

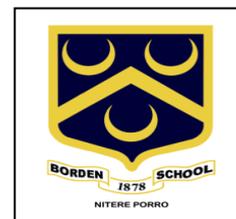


BORDEN GRAMMAR SCHOOL

Acceptable Use Policy

Date Drawn Up	March 2018
Date Last Revised	-
Drawn Up/Revised By	Mr J Hopkins/ Mrs S Smith
Date Ratified by Governors	June 2018
Frequency of Review	3 Years
Next Review Date	April 2021

Key Stage 3/4/5 (11-18)



Safe

- I will make sure that my internet use is safe and legal and I am aware that online actions have offline consequences
- I know that my use of school computers, devices and internet access will be monitored to protect me and ensure I comply with the schools acceptable use policy
- I know that people online aren't always who they say they are and that I must always talk to an adult before meeting any online contacts

Private

- I will keep my passwords private
- I know I must always check my privacy settings are safe and private
- I will think before I share personal information and/or seek advice from an adult
- I will keep my password safe and private as my privacy, school work and safety must be protected

Responsible

- I will not access or change other peoples files, accounts or information
- I will only upload appropriate pictures or videos of others online when I have permission
- I will only use my personal device/mobile phone in lessons if I have permission from a teacher
- I know I must respect the schools systems and equipment and if I cannot be responsible then I will lose the right to use them
- I know that school computers and internet access has been provided to help me with my learning and that other use of technology may not be allowed. If I'm not sure if something is allowed then I will ask a member of staff
- I will write emails and online messages carefully and politely; as I know they could be forwarded or seen by someone I did not intend
- I will only change the settings on the computer if a teacher/technician has allowed me to
- I know that use of the schools ICT system for personal financial gain, gambling, political purposes or advertising is not allowed
- I understand that the school's internet filter is there to protect me, and I will not try to bypass it.
- I know that if the school suspect that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones.
- I know that if I do not follow the AUP then I will be banned from the school's ICT network for a set period of time or be sanctioned according to the schools policy.

Kind

- I know that bullying in any form (online and offline) is not tolerated and I know that technology should not be used for harassment
- I will not upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community, I will always think before I post as once I upload text, photos or videos they can become public and impossible to delete.
- I will not use technology to be unkind to people

Legal

- I know it can be a criminal offence to hack accounts or systems or send threatening and offensive messages
- I will respect other people's information and copyright by giving a reference and asking permission before using images or text from online sources
- I understand that it may be a criminal offence or breach of the school policy to download or share inappropriate pictures, videos or other material online.

Reliable

- I will always check that any information I use online is reliable and accurate
- I know that people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to an adult and will always arrange to meet in a public place, with a trusted adult present

Report

- If I am aware of anyone trying to misuse technology then I will report it to a member of staff
- I will speak to an adult I trust if something happens to either myself or another student which makes me feel worried, scared, uncomfortable or is illegal
- I will visit www.thinkuknow.co.uk www.childnet.com and www.childline.org.uk to find out more about keeping safe online
- I have read and talked about these rules with my parents/carers

Student Acceptable Use Policy Agreement Form

The Policy is available on the School's Website Policies Page



Borden Grammar School Student Acceptable Use Policy – Student Response

I, with my parents/carers, have read and understood the Student Acceptable Use Policy (AUP).

I agree to follow the student AUP when:

1. I use school systems and devices, both on and offsite
2. I use my own devices in school, when allowed, including mobile phones, gaming devices, and cameras.
3. I use my own equipment out of the school, in a way that is related to me being a member of the school community, including communicating with other members of the school, accessing school email or Moodle.

Name..... Signed.....

Class..... Date.....

Parent Name.....

Parent Signature.....

Date.....

Letter for Parents and Carers

Dear Parent/Carer

All students at Borden Grammar School use computer facilities and internet access, as an essential part of learning as required by our curriculum. Your child will have the opportunity to access a wide range of information and communication technology (ICT) resources. This includes, but is not limited to:

- Computers, laptops and other digital devices
- Internet which may include search engines and educational websites
- Email
- Digital cameras, web cams and video cameras
- Mobile Phones
- Moodle

Borden Grammar School recognises the essential and important contribution that technology plays in promoting children's learning and development; we believe it offers a fantastic range of positive activities and experiences. We do recognise however that this can bring risks. We take your child's online safety seriously and, as such, will take all reasonable precautions, including monitoring and filtering systems, to ensure that students are safe when they use our internet and systems.

We recognise however that no technical system can replace online safety education and believe that children themselves have an important role to play in developing responsible behaviour. In order to support the school in developing your child's knowledge and understanding about online safety, we request that you read the Acceptable Use Policy which is available on the school's home page with your child, discuss the content with them and return the attached slip.

Hopefully, you will also find this Acceptable Use Policy provides you with an opportunity for conversations between you and your child about safe and appropriate use of the technology, both at school and at home.

We request that all parents support our approach to online safety by role modelling safe and positive online behaviour and by discussing online safety whenever children access technology at home. Parents/carers may also like to visit the following links for more information about keeping children safe online:

- www.thinkuknow.co.uk
- www.childnet.com
- www.nspcc.org.uk/onlinesafety
- www.saferinternet.org.uk
- www.internetmatters.org

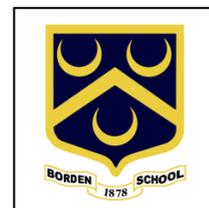
Should you wish to discuss the matter further, please do not hesitate to contact the school Designated Safeguarding Lead, Mrs Smith, or Head of Year.

