



Online Safety and Acceptable Use Policy 2022

This policy applies to all members of the Hope Tree School community (including staff, children, volunteers, parents /carers, visitors, community users) who have access to and are users of school ICT systems, both in and out of Hope Tree School.

The Education and Inspections Act 2006 empowers Headteachers to such extent as is reasonable, to regulate the behaviour of children when they are off the school site. This is pertinent to incidents of cyber-bullying, or other e- safety incidents covered by this policy, which may take place outside of the school, but is linked to membership of the school. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data.

Hope Tree School will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents/ carers of incidents of inappropriate online behaviour that take place out of school.

Roles and Responsibilities:

The Head of Learning:

The Head of Learning has responsibility for the approval of the Online Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the Head of Learning, who receives regular information about on-line safety incidents and monitoring reports.

Her role will include:

- regular meetings with all staff
- regular monitoring of online safety incident logs
- regular monitoring of filtering / control logs
- regular reporting to Hope Tree School's advisory board members
- a duty of care for ensuring the safety (including online safety) of members of the school community
- responsibility for ensuring that staff receive suitable training to enable them to carry out their on-line safety roles and to train other colleagues
- leading the online safety within school
- establishing and reviewing the school on-line policies / documents
- ensuring that all staff are aware of the procedures that need to be followed in the event of an on-line safety incident taking place
- providing training and advice for staff
- liaising with technical staff (internal and external)

The Head of Learning and the Head of Pastoral Care should be aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff.

The Proprietors:

The Proprietors are responsible for ensuring:

- that the school's technical infrastructure is secure and is not open to misuse or malicious attack.
- that the school meets required online safety technical requirements and any Local Authority/other relevant body Online Safety Policy/Guidance that may apply.
- that users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed.
- that they keep up to date with online safety technical information in order to effectively carry out their online safety role and to inform and update others as relevant.
- that the use of the internet/email/Google Drive is regularly monitored in order that any misuse/attempted misuse can be reported to the Head of Learning for investigation/action/sanction.
- that monitoring software/systems are implemented and updated as agreed in school policy.

Teaching and Support Staff:

Teaching and Support Staff are responsible for ensuring that:

- they have an up-to-date awareness of on-line safety matters and of the current school on-line safety policy and practices
- they have read, understood and signed the Staff Acceptable Use Policy/Agreement
- they report any suspected misuse or problem to the Head of Learning for investigation/action/sanction
- all digital communications with students/parents/carers should be on a professional level and only carried out using official school systems
- online safety issues are embedded in all aspects of the curriculum and other activities
- students understand and follow the online safety and acceptable use policies
- students have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they monitor the use of digital technologies, portable devices, cameras etc in lessons and other school activities (where allowed) and implement current policies with regard to these devices
- in lessons where internet use is pre-planned students should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches

Child Protection / Safeguarding:

The Designated Safeguarding Lead is trained in online safety issues and is aware of the potential for serious child protection/safeguarding issues to arise from:

- sharing of personal data
- access to illegal/inappropriate materials
- inappropriate online contact with adults/strangers
- potential or actual incidents of grooming
- cyber-bullying

Within their role, they:

- liaise with the Local Authority
- receive reports of online safety incidents and create a log of incidents to inform future online developments
- meet regularly with the Head of Learning to discuss current issues, review incident logs and filtering/control logs
- report regularly to the Advisory Board

Students:

- are responsible for using Hope Tree School digital technology in accordance with the Online Safety Policy.
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
- will be expected to know and understand policies on the use of portable devices and digital cameras. They should also know and understand policies on the taking/use of images and on cyber-bullying.
- should understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the school's Online Safety Policy covers their actions out of school, if related to their membership of the school.

Whilst regulation and technical solutions are very important, their use must be balanced by educating students to take a responsible approach.

The education of all students in online safety is therefore an essential part of Hope Tree School's online safety provision.

Students will be supported by the school to recognise and avoid online safety risks and build their resilience.

