



BORDEN GRAMMAR SCHOOL

Acceptable Use Policy

Date Drawn Up	March 2018
Date Last Revised	April 2021
Drawn Up/Revised By	Mrs M Brooker
Date Ratified by Governors	April 2021
Frequency of Review	3 Years
Next Review Date	April 2024

Key Stage 3/4/5 (11-18)

Learning

- I know that school computers, devices and internet access has been provided to help me with my learning and that other use of technology may not be allowed. If I am not sure if something is allowed, I will ask a member of staff.
- If I need to learn online at home, I will follow the school remote learning Acceptable Use Policy (AUP).
- I will only use my personal device/mobile phone in school if I have permission from a teacher..



Safe

- I will make sure that my internet use is safe and legal and I am aware that online actions have offline consequences
- I know that my use of school computers, devices and internet access will be monitored to protect me and ensure I comply with the school's AUP.
- I know that people online aren't always who they say they are and that I must always talk to an adult before meeting any online contacts

Private

- I will keep my passwords private
- I know I must always check my privacy settings are safe and private
- I will think before I share personal information and/or seek advice from an adult
- I will keep my password safe and private as my privacy, school work and safety must be protected

Responsible

- I will not access or change other people's files, accounts or information
- I will only upload appropriate pictures or videos of others online when I have permission
- I will only use my personal device/mobile phone in lessons if I have permission from a teacher
- I know I must respect the schools systems and equipment and if I cannot be responsible then I will lose the right to use them
- I know that school computers and internet access has been provided to help me with my learning and that other use of technology may not be allowed. If I'm not sure if something is allowed then I will ask a member of staff
- I will write emails and online messages carefully and politely; as I know they could be forwarded or seen by someone I did not intend
- I will only change the settings on the computer if a teacher/technician has allowed me to
- I know that use of the schools ICT system for personal financial gain, gambling, political purposes or advertising is not allowed
- I understand that the school's internet filter is there to protect me, and I will not try to bypass it.
- I know that if the school suspect that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones.
- I know that if I do not follow the AUP then I will be banned from the school's ICT network for a set period of time or be sanctioned according to the school's behaviour policy.

Kind

- I know that bullying in any form (online and offline) is not tolerated and I know that technology should not be used for harassment

- I will not upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community, I will always think before I post as once I upload text, photos or videos they can become public and impossible to delete.
- I will not use technology to be unkind to people

Legal

- I know it can be a criminal offence to hack accounts or systems or send threatening and offensive messages
- I will respect other people's information and copyright by giving a reference and asking permission before using images or text from online sources
- I understand that it may be a criminal offence or breach of the school policy to download or share inappropriate pictures, videos or other material online.

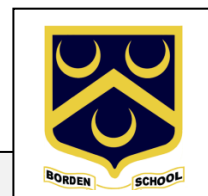
Reliable

- I will always check that any information I use online is reliable and accurate
- I know that people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to an adult and will always arrange to meet in a public place, with a trusted adult present

Report

- If I am aware of anyone trying to misuse technology then I will report it to a member of staff
- I will speak to an adult I trust if something happens to either myself or another student which makes me feel worried, scared, uncomfortable or is illegal
- I will visit www.thinkuknow.co.uk www.childnet.com and www.childline.org.uk to find out more about keeping safe online
- I have read and talked about these rules with my parents/carers

Student Acceptable Use Policy Agreement Form
The Policy is available on the School's website Policies page



**Borden Grammar School Acceptable Use of Technology Policy –
Learner Agreement**

I, with my parents/carers, have read and understood the school's Acceptable Use of Technology Policy (AUP) and remote learning AUP

I agree to follow the AUP when:

- I use school devices and systems, both on site and at home.
- I use my own devices in school when allowed, including mobile phones, gaming devices, and cameras.
- I use my own equipment out of the school in a way that is related to me being a member of the school community, including communicating with other members of the school, accessing school emails, Google suite or Moodle and other educational platforms the school provides

Name..... Signed.....

Class..... Date.....

Parent/Carers Name.....

Parent/Carers Signature.....

Letter for Parents and Carers

Dear Parent/Carer,

All students at Borden Grammar School use computer facilities and internet access, as an essential part of learning as required by our curriculum. Your child will have the opportunity to access a wide range of information and communication technology (ICT) resources. This includes, but is not limited to:

- Computers, laptops and other digital devices
- Internet which may include search engines and educational websites
- Email
- Digital cameras, web cams and video cameras
- Mobile Phones
- Google Suite
- Moodle

Borden Grammar School recognises the essential and important contribution that technology plays in promoting children's learning and development; we believe it offers a fantastic range of positive activities and experiences as well as enabling continued learning during periods of covid-related lockdown and isolation. We do recognise however that this can bring risks. We take your child's online safety seriously and, as such, will take all reasonable precautions, including monitoring and filtering systems, to ensure that students are safe when they use our internet and systems.

We recognise however that no technical system can replace online safety education and believe that children themselves have an important role to play in developing responsible behaviour. In order to support the school in developing your child's knowledge and understanding about online safety, we request that you read the Acceptable Use Policy which is available on the school's home page with your child, discuss the content with them and return the attached slip.

Hopefully, you will also find this Acceptable Use Policy provides you with an opportunity for conversations between you and your child about safe and appropriate use of the technology, both at school and at home.

We request that all parents support our approach to online safety by role modelling safe and positive online behaviour and by discussing online safety whenever children access technology at home. Parents/carers may also like to visit the following links for more information about keeping children safe online:

- www.thinkuknow.co.uk
- www.childnet.com
- www.nspcc.org.uk/online-safety
- www.saferinternet.org.uk
- www.internetmatters.org

Should you wish to discuss the matter further, please do not hesitate to contact the school Designated Safeguarding Lead, Mrs Brooker, or Head of Year.

Yours faithfully,



Ashley Tomlin
Headteacher

Parents/Carers Acceptable Use Policy Acknowledgment

Learner Acceptable Use of Technology Policy Acknowledgment .



- I, with my child, have read and discussed Borden Grammar School's learner acceptable use of technology policy (AUP) and understand that the AUP will help keep my child safe online.
- I understand that the AUP applies to my child's use of school devices and systems on site and at home, and personal use where there are safeguarding and/or behaviour concerns.
- I am aware that any use of school devices and systems may be monitored for safety and security reason to keep my child safe and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
- I am aware that the school mobile technology policy states that my child can/cannot use personal device and mobile technology on site unless given specific permission from a teacher.
- I understand that my child needs a safe and appropriate place to access remote learning if school is closed. I will ensure my child's access to remote learning is appropriately supervised. When accessing video learning, I will ensure they are in an appropriate location (e.g. not in bed) and that they are suitably dressed.
- I understand that if my child does not abide by the school Acceptable Use Policy then sanctions will be applied in line with the school policies including behaviour, computer network code of conduct and anti-bullying policy. If the school believes that my child has committed a criminal offence then the Police will be contacted.
- I understand that the school will take every reasonable precaution, including implementing appropriate monitoring and filtering systems, to ensure my child is safe when they use school devices and systems. I understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet or if my child is using mobile technologies.
- I with my child, am aware of the importance of safe online behaviour and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.
- I understand that the school will contact me if they have concerns about any possible breaches of the AUP or have any concerns about my child's safety.
- I will inform the school or other relevant organisations if I have concerns over my child's or other members of the school communities' safety online. I know that I can speak to the school Designated Safeguarding Lead (Mrs M Brooker), my child's form teacher, Head of Year or the Headteacher if I have any concerns about online safety.
- I know that my child 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 will support the school online safety approaches. I will use appropriate parental controls and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.

I have read, understood and agree to comply with the Borden Grammar School Acceptable Use Policy.

Child's Name..... Child's Signature

Class..... Date.....

Parent's Name.....

Parent's Signature..... Date.....

Staff, Trustee, Visitor and Volunteer

Acceptable Use Policy

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use Borden Grammar School's IT systems in a professional, lawful, and ethical manner. To ensure that members of staff understand their professional responsibilities when using technology and provide appropriate curriculum opportunities for learners, they are asked to read and sign the staff Acceptable Use of Technology Policy (AUP).

Our AUP is not intended to unduly limit the ways in which members of staff teach or use technology professionally, or indeed how they use the internet personally, however the AUP will help ensure that all staff understand Borden Grammar School's expectations regarding safe and responsible technology use, and can manage the potential risks posed. The AUP will also help to ensure that school systems are protected from any accidental or deliberate misuse which could put the safety and security of our systems or members of the community at risk.

1. Policy Scope

- I understand that this AUP applies to my use of technology systems and services provided to me or accessed as part of my role within Borden Grammar School both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras, and email as well as IT networks, data and data storage, remote learning and online and offline communication technologies.
- I understand that Borden Grammar School's Acceptable Use of Technology Policy (AUP) should be read and followed in line with the school's staff behaviour policy/code of conduct and remote learning policy.
- I am aware that this AUP does not provide an exhaustive list; all staff should ensure that technology use is consistent with the school ethos, school staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

2. Use of School Devices and Systems

- I will only use the equipment and internet services provided to me by the school for example school provided laptops, tablets, mobile phones, and internet access, when working with learners.
- I understand that any equipment and internet services provided by my workplace is intended for educational use and should only be accessed by members of staff. Reasonable personal use of setting IT systems and/or devices by staff is allowed in line with the Staff IT equipment loan agreement. Where I deliver or support remote learning, I will comply with the school's remote learning AUP.

3. Data and System Security

- To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or securing/locking access.
 - I will use a 'strong' password to access school systems. A strong password has numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system.

- I will protect the devices in my care from unapproved access or theft.
- I will respect school system security and will not disclose my password or security information to others.
- I will not open any hyperlinks or attachments in emails unless they are from a known and trusted source. If I have any concerns about email content sent to me, I will report them to the IT Network Manager.
- I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the IT network manager.
- I will ensure that any personal data is kept in accordance with the Data Protection legislation, including GDPR in line with the school's GDPR policy.
 - All personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.
 - Any data being removed from the school site, such as via email or on memory sticks or CDs, will be suitably protected. This may include data being encrypted by a method approved by the school.
 - I will not keep documents which contain school related sensitive or personal information, including images, files, videos, and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. Where possible, I will use the school learning platform to upload any work documents and files in a password protected environment or school approved/provided VPN.
- I will not store any personal information on the school IT system, including school laptops or similar device issued to members of staff, that is unrelated to school activities, such as personal photographs, files or financial information.
- I will ensure that school owned information systems are used lawfully and appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
- I will not attempt to bypass any filtering and/or security systems put in place by the school.
- If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the ICT Network Manager as soon as possible.
- If I have lost any school related documents or files, I will report this to the IT Network Manager (Julian Pilfold-Bagwell) and the Data Protection Officer (Lara Bateman) as soon as possible.
- Any images or videos of learners will only be used as stated in the school Image Use policy.
 - I understand images of learners must always be appropriate and should only be taken with school provided equipment and taken/published where learners and their parent/carers have given explicit consent.

4. Classroom Practice

- I am aware of the expectations relating to safe technology use in the classroom, safe remote learning, and other working spaces as listed the Safeguarding and Child protection policy, online E-safety policy and remote learning policy.
- I have read and understood the school's Online E-Safety Policy.
- I will promote online safety with the learners in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create by:
 - exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used.
 - creating a safe environment where learners feel comfortable to say what they feel, without fear of getting into trouble and/or be judged for talking about something which happened to them online.
 - involving the Designated Safeguarding Lead (DSL) (Michelle Brooker) or a deputy (Richard Artingstoll / Chris Brinn) as part of planning online safety lessons or activities to ensure support is in place for any learners who may be impacted by the content.
 - make informed decisions to ensure any online safety resources used with learners is appropriate.
- I will report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the DSL in line with the school's Safeguarding and child protection policy.
- I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text, or music are protected, I will not copy, share, or distribute or use them.

5. Use of Social Media and Mobile Technology

- I have read and understood the school's Online E-Safety policy which covers expectations regarding staff use of mobile technology and social media.
- I will ensure that my online reputation and use of IT and information systems are compatible with my professional role and in line with the staff behaviour policy/code of conduct, when using school and personal systems. This includes my use of email, text, social media and any other personal devices or mobile technology.
 - I will take appropriate steps to protect myself online when using social media as outlined in the E-Safety Policy.
 - I am aware of the school expectations with regards to use of personal devices and mobile technology, including mobile phones as outlined in the Online E-Safety policy.
 - I will not discuss or share data or information relating to learners, staff, school business or parents/carers on social media.
 - I will ensure that my use of technology and the internet does not undermine my professional role or interfere with my work duties and is in accordance with the school's behaviour policy/code of conduct and the law.

- My electronic communications with current and past learners and parents/carers will be transparent and open to scrutiny and will only take place within clear and explicit professional boundaries.
 - I will ensure that all electronic communications take place in a professional manner via school approved and/or provided communication channels and systems, such as a school email address, user account or telephone number.
 - I will not share any personal contact information or details with learners, such as my personal email address or phone number.
 - I will not add or accept friend requests or communications on personal social media with current or past learners and/or parents/carers.
 - If I am approached online by a learner or parents/carers, I will not respond and will report the communication to my line manager and Michelle Brooker, Designated Safeguarding Lead (DSL).
 - Any pre-existing relationships or situations that compromise my ability to comply with the AUP will be discussed with the DSL and/or Headteacher.
- If I have any queries or questions regarding safe and professional practise online either in school or off site, I will raise them with the DSL and/or the Headteacher.
- I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.
- I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.
- I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the school into disrepute.

6. Policy Compliance

- I understand that the school may exercise its right to monitor the use of information systems, including internet access and the interception of emails, to monitor policy compliance and to ensure the safety of learners and staff. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.

7. Policy Breaches or Concerns

- I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the DSL in line with the school Safeguarding and Child Protection policy.
- I will report concerns about the welfare, safety, or behaviour of staff to the headteacher, in line with the allegations against staff policy.
- I understand that if the school believe that unauthorised and/or inappropriate use of school systems or devices is taking place, the school may invoke its disciplinary procedures as outlined in the staff behaviour policy/code of conduct.

- I understand that if the school believe that unprofessional or inappropriate online activity, including behaviour which could bring the school into disrepute, is taking place online, the school/setting may invoke its disciplinary procedures as outlined in the staff behaviour policy/code of conduct.
- I understand that if the school suspects criminal offences have occurred, the police will be informed.

I have read, understood and agreed to comply with Borden Grammar School's Staff Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.

Name of staff member:

Signed:

Date (DD/MM/YY).....