## Acceptable Internet Use Policy

This document is a guide to young people to be responsible and stay safe while using the Internet and other communication technologies. It clearly states what use of computer resources is acceptable and what is not. Irresponsible use may result in the loss of Internet or computer access, contact with parents or in the event of illegal activities contact with the police.

- I will only access the Hub network through my authorised username and password. I will not use the passwords of others.
- I will not use the Hub IT systems / devices for personal or recreational use, for accessing social media sites, online gaming, gambling, internet shopping, file sharing or video broadcasting.
- I will not try to upload, download or access any materials which are illegal, inappropriate or which may cause harm and distress to others.
- I will watch all age appropriate CEOPS videos with my teacher.
- I will not try to use any programmes or software that might allow me to bypass the filtering and security systems in place.
- I will not try to install programmes on any Hub computer or try to alter computer settings.
- I will only use my personal handheld devices (e.g. mobile phone/ipod) in the Hub at times that are permitted.  When using my own devices, I understand that I have to follow the rules set out in this document.
- I will carefully write emails and other online messages, ensuring the language use is not strong, aggressive or inappropriate, and shows respect for others.  I am responsible for the content within emails I send and the contacts I make.
- I will not open emails unless I know and trust the person/organisation who has sent them.
- For my own safety and that of others, I will not disclose personal information about myself or others when online.  I will not arrange to meet 'online friends'.
- I will not take, or distribute, images (inappropriate  or otherwise) of myself (or anyone else) without their express permission.
- I will only use chat and social networking sites with permission and at times which are allowed.
- I will report any unpleasant or inappropriate material or messages, or anything that makes me feel uncomfortable when I see it online.
- Where the material I research on the Internet is protected by copyright, I will not try to download copies, including music and video.
- I will only use the work of others found on the Internet in my own work with their permission.
- I will use a variety of sources to ensure that information I find on the Internet is accurate, and show an understanding that some work found on the Internet can be untruthful or misleading.
- I will immediately report any damage or faults involving IT equipment, however this may have happened.

**Pupil Signed** ………………………………………………………………………..

**Date** …………………………………….

**Parent / Carer Signed** …………………………………………………………..

**Date**…………………………………………

# Appendix 6

### Acceptable Internet Use Policy – adults who work in the school community (this includes outside agencies and volunteers)

New technologies are 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 are powerful tools, which open up new opportunities for everyone. These technologies can inspire 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 have an entitlement to safe Internet access at all times.

This policy is intended to ensure that:
- All adults will be responsible users and stay safe while using the Internet and other communications technologies for educational, personal and recreational use.
- All Hub ICT systems users are protected from accidental or deliberate misuse that could put the security of the systems or users at risk.
- Staff are protected from potential risk in their use of ICT in their everyday work.

The Hub will try to ensure that all staff have good access to ICT to enhance their work, to improve learning opportunities for all and will, in return, expect all staff to agree to be responsible users and adhere to this policy.

**Responsible Use Agreement**
- I understand that I must use the Hub ICT systems in a responsible way to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.
- I recognise the value of the use of ICT for enhancing learning and will ensure that learners receive opportunities to gain from the use of ICT.
- I will strive to educate the young people in my care in the safe use of ICT and embed e-safety in my work with students.

**For my professional and personal safety:**
- I understand the rules set out in this agreement also apply to the use of the Hub ICT systems (e.g. laptops, email, Learning Platform etc.) out of the Hub.
- I will only use Hub ICT equipment / mobile phones for Hub purposes I will not use any personal devices for any Hub business unless accessing a secure online platform specifically provided by the Hub.
- I will not store any Hub data (in line with the school's data protection policy) on personal devices.
- I understand that the Hub ICT systems are intended for educational use and that I will not use systems for personal or recreational use.
- I will not disclose my username and password to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate, or harmful material/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 am aware that emails can be part of Freedom of Information requests so all my correspondence will be professional, courteous and respectful
- 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 Hub's policy on the use of digital/video images. I will not use my personal equipment to record these images.
- I will not use chat and social networking sites in the Hub in accordance with the hub's policies.
- I will only communicate with student and parents/carers using official Hub systems. Any such communication will be professional in tone and manner.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will not befriend any present pupil or their family members on social media
- I will not 'discuss' any Hub issues on social media.
- I will not use personal email addresses on the school ICT systems.
- I will not open any attachments to emails, unless the source is known and trusted, 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 policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, 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 (unless I have permission) 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, unless this is allowed in Hub policies.
- I will not disable or cause any damage to Hub equipment, or the equipment belonging to others.
- I will only transport and hold data about others that is protected by the Data Protection Act in an encrypted manner. I will not transfer any data to any personal devices.
- I understand that data protection policy requires that any staff, governor/board member or learner 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 policy to disclose such information to an appropriate authority.
- 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 Hub ICT equipment in the Hub, but also applies to my use of school ICT systems and equipment out of 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 board members and, in the event of illegal activities, the involvement of the police.

**I have read and understand the above and agree to use the Hub ICT systems (both in and out of the Hub) within these guidelines.**

**Name** ……………………………………………………………….

**Signed** ……………………………………………………………….

**Date** ……………………………………………………………….

Policy Implemented: November 2021

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Next Review Date: September 2025