Online safety will be a focus in all areas of the curriculum and staff should reinforce online safety messages across the curriculum.

The online safety curriculum is broad, relevant and provides progression, with opportunities for creative activities and will be provided in the following ways:

- A planned online safety curriculum will be provided as part of Computing/PHSE/other lessons and will be regularly revisited.
- Key online safety messages are reinforced as part of a planned programme of assemblies and pastoral activities.
- Students will be taught in all lessons to be critically aware of the materials/content they access online and be guided to validate the accuracy of information.

- Students will be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.
- Students will be helped to understand what acceptable use is and encouraged to adopt safe and responsible use both within and outside school.
- Staff will act as good role models in their use of digital technologies, the internet and portable/mobile devices.
- In lessons, where internet use is pre-planned, using best practice students will be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Where students are allowed to freely search the internet, staff are vigilant in monitoring the content of the websites the students visit.
- It is accepted that from time to time, for good educational reasons, children may need to research topics (e.g., racism, drugs, discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that these sites can temporarily be removed from the filtered list for the period of study. Any request to do so, should be auditable, with clear reasons for the need.

Parents/Carers:

Parents/Carers play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. The school will take every opportunity to help parents understand these issues through parents' workshops, newsletters and communication.

Parents and carers will be encouraged to support the school in promoting good e-safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events
- personal devices in the school (in accordance with policy).

Where parents/carers have a limited understanding of online safety risks and issues, and also play an essential role in the education of their children and in the monitoring regulation of their children's online behaviours, support and information will be provided. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

The school will therefore seek to provide information and awareness to parents and carers through:

- Curriculum activities
- Letters, newsletters, web site
- Parents/Carers evenings
- specific workshops
- High profile events / campaigns e.g., Safer Internet Day
- Reference to the relevant web sites / publications

All staff will receive online safety training and understand their responsibilities, as outlined in this policy.

Training will be offered as follows:

- A planned programme of formal online safety training will be made available to staff. This will be regularly updated and reinforced. An audit of the e-safety training needs of all staff will be carried out regularly.
- All new staff will receive online safety training as part of their induction programme, ensuring that they fully understand the schools on-line safety policy and Acceptable Use Agreements.
- The Head of Learning will receive regular updates through attendance at external training events and by reviewing guidance documents released by relevant organisations.
- This Online Safety policy and its updates will be presented to and discussed by staff in staff meetings/INSET days.
- The Head of Learning will provide advice/guidance/training to individuals as required.

Technical – infrastructure/equipment, filtering and monitoring:

The proprietors will be responsible for ensuring that the school infrastructure is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people named in the above sections will be effective in carrying out their online safety responsibilities:

- School technical systems will be managed in ways that ensure that the school meets recommended technical requirements
- There will be regular reviews and audits of the safety and security of school's technical systems
- Servers, wireless systems and cabling must be securely located and physical access restricted
- All users will have clearly defined access rights to school technical systems and devices.
- All users (at KS2 and above) will be provided with a username and secure password
- The school will keep an up-to-date record of users and their usernames. ● Users are responsible for the security of their username and password. ● All admin passwords for the school ICT system, used will be made available to the Head of Learning and kept in a secure place
- The school is responsible for ensuring that software license logs are accurate and up to date and that regular checks are made to reconcile the number of licenses purchased against the number of software installations (Inadequate licensing could cause the school to breach the Copyright Act which could result in fines or unexpected licensing costs)
- Internet access is filtered for all users. Illegal content (child sexual abuse images) is filtered by the broadband or filtering provider by actively employing the Internet Watch Foundation CAIC list. Content lists are regularly updated, and internet use is logged and regularly monitored.
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, workstations, mobile devices etc. from accidental or malicious attempts which might threaten the security of the school systems and data. These are tested regularly. The school infrastructure and individual workstations are protected by up-to-date virus software.

- Staff/Volunteer Acceptable Use Policy is in place for the provision of temporary access

of “guests” (e.g., trainee teachers, supply teachers, visitors) onto the school systems. • The School’s Acceptable Use Policy is agreed regarding the extent of personal use that users (staff/ students) and their family members are allowed on school devices that may be used out of school.

- The School’s Acceptable Use Policy is in place that allows staff to/forbids staff from downloading executable files and installing programmes on school devices. • The School’s Acceptable Use Policy is in place regarding the use of removable media (e.g. memory sticks / CDs / DVDs) by users on school devices.
- Personal data cannot be sent over the internet or taken off the school site unless safely encrypted or otherwise secured.

Use of digital and video images:

The development of digital imaging technologies has created significant benefits to learning, allowing staff and students instant use of images that they have recorded themselves or downloaded from the internet.

However, staff, parents/carers and students need to be aware of the risks associated with publishing digital images on the internet.

- Such images may provide avenues for cyberbullying to take place.
- Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term.
- It is common for employers to carry out internet searches for information about potential and existing employees.

The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

- When using digital images, staff should inform and educate students about the risks associated with the taking, use, sharing, publication and distribution of images. • In particular, they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.

In accordance with guidance from the Information Commissioner’s Office, parents/carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act).

To respect everyone’s privacy and in some cases protection, these images should not be published/made publicly available on social networking sites, nor should parents/carers comment on any activities involving other children in the digital/video images.

- Staff and volunteers are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images.
- Those images should only be taken on school equipment, the personal equipment of staff should not be used for such purposes.
- Care should be taken when taking digital/video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Students must not take, use, share, publish or distribute images of others without their permission.
- Photographs published on the website, or elsewhere that include students will be selected carefully and will comply with good practice guidance on the use of such images.

- Student’s full names will not be used anywhere on a website/other electronic media,

particularly in association with photographs.

- Written consent from parents or carers will be obtained before photographs of students are published on the school website.
- Student's work can only be published with the permission of the student and parents or carers.

Data Protection:

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 which states that personal data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than is necessary
- Processed in accordance with the data subject's rights
- Secure
- Only transferred to others with adequate protection.

The school will ensure that:

- It will hold the minimum personal data necessary to enable it to perform its function and it will not hold it for longer than necessary for the purposes it was collected for. ● Every effort will be made to ensure that data held is accurate, up to date and that inaccuracies are corrected without unnecessary delay.
- All personal data will be fairly obtained in accordance with the "Privacy Notice" and lawfully processed in accordance with the "Conditions for Processing".
- It has a Data Protection Policy.
- It is registered as a Data Controller for the purposes of the Data Protection Act (DPA).
- Risk assessments are carried out.
- It has clear and understood arrangements for the security, storage and transfer of personal data.
- Data subjects have rights of access and there are clear procedures for this to be obtained.
- There are clear and understood policies and routines for the deletion and disposal of data.
- There is a policy for reporting, logging, managing and recovering from information risk incidents.
- There are clear Data Protection clauses in all contracts where personal data may be passed to third parties.
- There are clear policies about the use of cloud storage/cloud computing which ensure that such data storage meets the requirements laid down by the Information Commissioner's Office.

Staff will ensure that they:

- At all times take care to ensure the safekeeping of personal data, minimizing the risk of its loss or misuse.
- Use personal data only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data.
- Transfer data using password protected Google Drive/OneDrive/Office 365 accounts.

Communications:

- The official Hope Tree School email service may be regarded as safe and secure and is monitored. Users should be aware that email communications are monitored. Staff and students should therefore use only the school email service to communicate with others when in school.
- Users must immediately report, to the nominated person – in accordance with the school policy, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Any digital communication between staff and students or parents/carers (email, studybugs, etc) must be professional in tone and content.
- Students at KS2 and above will be provided with individual school email addresses for educational use.
- Students will be taught about online safety issues, such as the risks attached to the sharing of personal details. They will also be taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies.
- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff.

Social Media - Protecting Professional Identity:

- The school has a duty of care to provide a safe learning environment for students and staff.
- Schools can be held responsible, indirectly for acts of their employees in the course of their employment.
- Staff members who harass, cyberbully, discriminate on the grounds of sex, race or disability or who defame a third party may render a school liable to the injured party. ● Reasonable steps to prevent predictable harm must be in place.

The school provides the following measures to ensure reasonable steps are in place to minimise risk of harm to students, staff and the school through limiting access to personal information:

- Training to include acceptable use, social media risks, checking of settings, data protection, reporting issues
- Clear reporting guidance, including responsibilities, procedures and sanctions
- Risk assessment, including legal risk

School staff will ensure that:

- No reference should be made in social media to students, parents/carers or school staff
- They do not engage in online discussion on personal matters relating to members of the school community
- Personal opinions should not be attributed to the school
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.
- The school's use of social media for professional purposes will be checked regularly to ensure compliance with relevant policies and procedures.

Unsuitable/inappropriate activities:

- Some internet activity, e.g. accessing child abuse images or distributing racist material is illegal and is prohibited from the school and all technical systems.
- Other activities, e.g. cyber-bullying is also prohibited and could lead to criminal prosecution.
- There are, however, a range of activities which may, generally, be legal but would be inappropriate in a school context, either because of the age of the users or the nature of those activities.

The school believes that the activities referred to in the following section would be inappropriate in a school context and that users, as defined below, should not engage in these activities in school or outside school when using school equipment or systems. The school policy restricts usage as follows:

Illegal Incidents: If there is any suspicion that the website(s) concerned may contain child abuse images, or if there is any other suspected illegal activity, refer to the right hand side of the Flowchart (below) for responding to online safety incidents and report immediately to the police.

Other Incidents:

It is expected that all members of the school community will be responsible users of digital

technologies, who understand and follow school policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse.

In the event of suspicion, all steps in this procedure should be followed:

- Ensure more than one senior member of staff/volunteer is involved in this process. This is vital to protect individuals if accusations are subsequently reported.
- Conduct the procedure using a designated computer that will not be used by students and, if necessary, can be taken off site by the police should the need arise. • Use the same computer for the duration of the procedure.
- It is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).
- Record the URL of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed and attached to the form (except in the case of images of child sexual abuse – see below)

Once this has been completed and fully investigated the school will need to judge whether this concern has substance or not. If it does then appropriate action will be required and could include the following:

- Internal response or discipline procedures
- Involvement by Local Authority or national/local organisation (as appropriate)
- Police involvement and/or action
- If the content being reviewed includes images of child abuse then the monitoring should be halted and referred to the Police immediately.

Other instances to report to the police would include:

- incidents of 'grooming' behaviour
- the sending of obscene materials to a child
- adult material which potentially breaches the Obscene Publications Act
- criminally racist material
- other criminal conduct, activity or materials
- Isolate the computer in question as best you can. Any change to its state may hinder a later police investigation.

It is important that all of the above steps are taken as they will provide an evidence trail for the school and possibly the police and demonstrate that visits to these sites were carried out for child protection purposes. The completed form should be retained by the school for evidence and reference purposes.

This policy applies to all members of our school community and is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010).

following documents:

- Safeguarding and Child Protection Policy
- Behaviour Management Policy
- Social Media Policy
- Staff Code of Conduct.

This document is reviewed annually by the Head of Learning or as events or legislation change requires.

Signed:  **Head of Pastoral Care**

Signed:  **Head of Learning**

Date: September 2022

Review Date: September 2023



Hope Tree School

Where difference is valued

Student Acceptable Use Policy Agreement (Years 3 and 5)

This is how we stay safe when we use computers:

- I will ask a teacher or suitable adult if I want to use the computers/tablets
- I will only use activities that a teacher or suitable adult has told or allowed me to use
- I will take care of the computer and other equipment
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong
- I will tell a teacher or suitable adult if I see something that upsets me on the screen
- I know that if I break the rules I might not be allowed to use a computer/ tablet

Student's Name:

Signed (parent/carer):



Student Acceptable Use Policy Agreement (Year group 5 and above)

Digital technologies have become integral to the lives of students, both within schools and outside school.

