



# Gawber Primary School



## E-Safety Policy

January 2025

Review date January 2027

Person responsible for the Policy	Dawn Bradshaw / Elizabeth Wilson
Date Agreed by Governors	January 2025
Review Date	January 2027
Is this Policy to appear on the school website	Yes

Headteacher's Signature	D Bradshaw
Date	20.1.25
Chair of Governor's Signature	E Casimir
Date	20.1.25

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## **E-Safety Policy**

### **Aims:**

Our school aims to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors.
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology.
- Establish clear mechanisms to identify, intervene and deescalate an incident, where appropriate.

### **1. Writing and reviewing the E-safety policy**

The E-Safety Policy relates to other policies including those for Computing, bullying and for child protection.

Our E-Safety Policy has been written by the school, building on the Barnsley E-Safety Policy and government guidance. It has been agreed by senior management and approved by governors.

The policy also takes into account the National Curriculum computing programmes of study.

The E-Safety Policy and its implementation will be reviewed annually.

The E-Safety Policy was revised by: Elizabeth Wilson and Dawn Bradshaw.

It was approved by the Governors in January 2022.

### **2. Roles and Responsibilities**

#### **2.1 The Governing Board**

The Governing Board has overall responsibility for monitoring this policy and holding the headteacher to account for its implementation.

The Governing Board will co-ordinate meetings with appropriate staff to discuss online safety and monitor logs as provided by the designated safeguarding lead.

All Governors will ensure they have read and understood this policy.

All Governors will agree and adhere to the terms on acceptable use of the school's COMPUTING systems and the internet.

#### **2.2 The Headteacher**

The Headteacher is responsible for ensuring that staff understand this policy and that it is being implemented consistently throughout school.

#### **2.3 The Designated Safeguarding Lead**

Details of the school's designated safeguarding lead (DSL) are set out in our child protection and safeguarding policy.

The DSL takes lead responsibility for online safety in school, in particular:

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In ensuring that staff understand the policy and that it is being implemented consistently throughout school.

Working with the Computing Coordinator and other staff, as necessary, to address any online safety issues or incidents.

Ensuring any online safety incidents are logged on CPOMS and dealt with appropriately in line with this policy.

Ensuring that any incidents of cyber-bullying are logged on CPOMS and dealt with appropriately in line with the school behaviour policy.

Liaising with other agencies or external services if necessary

## **2.4 The Computing Co-ordinator**

The Computing Coordinator in conjunction with the headteacher and external computing technician is responsible for:

Putting in place appropriate filtering and monitoring systems, which are updated on a regular basis and keep pupils safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material.

Ensure that the schools Computing systems are secure and protected against viruses and malware and that these systems are updated regularly.

Updating and delivering staff training on online safety

Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files.

Ensuring that any online safety incidents are logged on CPOMS and dealt with appropriately in line with this policy.

Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school behaviour policy.

## **2.5 All staff and volunteers**

All staff and volunteers are responsible for:

Maintaining and understanding this policy.

Implementing this policy consistently.

Agreeing and adhering to the terms on acceptable use of schools computing systems and the internet (appendix 3), and ensuring that pupils follow the school's terms on acceptable use (see appendix 1).

Working with DSL and Computing Coordinator to ensure that any online safety incidents and incidents of cyber bullying are logged and dealt with appropriately in line with this policy and in line with the school behaviour policy.

## **2.6 Parents**

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Parents are expected to:

- Notify a member of staff or the headteacher of any concerns or queries regarding this policy
- Ensure that their child has read, understood and agreed to the terms on acceptable use of the school's COMPUTING systems and internet (appendix 1)
- Encourage safe use of internet at home.

## **2.7 Visitors and members of the community**

Visitors and members of the community who use the schools Computing systems or internet will be made aware of this policy, when relevant, and expected to read and follow it. If appropriate, they will be expected to agree to the terms on acceptable use ( appendix 3 ).

# **3 Teaching and learning**

## **3.1 Why Internet use is important**

The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.

Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

## **3.2 Internet use will enhance learning**

The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.

Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation

## **3.3 Pupils will be taught how to evaluate Internet content**

The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.

Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

## **3.4 Educating pupils about online safety**

**Pupils will be taught about online safety as part of the curriculum.**

**In Key Stage 1, pupils will be taught to:**

- Use technology safely and respectfully, keeping personal information private.
  - Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies.
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**Pupil's in Key Stage 2 will be taught to:**

- Use technology safely, respectfully and responsibly
- Recognise acceptable and unacceptable behaviour
- Identify a range of ways to report concerns about contact and contact

The safe use of social media and the internet will also be covered in other subjects where relevant.

The school will use assemblies to raise pupil's awareness of the dangers that can be encountered online and may also invite speakers to talk to pupils about this.

## **4. Cyberbullying**

### **4.1 Definition**

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

### **4.2 Preventing and addressing Cyber-bullying**

To help prevent cyber-bullying we will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others.

We will ensure that pupils know how they can report any incidents.

The school will actively discuss cyber-bullying with pupils, explaining the reasons why it occurs, the forms it can take and what the consequences may be.

