



Acceptable Use Policy / Agreement

Teaching & Support Staff

School Name	Benwick Primary School
ICO Registration Number	
Version	February 2025
Status	
Date Approved	
Review Date	January 2027
Date agreed at FGB	

This acceptable use policy is divided into three sections, staff, KS1 pupil and KS2 pupil each is an agreement that will be read and signed by all those in that group on an annual basis

STAFF AGREEMENT

I agree and accept that any computer or laptop loaned to me by the school is provided solely to support my professional responsibilities. 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 management information 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 understand that all Internet usage / and network usage can be logged and this information could be made available to my manager on request.

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
- Use the approved, secure email system(s) for all school business with pupils or parents/carers and only communicate with them on appropriate school business
- Ensure all documents, data etc., are saved, accessed and deleted in accordance with the school's network and data security and confidentiality protocols
- Report any accidental access to, or receipt of inappropriate materials, or filtering breach to the Designated Person for Child Protection or Headteacher, as appropriate
- Ensure that any private social networking sites / blogs etc that I create or actively contribute to do not compromise and are not confused with my professional role
- 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.
- Will promote e-safety with pupils in my care and will help them to develop a responsible attitude to their use of ICT

I will not

- Share or reveal my password(s) to anyone.
- Allow unauthorised individuals to access email / Internet / intranet / network, or other school / LA systems.
- Engage in any online activity that may compromise my professional responsibilities
- Allow children to logon using my username and password
- Browse, download or send material that could be considered offensive, illegal or discriminatory.
- Download any software or resources from the Internet that can compromise the network, or are not adequately licensed
- Connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software.
- Will not use personal digital cameras or camera phones or smart watches to take images of pupils or staff.
- I will not store images at home without permission.

I understand that once I sign this document, failure to comply with this agreement could lead to disciplinary action.

Name _____ Signature _____ Date _____

**BENWICK PRIMARY SCHOOL
ACCEPTABLE USE for Pupils**

I will

- I will use the school's ICT equipment and tools (including computers, cameras, etc.) for schoolwork
- I will only use the internet and email when an adult is nearby
- I will not share my passwords with other people and will tell my teacher if I think someone else knows them.
- I will ask if I need to look at other peoples' work on the computer
- I will ask my teacher before using photos or video
- If I see something on a screen which upsets me, I will always tell an adult
- If another pupil accesses upsetting websites I will tell an adult

I will NOT

- Use technology without asking a teacher first, or without a teacher in the room with me
- Use technology to break school rules
- Go on any inappropriate websites
- I will only delete my own files unless my teacher gives me permission to delete someone else's. I will not look at other people's files without their permission
- Go on Facebook or other social networking sites (unless my teacher said I could as part of a lesson)
- Use chat rooms
- Open any attachments in emails, or click any links in emails, without checking with a teacher first
- Use mean or rude language when talking to other people online or in emails
- Send any photos, videos or livestreams of people (including me) who aren't wearing all of their clothes
- I will never arrange to meet someone I have only ever previously met online. It could be dangerous
- Share my password with others or log in using someone else's name or password
- Bully other people
- I will not deliberately look for, save or send anything that could be unpleasant or upsetting. If I find anything via Internet, e-mail or mobile phone that is upsetting or makes me feel uncomfortable, I will tell a teacher or responsible adult
- I will not give my own personal details such as surname, phone number or home address or any other personal details that could be used to identify me, my friends or my family. If I have to use an online name I will make one up!

I understand that the school will check the websites I visit and how I use the school's computers and equipment. This is so that they can help keep me safe and make sure I'm following the rules.

I will tell a teacher or a member of staff I know immediately if I find anything on a school computer or online that upsets me, or that I know is mean or wrong.

I will always be responsible when I use the school's ICT systems and internet or any other devices to keep myself and others safe.

I will do my best to follow these rules because I know they are there to keep me and my friends safe. If I don't follow these rules, my teacher may:

- Speak to me about my behaviour
- Speak to my parents about my use of technology
- Not allow me to use laptops / computers to access the internet or particular programmes
- Take other action to keep me (and others) safe

Pupil's Name.....

Pupil's Signature.....

Date.....