Yours sincerely,



Jonathan Hopkins
Headteacher

Parents/Carers Acceptable Use Policy



1. I have read and discussed Borden Grammar School Acceptable Use Policy with my child.
2. I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet, both in and out of school.
3. I am aware that any internet and computer use using school equipment may be monitored for safety and security reasons, in order to safeguard both my child and the schools systems. This monitoring will take place in accordance with data protection and human rights legislation.
4. I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
5. I understand that if the school has any concerns about my child's safety online, either at school or at home, then I will be contacted.
6. I understand that if my child does not abide by the school Acceptable Use Policy then sanctions will be applied in line with the school policies including behaviour, computer network code of conduct and anti-bullying policy. If the school believes that my child has committed a criminal offence then the Police will be contacted.
7. I, together with my child, will support the school's approach to online safety and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.
8. I know that I can speak to the school Designated Safeguarding Lead (Mrs S Smith), my child's form teacher, Head of Year or the Headteacher if I have any concerns about online safety.
9. I will visit the school website for more information about the school's approach to online safety as well as to access useful links below to support both myself and my child in keeping safe online at home.
10. I will visit the following websites for more information about keeping my child(ren) safe online:
 - www.thinkuknow.co.uk/parents,
 - www.nspcc.org.uk/onlinesafety
 - www.internetmatters.org
 - www.saferinternet.org.uk
 - www.childnet.com
11. I will support the school and my child by role modelling safe and positive online behaviour (such as sharing images, text and video responsibly) and by discussing online safety with them when they access technology at home.

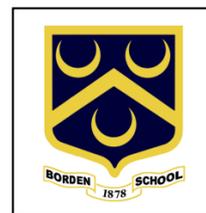
I have read, understood and agree to comply with the Borden Grammar School Acceptable Use Policy.

Child's Name..... Class.....

Parents Name.....Parents Signature.....

Date.....

Staff & Governor Acceptable Use Policy



As a professional organisation with responsibility for safeguarding it is important that staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the school's computer system in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using technology, they are asked to read and sign this Acceptable Use Policy.

This is not an exhaustive list; all members of staff are reminded that IT use should be consistent with the school ethos, school policies, national/local guidance and expectations, and the Law.

1. I understand that Information Systems and IT include networks, data and data storage, online and offline communication technologies and access devices. Examples include laptops, mobile phones, tablets, digital cameras, email and social media sites.
2. School owned information systems must be used appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
3. I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff and only for educational use. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my computer as appropriate. I will protect the devices in my care from unapproved access or theft.
4. I will respect system security and I will not disclose any password or security information. I will use a 'strong' password in keeping with school guidance.
5. I will not attempt to install any purchased or downloaded software or hardware onto school devices without permission from the ICT system manager.
6. I will ensure that any personal data of students, staff or parents/carers is kept in accordance with the Data Protection Act 1998, and from 25 May 2018 by the new General Data Protection Regulations (GDPR).
 - This means that all personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.
 - Any data which is being removed from the school site (such as via email or on memory sticks) will be encrypted by a method approved by the school.
 - Any images or videos of students will only be used as stated in the School Image Use policy and will always take into account parental consent.
7. I will not keep or access professional documents which contain school-related sensitive or personal information, including images, files, videos and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. Where possible I will use Moodle to upload any work documents and files.
8. I will respect copyright and intellectual property rights.
9. I have read and understood the school online (e-safety) policy which covers the requirements for safe IT use, including using appropriate devices, safe use of social media websites and the supervision of students within the classroom and other working spaces
10. I will immediately report any illegal, inappropriate or harmful material or incidents I become aware of, to the Designated Safeguarding Lead (Sue Smith) as soon as possible.

11. I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware I will inform the Network Manager. If I have lost any school related documents or files, then I will report this to the Headteacher as soon as possible.
12. My electronic communications with current or past students, parents/carers and other professionals will take place within clear and explicit professional boundaries, and will be transparent and open to scrutiny at all times.
 - o All communication will take place via school approved communication channels such as a school provided email address or telephone number, and not via personal devices or communication channels, such as personal email, social networking or mobile phones.
 - o Any pre-existing relationships or situations that may compromise this will be discussed with the Designated Safeguarding Lead (Sue Smith) and/or Headteacher.
13. I will ensure that my online reputation and use of IT and information systems are compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming and any other devices or websites.
 - o I will take appropriate steps to protect myself online as outlined in the Online (E-Safety) Policy on Moodle and will ensure that my use of IT and the internet will not undermine my professional role, interfere with my work duties and will be in accordance with the staff behaviour policy and the Law.
14. I will not create, transmit, display, publish or forward any material online that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role or the school into disrepute.
15. I will promote online safety with the students in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.
16. If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with the Designated Safeguarding Lead (Sue Smith) and/or the Headteacher.
17. I understand that my use of the school information systems, including any devices provided by the school, school internet and school email may be monitored and recorded to ensure the safety of children and staff and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.
18. I understand that the school may exercise its right to monitor the use of information systems, including internet access and the interception of emails, in order to monitor policy compliance. Where it believes unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, the school may invoke its disciplinary procedures. If the school suspects criminal offences have occurred, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read, understood & agree to comply with Borden Grammar School's Staff & Governor Acceptable Use Policy

Name: Signed: Date:

Accepted by: Date: