



PRIMROSE HILL

PRIMARY SCHOOL

Acceptable Use Policies

Date of issue: Sept 2017

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Position: Computing Subject Leader

Reviewed: Jan 2022

To be reviewed: Jan 2023



Digital content, Television appearances and Internet Permission Form – Early Years Foundation Stage

The use of digital content (images / videos / sound recordings) plays an important part in learning activities. Students/Pupils and members of staff will use digital recording devices to record evidence of activities in lessons and out of school. This digital content may then be used in presentations in subsequent lessons.

Digital content may also be used to celebrate success through:

- their publication in newsletters
- on the school website
- on the school's social media accounts e.g. Twitter, Facebook, YouTube, etc.
- occasionally in the public media (television/newspapers). From time to time TV stations also film children in school for broadcast.

The school complies with the Data Protection Act 1998 and request parents/carers permission before taking images of members of the school. We will also ensure that when images are published the young people cannot be identified by the use of their names.

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

Photograph / Video / Website / Social Media / TV Consent

Name of Child: _____ Class: _____

- ☐ I give permission for digital content of my child to be taken whilst at school. Such photographs will be used for displays around the school and/or during assemblies on the main screen.
- ☐ I give permission for digital content of my child to be used on the school website.
- ☐ I give permission for digital content of my child to be used on social media accounts, e.g. Twitter, Facebook, YouTube, etc.
- ☐ I give permission for digital content of my child to be used for media purposes, which may be used for broadcasting purposes.
- ☐ As the child's parent/guardian, I agree that if I take photographs or video recordings of my child/ren (for example at a school play), which include other pupils, I will use these for personal and family use only and not share them with a wider audience, e.g. putting on social media accounts. I understand that where consent has not been obtained from other parents for any other use, I would be in breach of the Data Protection Act 1998 if I used my recordings for any wider purpose.
- ☐ **I do not give permission for digital content of my child to be taken whilst at school.**

Parent / Carer signature: _____ Date: _____

Internet Usage Pupil Agreement – Early Years Foundation Stage

As a parent or legal guardian of the pupil named below, I grant permission for my child to use the Internet. I understand that pupils will be accountable for their actions. Though certain Internet sites are filtered for school, i.e. unsuitable material is blocked from reaching the classroom, I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards at home for my child when selecting, sharing and exploring information and media.

Parent / Carer Signature: _____

Print Name: _____ Date: _____



Digital content, Television appearances and Internet Permission Form – Key Stage 1 / Key Stage 2

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

Please read each statement carefully.

Photograph / Video / Website / Social Media / TV Consent

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- ☐ I give permission for digital content of my child to be taken whilst at school. Such photographs will be used for displays around the school and/or during assemblies on the main screen.
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- ☐ I give permission for digital content of my child to be used for media purposes, which may be used for broadcasting purposes.
- ☐ As the child's parent/guardian, I agree that if I take photographs or video recordings of my child/ren (for example at a school play), which include other pupils, I will use these for personal and family use only and not share them with a wider audience, e.g. putting on social media accounts. I understand that where consent has not been obtained from other parents for any other use, I would be in breach of the Data Protection Act 1998 if I used my recordings for any wider purpose.
- ☐ **I do not give permission for digital content of my child to be taken whilst at school.**

Parent / Carer signature: _____ Date: _____

PRIMROSE HILL PRIMARY SCHOOL

Phoebe Street, Ordsall, Salford, M5 3PJ

Dear Parent/Carer

Digital technologies have become integral to the lives of children and young people, both within school and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They 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.

At Primrose Hill we will try to ensure that pupils have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

As such, all pupils are asked to agree to an Acceptable Use Policy which you should have received with this letter. Please read through the Acceptable Use Policy with your child so they understand what it means and then ask them to sign the bottom of the form.

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

Yours faithfully



Jon Samuel
Computing Subject Leader

Pupil Acceptable Use Policy **Key Stage 1**



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 or tablets.
- I will only use activities that a teacher or suitable adult has told or allowed me to use.
- I will take care of all the computing 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 or tablet.

My name

My class

Date



PRIMROSE HILL PRIMARY SCHOOL

Phoebe Street, Ordsall, Salford, M5 3PJ

Parent/Carer Acceptable Use Policy Key Stage 1

The Acceptable Use Policies are intended to ensure that pupils will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use. The policy ensures the protection of school systems and users from accidental or deliberate misuse that could put the security of the systems and users at risk. It is vital for parents and carers to be aware of the importance of online safety.

Parent/Carer's Name _____

Child's Name _____

- As the parent/carers of the above pupil I give permission for my son/daughter to have access to the internet and to ICT systems at school.
- I have read through the Acceptable Use Policy with my child and they have signed the policy to show they understand what it says and agree to follow it.
- I know that my son/daughter has received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – 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 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 son's/daughter's activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.
- 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 online safety.
- I agree to at least one parent attending one online safety briefing that will take place during this academic year.
- I understand that the school's Acceptable Use Policies are subject to change and that the latest information and up to date policies can be found on the school website.

Signed _____

Date _____



Tel: 0161 921 2400 Fax: 0161 921 2415

Email: primrose.hill@salford.gov.uk Web: www.primrosehillprimary.co.uk

PRIMROSE HILL PRIMARY SCHOOL

Phoebe Street, Ordsall, Salford, M5 3PJ

Dear Parent/Carer

Digital technologies have become integral to the lives of children and young people, both within school and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They 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.

At Primrose Hill we will try to ensure that pupils have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

As such, all pupils are asked to agree to an Acceptable Use Policy which you should have received with this letter. Please read through the Acceptable Use Policy with your child so they understand what it means and then ask them to sign the bottom of the form.

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

Yours faithfully



Jon Samuel
Computing Subject Leader













PRIMROSE HILL PRIMARY SCHOOL

Phoebe Street, Ordsall, Salford, M5 3PJ

Pupil Acceptable Use Policy Key Stage 2



These rules will keep me safe and help me to be fair to others:

-  I will only use the school's computers for schoolwork and homework.
-  I will only edit or delete my own files and not look at, or change, other people's files without their permission.
-  I will keep my logins and passwords secret.
-  I will not bring files into school without permission or upload inappropriate material to my workspace.
-  I am aware that some websites and social networks have age restrictions and I should respect this.
-  I will not attempt to visit Internet sites that I know to be banned by the school.
-  I will only e-mail people I know, or a responsible adult has approved.
-  The messages I send, or information I upload, will always be polite and sensible.
-  I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
-  I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.
-  I will never arrange to meet someone I have only ever previously met on the Internet, unless my parent/carer has given me permission and I take a responsible adult with me.
-  If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will show a teacher / responsible adult.

I have read and understand these rules and agree to them.

I know that if I break the rules I might not be allowed to use a computer or tablet.

My name _____

My class _____

Date _____



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Parent/Carer Acceptable Use Policy Key Stage 2

The Acceptable Use Policies are intended to ensure that pupils will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use. The policy ensures the protection of school systems and users from accidental or deliberate misuse that could put the security of the systems and users at risk. It is vital for parents and carers to be aware of the importance of online safety.

Parent/Carer's Name _____

Child's Name _____

- As the parent/carers of the above pupil I give permission for my son/daughter to have access to the internet and to ICT systems at school.
- I have read through the Acceptable Use Policy with my child and they have signed the policy to show they understand what it says and agree to follow it.
- I know that my son/daughter has received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – 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 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 son's/daughter's activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.
- 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 online safety.
- I agree to at least one parent attending one online safety briefing that will take place during this academic year.
- I understand that the school's Acceptable Use Policies are subject to change and that the latest information and up to date policies can be found on the school website.

Signed _____

Date _____



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Use of Cloud Systems Permission Form

The school uses RM Unify and Google Apps for Education for pupils and staff. This permission form describes both tools and pupil responsibilities for using these services.

RM Unify – a learning platform that gives pupils access to an App Library of various educational tools and resources that can be accessed from any internet-enabled device, anywhere there is an internet connection.

The following services are available to each pupil and hosted by Google as part of the school's online presence in Google Apps for Education:

Mail - an individual email account for school use managed by the school

Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments

Docs - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office

Sites - an individual and collaborative website creation tool

Using these tools, pupils collaboratively create, edit and share files and websites for school related projects and communicate via email with other pupils and members of staff. These services are entirely online and available 24/7 from any Internet-connected computer.

Some examples of student use include teachers setting homework tasks that the pupils can complete and submit online, showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

The school believes that use of these tools significantly adds to your child's educational experience.

As part of the Google terms and conditions we are required to seek your permission for your child to have a Google Apps for Education account:

Parent/Carer's Name: _____

Child's Name: _____

As the parent/carers of the above pupil, I agree to my child using RM Unify and Google Apps for Education.

Signed: _____

Date: _____

Please return this form to school along with the Pupil Acceptable Use Policy and Parent Acceptable Use Policy.

Staff (and Volunteer) Acceptable Use Policy

School Policy

New technologies have become integral to the lives of children and young people in today's society, both within school 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 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 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 recognise the value of the use of digital technology for enhancing learning and will ensure that pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

PRIMROSE HILL PRIMARY SCHOOL

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For my professional and personal safety:

- I understand that Primrose Hill Primary 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, VLE 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 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 (eg on the school website / VLE) 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 / 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.

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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 mobile devices (laptops / tablets / 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 use personal email addresses on the school ICT 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 try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material/material which could incite racial hatred, 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.
- 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 (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 pupil 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.

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- 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 the 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 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.

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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:

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