Lime Tree Primary Academy
BRIGHT FUTURES EDUCATIONAL TRUST

Acceptable Use & ICT Information

Use of the Internet in school is a vital part of the education of your child. At Lime Tree we use the internet to gather information, collaborate and communicate.

You will be aware that the Internet is host to a great many illegal and inappropriate websites, and as such we will ensure as far as possible that your child is unable to access sites such as this. We are able to do this using advanced software known as an Internet filter. This filter categorizes websites in accordance with their content; the school allows or denies these categories dependent upon the age of the child.

The software also allows us to monitor Internet use; the Internet filter keeps logs of which user has accessed what Internet sites, and when. Security and safeguarding of your child are of the utmost importance in our school. As a result, we may occasionally monitor these logs. We will inform you if this occurs.

At the beginning of each school year we explain the importance of Internet filtering to your child. Furthermore we explain that there has to be a balance of privacy and safety; we also inform them that we can monitor their activity. All children are given the opportunity to ask questions and give their viewpoint. We would like to extend that opportunity to you also; if you have any questions or concerns please arrange to speak with Mrs Benton (our e-Safety Officer). We also use social media in school, please specify if you do not wish your child's photograph to be posted.

Once you have read and shared the above information and the Acceptable Use Policy on the next page, with your child please can you sign and return to school.

I have read this information with my child and understand that my child's Internet access could be monitored to ensure that there is no illegal or inappropriate activity by any user of the school network. I acknowledge that this has been explained to my child and that he/she has had the opportunity to voice their opinion, and to ask questions.

I agree to the 'Acceptable Use Agreement' for students at Lime Tree,

Name of child: _____   Year of child:_____

Name of parent/carer:_____   Signature: _____

Acceptable Use Agreement
Our Charter of Good Online Behaviour for Students

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Note: All Internet and email activity is subject to monitoring

I Promise – to only use the school ICT for schoolwork that the teacher has asked me to do.

I Promise – not to look for or show other people things that may be upsetting.

I Promise – to show respect for the work that other people have done.

I will not – use other people's work or pictures without permission to do so.

I will not – damage the ICT equipment, if I accidentally damage something I will tell my teacher.

I will not – share my password with anybody. If I forget my password I will let my teacher know.

I will not – use other people's usernames or passwords.

I will not – share personal information online with anyone.

I will not – download anything from the Internet unless my teacher has asked me to.

I will – let my teacher know if anybody asks me for personal information.

I will – let my teacher know if anybody says or does anything to me that is hurtful or upsets me.

I will – be respectful to everybody online; I will treat everybody the way that I want to be treated.

I understand – that some people on the Internet are not who they say they are, and some people can be nasty. I will tell my teacher if I am ever concerned in school, or my parents if I am at home.

I understand – if I break the rules in this charter there will be consequences of my actions and my parents will be told.

I understand – that for my safety, internet activity may be monitored in order to ensure as much as possible that I am not exposed to illegal or inappropriate websites.

https://www.bright-futures.co.uk/wp-content/uploads/2022/06/eSafety-Policy.pdf

Student (parent on behalf of student) sign: _____

Date: _____

Acceptable Use Agreement

Staff, Local Governors Trustees, Members and Visitors

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. This document is intended as guidance and recommendations for the protection of all members of the school community. Any concerns or clarification should be discussed the academy eSafety Coordinator.

- I will only use the school's email / Internet / Learning Platform and any related technologies for professional purposes or for uses deemed reasonable by the Principal or Local Governor responsible for eSafety.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with students and staff are compatible with my professional/volunteer role.
- I will not use my school email account for personal use (e.g. online shopping sites, mailing lists other than those related to my professional role)
- I will not forward confidential school emails to non-school accounts, or access school email by any insecure method (usual web access *is* considered secure). I will report the loss of any mobile device with access to school email to IT Services immediately so it may be wiped remotely.
- I will not give out my own personal details, such as mobile phone number and personal e-mail address, to students.
- If I use social media I am aware of the potential risks and the recommendations contained within the eSafety and Data Protection policies – and will act in accordance with the Teachers' Standards/employee standards where appropriate.
- I will use the approved, secure e-mail system(s) for any school business.
- I have read and understood the school's Data Protection Policy.
- If I intend to use my own devices for school use (including email) I will comply with the BYOD section of the Data Protection Policy.
- I will ensure that personal data (such as data held on MIS software) is kept secure and is used appropriately, whether in school or accessed remotely.
- I will not store, transfer or transmit by email attachment or other insecure method any personally identifiable information (including class lists). **I understand that this prohibits the use of unencrypted memory sticks or other portable media for transferring data about specific, identifiable (i.e. named) students, or storing any such data on computers outside of school.**
- I will not install any hardware or software without permission of the Network Manager.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory unless reasonably part of lesson content.
- I will refer to the Storage of Images section of the Data Protection Policy for the taking and processing of images of students.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or eSafety Coordinator.

- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute, in accordance with the Teaching (or other professional) Standards where appropriate.
- I will support and promote the school's e-Safety and Data Protection policies and help students to be safe and responsible in their use of ICT and related technologies.
- I will comply with the Data Protection Policy and ensure that I adhere to any policies and procedures issued by Bright Futures for the use of personal data.

https://www.bright-futures.co.uk/wp-content/uploads/2022/06/eSafety-Policy.pdf

User Signature

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout the Academy.

Signature ……………………………………………………………………….   Date ……………………………………………….

Full Name ………………………………………………………………………………………….   (BLOCK CAPITALS)