These technologies are powerful tools, which open up new opportunities for everyone.

These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning.

Students should have an entitlement to safe internet access at all times. **This Acceptable Use Agreement is intended to ensure:**

- that students will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse
- all student and staff will have good access to digital technologies to enhance their learning and will, in return, expect the children to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- I understand that Hope Tree School will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure
 - I will not share it
 - I will not use any other person's username and password.
 - I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating online. • I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details etc).
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the Hope Tree School systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.

- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their

work.

- I will not use the Hope Tree School systems or devices for on-line gaming, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.
- I will act as I expect others to act toward me.
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission. ● I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission. I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me.
- I will only use my own personal devices (mobile phones/cameras.) in school if I have permission. I understand that, if I do use my own devices in Hope Tree School, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- If I bring my mobile phone/personal devices to school I will hand in my mobile phone and/or personal devices into the office at the beginning of the school day and collect them at the end of the school day.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will not use social media sites whilst on site and/or using Hope Tree School devices.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

- I understand that Hope Tree School also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement,

when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).

- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will have a discussion with the Head of Learning and my parents/carers. A result may include loss of access to the school network / internet and in the event of illegal activities, involvement of the police.
- Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement.
- If you do not sign and return this agreement, access will not be granted to school systems and devices. This form relates to the Student Acceptable Use Agreement, to which it is attached.

I have read and understand the above and agree to follow these guidelines when:

- I use Hope Tree School systems and devices (both in and out of school).
- I use my own devices in Hope Tree School (when allowed) e.g. mobile phones, cameras etc.
- I use my own equipment out of Hope Tree School in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, website etc.
- I will not use any programmes or software that might allow me to bypass the filtering/ security systems in place

Name of Student:

Class:

Signed:

Date:

Parent / Carer Counter signature:

Date:



Staff (and Volunteer) Acceptable Use Policy Agreement:

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school.

The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone.

These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning.

They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times.

This Acceptable Use Policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of technology in their everyday work.
- The school will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for students learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement:

- I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.
- I recognize the value of the use of digital technology for enhancing learning and will ensure that students receive opportunities to gain from the use of digital technology.
- I will, where possible, educate the students in my care in the safe use of digital technology and embed online safety in my work with all students.

For my professional and personal safety:

- I understand that Hope Tree School will monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, OneDrive etc.) out of school, and to the transfer of personal data (digital or paper based) out of school.
- I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.

- I will not disclose my username or password to anyone else, nor will I try to use any

other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.

- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person. I will be professional in my communications and actions when using Hope Tree School ICT systems.
- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions. ● I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital/video images.
- I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g., on the school website/social media) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites in school in accordance with the school's policies.
- I will only communicate with students and parents/carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any online activity that may compromise my professional responsibilities.

The school has the responsibility to provide safe and secure access to technologies and ensure the smooth running of Hope Tree School:

- When I use my mobile devices (laptops/tablets/mobile phones) in school, I will follow the rules set out in this agreement, in the same way as if I was using Hope Tree School equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up-to-date anti-virus software and are free from viruses.
- I will not use personal email addresses on Hope Tree School systems. ● I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes). ● I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others.
- I will not use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.
- I will not disable or cause any damage to Hope Tree School equipment, or the equipment belonging to others.
- I will only hold, disclose or share personal information about myself or others, as outlined in the Hope Tree School Data Protection Policy (or other relevant policy).

- Where digital personal data is transferred outside the secure local network, it must be encrypted.

- Paper based Protected and Restricted data must be held in lockable storage.
- I understand that data protection policy requires that any staff or children data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software; however, this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of Hope Tree School:

- I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by Hope Tree School.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name:

Signed:

Date: