



**BIRKWOOD
PRIMARY
SCHOOL**

ACCEPTABLE USE POLICY

UPDATED FEBRUARY 2024

Background

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 ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk. In order to ensure the security of school systems and data the school will ensure that:
 - all devices have the latest OS software installed
 - devices which are no longer required are totally wiped (factory reset) before being sold or given to another person
 - Only verified apps are installed onto devices
 - Multi factor authorisation is used to access school-based emails

The school will ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Staff Acceptable Use Policy Agreement

As a professional organisation with responsibility for children's safeguarding, it is important that all staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the school's computer system in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using Information Communication Technology and the school systems, they are asked to read and sign this Acceptable Use Policy.

This is not an exhaustive list and all members of staff are reminded that ICT use should be consistent with the school ethos, other appropriate policies and the Law.

- I understand that Information Systems and ICT include networks, data and data storage, online and offline communication technologies and access devices. Examples include mobile phones, digital cameras, iPads, email and social media sites.
- I understand that any personal device I may use to access school data must have the latest OS software installed.
- I understand that I must not use any 'jailbroken' device to access school system or data. (Jailbreaking removes restrictions within a device operating system meaning that they can run software and do things that are normally not allowed).
- When I change a device that has school systems installed, I will ensure that they are totally wiped (factory reset) before they are sold or given to another person.
- I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.
- I will respect system security and I will not disclose any password or security information. I will use a 'strong' password (A strong password has numbers, letters and symbols, with 8 or more characters).
- I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the ICT Lead.
- I will not keep professional documents which contain school-related sensitive or personal information (including images, files, videos etc.) on any personal devices (such as laptops, digital cameras, mobile phones).
- I will respect copyright and intellectual property rights and will gain necessary permissions where required.
- I have read and understood the school Online Safety policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces.