Staff are encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes RSHE and other subjects where appropriate.

All staff, governors and volunteers (where appropriate) receive training on cyber-bullying, its impact and ways to support pupils as part of safeguarding training.

The school sends information/ leaflets on cyber-bullying to parents so they can be aware of the signs, how to report it and how they can support children who may be affected. Links to helpful websites should also be found on the school website.

In relation to a specific incident of cyber bullying the school will follow the process set out by the school behaviour policy. The DSL will consider whether the incident should be reported to the police if it involves illegal material.

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## **5 Managing Internet Access**

### **5.1 Information system security**

School Computing systems capacity and security will be reviewed regularly.

Virus protection will be updated regularly.

Security strategies will be discussed with Code Green.

### **5.2 E-mail**

Pupils may only use approved e-mail accounts on the school system.

Pupils must immediately tell a teacher if they receive offensive e-mail.

Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.

E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.

The forwarding of chain letters is not permitted.

### **5.3 Published content and the school web site**

The contact details on the Web site should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.

The headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

### **5.4 Publishing pupil's images and work**

Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.

Pupils' full names will not be used anywhere on the Web site or Twitter, particularly in association with photographs.

Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.

Pupil's work can only be published with the permission of the pupil and parents.

### **5.5 Social networking and personal publishing**

The school will block/filter access to social networking sites.

Newsgroups will be blocked unless a specific use is approved.

Pupils will be advised never to give out personal details of any kind which may identify them or their location.

Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

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## **5.6 Managing filtering**

The school will work with the LA, DfE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.

If staff or pupils discover an unsuitable site, it must be reported to the Computing Coordinator/headteacher.

Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

## **5.7 Managing videoconferencing**

IP videoconferencing should use the educational broadband network to ensure quality of service and security rather than the Internet.

Pupils should ask permission from the supervising teacher before making or answering a videoconference call.

Videoconferencing will be appropriately supervised for the pupils' age.

## **5.8 Managing emerging technologies and mobile devices**

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

Any phones brought in by pupils to be handed in to the office at the start of the day and returned at the end of school so that access to the phone and the internet will not be possible for the pupil on that device throughout the school day.

Staff will use the school phone where contact with pupils or parents is required.

## **5.9 Protecting personal data**

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

## **5.10 Staff using work devices outside school**

Staff using work device outside school must not install any unauthorised software on the device and must not use the device in any way which would violate the school's terms of acceptable use, as set out in appendix 3.

Staff must ensure that their work device is secure and password protected and that they do not share their password with others. They must take all reasonable steps to ensure the security of their work device when using it outside school.

Any USB devices containing data relating to the school must be encrypted.

If staff have any concerns over the security of their device, they must seek advice from the COMPUTING coordinator.

Work devices must be used solely for work activities.

Work devices are not to be left in cars unattended.

## **6 Policy Decisions**

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## **6.1 Authorising Internet access**

All staff must read and sign the 'Acceptable Computing Use Agreement' before using any school Computing resource.

The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn.

At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.

Parents will be asked to sign and return a consent form.

## **6.2 Assessing risks**

The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor LA can accept liability for the material accessed, or any consequences of Internet access.

The school will audit computing provision to establish if the E-safety policy is adequate and that its implementation is effective.

## **6.3 Handling E-safety complaints**

Complaints of Internet misuse will be dealt with by a senior member of staff.

Any complaint about staff misuse must be referred to the headteacher.

Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

Pupils and parents will be informed of the complaints procedure.

Discussions will be held with the Police Youth Crime Reduction Officer to establish procedures for handling potentially illegal issues.

## **6.4 How the school will respond to issues of misuse**

- Where a pupil misuses the school internet, we will follow the procedures set out in the behaviour policy. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.
- Where a staff member misuses the school's computing systems or the internet, or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the staff disciplinary procedures. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.
- The DSL logs behaviour and safeguarding issues relating to online safety on CPOMS our online child protections system.

## **6.5 Community use of the Internet**

The school will liaise with local organisations to establish a common approach to E-safety.

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## **7 Communication of the Policy**

### **7.1 Introducing the E-safety policy to pupils**

E-safety rules will be posted in all networked rooms and discussed with the pupils at the start of each year.

Pupils will be informed that network and Internet use will be monitored and that the use of the school's internet must be for educational purposes only.

Each year children will have to sign an agreement regarding the acceptable use of the school's COMPUTING systems and the internet (appendices 1)

### **7.2 Staff and the E-safety policy**

All staff will be given the School E-Safety Policy and its importance explained.

Staff should be aware that Internet traffic can be monitored and traced to the individual user.

Discretion and professional conduct is essential.

Use of the school's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

All staff, volunteers and governors are expected to sign an agreement regarding the acceptable use of the school's COMPUTING systems and the internet (appendices 3).

Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

### **7.3 Enlisting parents' support**

Parents' attention will be drawn to the School E-safety Policy in newsletters, the school brochure and on the school Web site.

All parents are expected to sign an agreement regarding the acceptable use of the school's COMPUTING systems and the internet (appendices 2).

### **7.4 Training**

All new staff members will receive training, as part of their induction, on safe internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation.

All staff will receive refresher training at least once each academic year as part of safeguarding training as well as relevant updates as required (for example through emails, e-bulletins and staff meetings).

The DSL will undertake child protection and safeguarding training, which will include online safety, at least every 2 years. They will also update their knowledge and skills on the subject of online safety at regular intervals and at least annually.

Governors will receive training on safe internet use and online safe guarding issues as part of their safeguarding training.

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Volunteers will receive appropriate training and updates if applicable.

### **7.5 Monitoring Arrangements**

The policy will be reviewed every 2 years by the Computing Coordinator and Headteacher.

At every review, the policy will be shared with the governing board.

### **7.6 Links with other policies**

This E-Safety policy is linked to our:

- Child protection and safeguarding policy
- Behaviour Policy
- Social media policy
- Staff and volunteers code of conduct
- Data protection policy and privacy notices
- Complaints procedure

## Appendix 1: Acceptable use agreement (pupils)



# Gawber Primary School



## Pupil Acceptable Use Policy Agreement

### Acceptable Use Policy Agreement

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

#### For my own personal safety:

- I understand that the school will monitor my use of the Computing systems, email and other digital communications.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line.
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- 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 school computing systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try 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 school computing systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg 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 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 and to ensure the smooth running of the school:

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- I will only use my personal hand held / external devices (mobile phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- 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 attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- 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.
- I will only use chat and social networking sites with permission and at the times that are allowed

**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 the 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 be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

**Please complete the sections below 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 computing systems.**

**Pupil Acceptable Use Agreement Form**

This form relates to the pupil Acceptable Use Policy (AUP), to which it is attached. Please complete the sections below 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 COMPUTING systems.

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

- I use the school COMPUTING systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed) eg mobile phones, PDAs, cameras etc
- I use my own equipment out of school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, VLE, website etc.

Name of Pupil

Group / Class

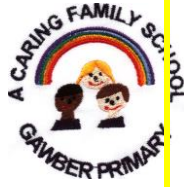
Signed

Date

Appendix 2: Acceptable use agreement (parents)



# Gawber Primary School



## Parent / Carer 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. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school computing systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that *students / pupils* will have good access to COMPUTING to enhance their learning and will, in return, expect the *students / pupils* to agree to be responsible users. A copy of the Student / Pupil Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

### Permission Form

As the parent / carer of the above *students / pupils*, I give permission for my son / daughter to have access to the internet and to computing systems at school.

I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of computing – both in and out of school.

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 computing 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.

I understand that my child's activity on the computing systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

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I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

Student / Pupil Name	
Parent / Carers Name	
Signed	
Date	

## Use of Digital / Video Images

The use of digital / video images plays an important part in learning activities. Students / Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media, The school will comply with the Data Protection Act and request parents / carers permission before taking images of members of the school. We will also ensure that when images are published that the young people can not be identified by the use of their names.

Parents are requested to sign the permission form below to allow the school to take and use images of their children.

## Permission Form

As the parent / carer of the above *student / pupil*, I agree to the school taking and using digital / video images of my child / children. I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school.

I agree that if I take digital or video images at, or of, – school events which include images of children, other than my own, I will abide by these guidelines in my use of these images.

Student / Pupil Name	
Parent / Carers Name	
Signed	
Date	

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# **Pupil Acceptable Use Agreement**

On the following page we have copied, for the information of parents and carers, the Pupil Acceptable Use Agreement. This agreement has been talked through in class and delivered at the appropriate level for the age of your children.

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# Gawber Primary School



## 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 internet access 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 COMPUTING 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 COMPUTING in their everyday work.

The school will try to ensure that staff and volunteers will have good access to COMPUTING to enhance their work, to enhance learning opportunities for *students / pupils* 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 COMPUTING systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the COMPUTING systems and other users. I recognise the value of the use of COMPUTING for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of COMPUTING. I will, where possible, educate the young people in my care in the safe use of COMPUTING and embed e-safety in my work with young people.

For my professional and personal safety:

- I understand that the school will monitor my use of the COMPUTING systems, email and other digital communications.
  - I understand that the rules set out in this agreement also apply to use of school COMPUTING systems (eg laptops, email, iPADS) out of school.
  - I understand that the school COMPUTING 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.
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- 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 school COMPUTING 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 (eg on the school website) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use chat and social networking sites in school in accordance with the school's policies.
- I will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my personal hand held / external devices (PDAs / laptops / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using 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 open any attachments to emails, unless the source is known and trusted, 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 try to 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 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 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 school equipment, or the equipment belonging to others.
  - I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School / LA Personal Data Policy. Where personal data is transferred outside the secure school network, it must be encrypted.
  - I understand that data protection policy requires that any staff or student / pupil data to which I have access, will be kept private and confidential, except when it is deemed
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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 school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school COMPUTING equipment in school, but also applies to my use of school COMPUTING systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and / or the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school COMPUTING 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

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