

# WILLOW LANE COMMUNITY PRIMARY SCHOOL

## ACCEPTABLE USE POLICY - AUP



### Mission Statement

The children are at the heart of everything we do at Willow Lane Community Primary School and they are happy, creative and achieving well academically. They are encouraged to learn to the best of their abilities and we also want them to have fun along the way – to understand nature by growing vegetables and exploring the wildlife area, to develop confidence through drama and singing, to nurture independence through problem-solving and to develop positive human values by caring for each other and making links in the local community which we are proud to serve. We know that children learn – academically, socially and morally – when they are emotionally engaged and that is why we ‘teach to the heart’.

Date written	November 2016
Written by:	Mel MacKinnon with Teacher Input
Date approved by staff:	November 2016
Date Formally Approved by Governors	29 <sup>th</sup> March 2017
Date Policy became effective	November 2016
Review Date	March 2019
Date added to Website:	November 2016

## **INTRODUCTION:**

The AUP – Acceptable Policy – relates to the use of technology and should be read in conjunction with the Staff Handbook (Code of Conduct).

ICT in its many forms – internet, email, mobile devices etc – are now part of our daily lives. It is our duty to ensure that they are used safely and responsibly. All staff members and Governors are aware of their individual responsibilities when using technology and must adhere to this AUP at all times. Any concerns or clarification should be discussed with the Headteacher.

All Staff, Governors and visitors...

- understand that ICT includes a wide range of systems, including mobile phones, digital cameras, laptops and tablets.
- understand that it is a disciplinary offence to use the school ICT equipment, including email and cameras, for any purpose not permitted by its owner.
- using school equipment will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- will only use the school's email / internet / intranet etc and any related technologies for uses permitted by the Head or Governing Body.
- will ensure that data is kept secure and is used appropriately as authorised by the Head or Governing Body. No passwords should be divulged.
- understand that their use of the internet may be monitored and if anything untoward is uncovered, could be logged and used in line with any disciplinary procedures. This includes all school owned devices.
- will not install any hardware or software on any school owned device without the permission. At Willow Lane this is done by the Technician from Tech Hub.
- know that personal devices must only be used in the context of school business with the explicit permission of the Head. Personal mobile phones should not be used in the presence of children.
- must never use their own phone for taking any photographs related to school business. There are school digital cameras for eg trips. Personal cameras may be used eg Sports Day with school SIM cards kept in school.
- know images will only be taken, stored and used for purposes within school unless there is parental permission for alternative use. On joining school, our parents are asked to sign if they agree to their children's images being used.
- know photography by parents at school events, such as sports days and school productions, is allowed with the proviso that no images are shared without the permission of all in the image.
- will make every effort to comply with copyright and intellectual property rights.
- will report any incidents of concern regarding staff use of technology, E-Safety and/or children's safety to the DSL (Mel MacKinnon, Sarah Fish or Kirsty Banks) in line with our school's Safeguarding Policy.