ICT Acceptable Use Policy

This policy is designed to be read together with the following school policies:

- Safeguarding Policy
- Social Media Policy
- E safety Policy
- Mobile Phone and Camera Policy
- Staff Code of Conduct

Acceptable User Policy Agreement

New technologies have become integral to the lives of children and young people in today's society, both within schools / academies 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 children's' learning and will, in return, expect staff and volunteers to agree to be responsible users.

Principal: Darren Webster
Chair of Trustees: Julia Virgoe
Approved: September 2026
Policy Review Date: September 2027

THE FREE SCHOOL NORWICH

Adult 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 students 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. For my professional and personal safety:

- I understand that the school will monitor my use of the school digital technology and communications systems through Senso.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g., school laptops, email, OneDrive 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 lock my screen when away from my laptop to ensure it cannot be compromised.
- I will immediately report any illegal, inappropriate, or harmful material or incident I become aware of to the e-safety coordinator.
- 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 from the Principal or e-safety coordinator. Where these images are published online (e.g. on the school website) 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 Social Media policy.
- I will only communicate with students and parents/carers using official school 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.
- When I use my mobile devices (laptops/tablets/mobile phone etc.) in school, I will follow the rules set out in this agreement, in the same way as if I were 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 to correspond on school matters.

- 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 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 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, unless permission is gained from the e-safety co-ordinator to do so.
- 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 information Management and Confidentiality policies. Where digital personal data is transferred outside the secure local network, it must be password protected. Paper based Protected and Restricted data must be held in lockable storage.
- I understand that data protection policy requires that any staff or student 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.
- I will immediately report any damage or faults involving equipment or software; however this may have happened.
- I will ensure that AI tools are used in a way that is safe, fair, and supportive of learning.

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 Trustees and, in the event of illegal activities, the involvement of the police. 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: ……..

THE FREE SCHOOL NORWICH

Pupil Acceptable Use Agreement for KS2 pupils

This Acceptable Use Agreement is intended to ensure:

- that pupils will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.

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.

For my own personal safety:

- I understand that the school will monitor my use of the school laptops and digital devices.
- I will keep any username and password I am given safe and secure – I will not share them, 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 be aware of "stranger danger" when I am communicating online and only communicate with people I know in school.
- I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details etc .)
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
- I understand that everyone has equal rights to use technology.
- I understand that the school systems and devices are intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- 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 use the school systems or devices for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube).
- I will act as I expect others to act toward me.
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others. I will not use strong, aggressive, or inappropriate language and I appreciate that others may have different opinions.
- I will not take or share images of anyone without their permission.
- I recognise that the school has a responsibility to maintain the security of the technology it offers me and to ensure the smooth running of the school.
- I will only use my own personal devices (mobile phones/tablets etc) in school if I have permission. I understand that if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.

- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I 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 immediately report any damage or faults involving equipment or software; however this may have happened.
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will not use social media sites in school time or on school premises.
- I understand that I am responsible for my actions, both in and out of school.
- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action in line with The Free School Norwich's Behaviour Policy. This may include:
- *loss of access to the school network/internet*
- *contact with parents; and*
- *in the event of illegal activities involvement of the police.*

Signed:

THE FREE SCHOOL NORWICH

EYFS/ KS1 Pupil Acceptable Use Policy Agreement

This is how we stay safe when we use computers:

- I will ask a teacher or trusted adult if I want to use the computers/tablets
- I will only use activities that a teacher or trusted adult has allowed me to use
- I will take care of the computer and other equipment
- I will ask for help from a teacher or trusted adult if I am not sure what to do or if I think I have done something wrong
- I will tell a teacher or trusted 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/tablet

Signed