

Appleton Wiske Community Primary School  
Acceptable Use Policy

All members of staff and governors are asked to read and sign the Acceptable Use Policy (AUP) when joining the school and at least annually thereafter. This is to ensure that staff members are aware of their professional responsibilities when using technologies (e.g. internet, e-mail).

- I understand that 'technologies' relates to ICT systems, hardware, software, internet, e-mail, Learning Platforms and mobile phones.
- I will use school technologies for activities relating to my professional duties and understand that it is a criminal offence to use an ICT system for uses other than those permitted by its owner.
- I understand that I have a duty to protect my passwords and personal network and Learning Platform logins, and should log off the network and Learning Platform when leaving workstations unattended.
- I understand that I have a duty to respect the technical safeguards which are in place.
- I will not install any software or hardware without permission from a technician, Computing co-ordinator or the Head Teacher.
- I will ensure that all data containing personal information (e.g. of pupils) is stored securely within school and will not use my own devices to store information relating to staff or pupils at the school.
- I will not use my own personal devices to take photographs of pupils at this school.
- Encrypted memory sticks will be issued where appropriate and used to store all sensitive, confidential school related documents. These memory sticks remain the property of the school and will be returned when the staff member or Governor leaves.
- I will respect copyright and intellectual property rights.
- If I am concerned about a pupil's use of technology I will inform the Head Teacher.
- I understand that I have a responsibility to report any misuses of technology, including the unacceptable conduct of others, to the Head Teacher.
- I will ensure that communication with pupils by email or through a Learning Platform are professional.
- I will promote and model positive use of current and new technologies and e-safety.
- I know that I can access information about e-safety from the North Yorkshire Primary ICT Room within the North Yorkshire Learning Platform and from the Learning Net. I am aware that the Computing co-ordinator or Head Teacher can also provide information, resources and guidance.
- I understand that my use of school technologies may be monitored by the school and by Schools ICT.
- I will only use my personal mobile phone during break times.
- I will not use my personal mobile phone whilst supervising pupils.
- I am aware that in certain circumstances where unacceptable use is suspected, enhanced monitoring and procedures may come into action, including the power to check and/or confiscate personal technologies such as mobile phones.
- I am aware that failure to adhere to the AUP may result in disciplinary action and, if criminal activity is suspected, police involvement.

Any attempts to access, corrupt or destroy other users' data, or compromise the privacy of others in any way, using any technology, is unacceptable.

Revised: January 2018  
Review date: January 2019

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Name	Position	Signature	Date
Neil Clark	Head Teacher		
Karen Hainsworth	Class Teacher		
Liz Atkinson	Class Teacher		
Bethany Rowling	Class Teacher		
Sarah Cousans	Class Teacher		
Paula Gudger	HLTA		
Helen Allen	GTA		
Nicki Guyll	GTA		
Jackie Loverock	GTA		
Sue Stainthorpe	GTA		
Karen Metcalfe	Senior Administrator		
Karen Curran	Admin Assistant		
Elaine Douglas	Cook		
Clare Moore	Club and Kitchen Assistant		
Daniel Hills	Club Assistant		
Arnell Harris	MSA		
Tony Charlesworth	Caretaker		
Chris Ring	Co-Chair of Govs		
Kate Green	Co-Chair of Govs		
Gareth Young	Governor		
Michael Nightingale	Governor		
Heather Patel	Governor		
Sarah Powell	Governor		
Scott Wilson	Governor		

## Acceptable Use Policy (Parents/Carers and Pupils)

Appleton Wiske Community Primary School has computers and internet access to help with teaching and learning. These rules will keep everyone safe, helping us to be fair to others.

### Pupils

- ✓ I will not access other people's files
- ✓ I will only use the computers for schoolwork and homework
- ✓ I will not bring electronic files from outside school unless I have been given permission
- ✓ I will ask permission from a member of staff before using the internet
- ✓ I will only email people I know or who my teacher has approved
- ✓ The messages I send will be polite and responsible
- ✓ I will not give my personal details to anybody online, such my home address or telephone number
- ✓ I will report any unkind material or messages sent to me. I understand my report will be confidential and will help protect others and myself
- ✓ I understand that the school may check my computer files and may monitor the internet sites I visit
- ✓ I understand that if I act inappropriately, my parents will be informed and I will not be allowed access to the school internet for a period of time

### Parents/Carers

- ✓ I will encourage my child to keep their password private (but they may tell me)
- ✓ I will encourage my child to be a responsible user of the internet
- ✓ I will encourage my child to act responsibly by telling school staff if they think that someone else has broken the rules
- ✓ I will encourage my child to check with me before using the internet at home
- ✓ I will ensure my child knows to tell me or their teacher if they see or read inappropriate material on the internet
- ✓ I understand that if my child does not keep to the rules, I will be informed and my child will not be allowed to use the school internet for a period of time
- ✓ I understand that by signing this agreement I am giving permission for my child to use the internet in school and to have access to the Learning Platform

Signed \_\_\_\_\_

(Parent/Carer)

Signed \_\_\_\_\_

(Child)

Date \_\_\_\_\_