.](#)

Adopted by LAB – October 2017

Review Date – October 2018



# Heron Park Primary Academy

Regional Director of Learning (East Sussex): Mr John Greenwood

Headteacher: Mr Raia Ali

## Staff code of conduct:

- *I have read and understand the Safeguarding & Online Safety/Social Media policies.*
- *I understand that I must report any concerns I may have regarding the safeguarding of any children in this school to a member of the safeguarding team. I will do this by recording any incidents electronically on CPOMS or in writing by using the agreed school safeguarding documents.*
- *I understand that my actions in and out of school (including the use of social media) may affect the reputation of the school.*
- *I understand that I must keep **confidential** any comments, remarks or conversations that I may hear, or be part of, which concern either children or other members of staff.*
- *I agree not to have links with pupils/ex pupils on any form of social media.*
- *I understand that the guidance from the school is that I do not have links with family members of pupils/ex pupils at this school, but if I choose to do so I must behave in a professional manner at all times and not disclose confidential or sensitive information or bring the name of the school into disrepute.*
- *I understand that I represent the school at all times and will keep my relationships with parents and pupils professional*

**Print Name & Sign:**

**Date**



# Heron Park Primary Academy

Regional Director of Learning (East Sussex): Mr John Greenwood

Headteacher: Mr Raia Ali

## Appendix 2

1. I agree to follow the school rules relating to appropriate use of the internet.
2. I agree that I will NOT access sites that are inappropriate, extremist and non-educational on school computers (i.e. personal You-Tube pages etc).
3. I will keep myself safe online and I will not share my password/s with my friends.
4. I will only access my own emails (if appropriate) and pages on school approved sites (i.e DB Primary).
5. I will not use my full name (first name and surname) when working online.
6. If I do not keep to the school rules I may not be able to access the school computers or online activities in the future.

**Name:**

**Year/Class:**



# Heron Park Primary Academy

Regional Director of Learning (East Sussex): Mr John Greenwood

Headteacher: Mr Raja Ali

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Hampden Park  
Eastbourne, BN22 9EE  
01323 502525

## **Appendix 3**

I have read the E-Safety (*online safety*) at home guide provided by the school (ESCC Guide) and will encourage my child to stay safe online.

I agree that I will encourage my child/ren to follow the school's policy relating to mobile phones in school.

I agree that my child/ren may have access to the school's internet.

I agree that my child/ren may have access to DB Primary – the school's online learning platform.

I agree that my child/ren may have access any other IT equipment provided by the school.

**Name of child/ren:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

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

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