



ACCEPTABLE USE POLICY

JUNE 2020

Introduction

Technology has become embedded in the lives of children and young people in today's society within schools and in the child's home life. The internet and other digital communications technologies are powerful tools which are gateways to opportunities across the world. The technologies in use can stimulate discussions to promote creativity, awareness of context and promote effective learning. They also bring opportunities for staff to be more creative and ultimately more productive in work.

As such an important tool, all users should have access to digital technologies and are entitled to a safe and supportive environment.

This acceptable use policy is intended to:

- ensure that staff and volunteers are responsible and exercise safe practices whilst using digital technologies for education, personal and recreational use
- protect systems and users from misuse (both accidental and deliberate) that could put the security of systems and users at risk
- guide staff in the safe uses of technology in their everyday work

The school will endeavour to ensure that staff and volunteers have good access to digital technologies to enhance work and learning opportunities for staff and volunteers alike. In return, the school expects staff and volunteers to agree to be responsible users.

Policy agreement

As a member of staff or volunteer at this school, I understand that I must use technology in a responsible way to ensure that there is no risk to my safety or the safety and security of others. I recognise the value of digital technologies and will ensure that children receive opportunities to gain from the use of these technologies in a safe and supporting environment. I will, where possible, educate the children in my care about the safe and responsible use of technology including the implementation of the E-Safety policy.

For professional and personal safety:

- The school / academy will monitor my use of digital technologies and communications systems
- The rules set out in this agreement apply to all of the technologies (e.g. laptops, emails and the school VLE) supplied for my use outside of school
- I understand that the school's technology systems are for educational use only and are not intended for my personal use
- I understand that I should not disclose my username and password to anyone else
- I understand that I should not use another person's username or password

- All storage devices and technology intended for use outside of school (e.g. staff laptops) should be encrypted
- I will not write down any password
- I will immediately report any illegal, inappropriate or harmful material I become aware of to the appropriate person

Professional conduct when using technology:

- I will not access, copy, remove or alter any other users files without their express permission
- 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 will communicate in a professional manner and not use aggressive or otherwise inappropriate language
- I will ensure that when I take images or videos of others I will do so with their (or their parent, carer or guardians) permission to do so and I will store them in a safe and secure manner (e.g. on the schools shared areas or the VLE)
- I will only use social networking sites in school for educational purposes
- I will only communicate with children, parents, carers or guardians through the school office, year group email or Class Dojo, and any such communication should be using a professional manner and tone
- I will not open hyperlinks, emails or attachments unless the source is known and trusted
- I will not try to upload, download or access and materials which are illegal or inappropriate
- I will not use personal emails within school
- I will not engage in any online activity that will compromise my professional integrity or responsibilities
- I will not install or attempt to install programmes of any type nor will I alter the settings of the computer

The school's responsibility to provide secure access to technologies:

- Any technology in school will be protected by appropriate and up-to-date anti-virus software
- Any online website used to support home learning will be fully GDPR compliant and agreed for use by LT
- School email addresses will be provided and under no circumstances should personal email addresses be used for professional communications
- Data will be regularly backed up in accordance with the relevant policies and procedures in place
- Electronic communication with children, parents, carers or guardians will be through the school office, Year group email or Class Dojo, and any such communication should be using a professional manner and tone
- Transportation of information, personal or otherwise, shall be done using encrypted means (e.g. secure emails, encrypted memory sticks etc.) and ICT support staff will be available to encrypt removable devices
- A school fault reporting system will be in place for staff to report issues promptly

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.

To be reviewed: July 2021

Home-School Class Dojo Policy

The following policy refers to the use of Class Dojo as a home-school communication and remote learning tool.

Aims:

- To ensure key information relating to school life or classes is shared quickly and efficiently
- To maintain the community relationship between East Dene Primary and families so that school continues to be an active presence in their lives

In the event of children needing to self-isolate:

- For children to continue having a sense of being a part of their class, in contact with teachers and the life of their peers
- For teachers to provide engaging activities and resources linked to the school curriculum to ensure learning is not disrupted
- For teachers to provide support for children in continuing with home learning through daily updates, portfolios and messages
- To monitor completion of set tasks and provide feedback
- To support children in using online communication media in a positive and appropriate way that is beneficial to their lives.

Process:

Teachers will:

- Post a Daily Class Story message or video.
- Request that children complete work set on their individual portfolios, although work will also be set on our school online portal accessible through our school website.
- Comment on work sent in by children when uploaded to portfolios.

Parents/Pupils can:*Comments:*

- Children can like the post of a teacher in the Class story.
- Children comment on a Class Story post with a positive comment.
Example: 'It's fantastic seeing the great work everyone is doing!'

Portfolio:

- Students can post their classwork like poems, speeches, and artwork to their Student story through photos and videos.
- Posts must only be related to activities provided by the Class Teacher, any other submission will be removed.
- Any work that is submitted to the Pupil's portfolio will only be accessible by the Class Teacher and the connected parents to that child's account.

Messages:

- Message your child's teacher if you want to share something positive from home or congratulate your child on something they have done for school work.
- Message your child's teacher if you have a small query or would like to find out something simple
- Do message your child's teacher on Class Dojo if your child has any minor worries, for example:
 - I found it hard to find home learning for Monday. Where can this be found?
 - How can I see the work my child has submitted to Class Dojo?
 - Where do I find the Class Story?

*Teachers will aim to reply on the same day to messages sent during school hours (9.00a.m.-3.30p.m.)
Messages sent after 3.30p.m. will usually be responded to on the following working day.*

Appendix: Online Safety and Acceptable Use of Class Dojo

Online communication is a fact of modern life and we are using Class Dojo to support a strong link between home and school that enhances children's school experience. As stated in the school's acceptable use policies, we expect everybody to behave in a positive manner, engaging respectfully with the school and each other on ClassDojo, in the same way as they would face to face.

This positive behaviour can be summarised as being kind and polite and not making any posts which are or could be construed as rude, insulting, aggressive, bullying or otherwise inappropriate.

Class Dojo has been set up using parents' email addresses so that parents can use the app together with their child. We guide parents to see this as a shared experience where they are modelling to and supporting their child in learning how to use online communication well.

Class Dojo's Acceptable Use Terms

1. You will not post unauthorized commercial communications (such as spam, promotional emails, or advertisements) on or through the Service.
2. You will not upload viruses or other malicious code, files or programs.
3. You will not collect, solicit or otherwise obtain login information or access an account belonging to someone else.
4. You will not bully, intimidate, or harass any User or use the Service in any manner that is threatening, abusive, violent, or harmful to any person or entity, or invasive of another's privacy.
5. You will not impersonate a Class Dojo for a School employee, or any other person, or falsely state or otherwise misrepresent your affiliation with any person or entity.
6. You will not copy, modify, or distribute any text, graphics, or other material or content available through the Service without our prior written permission, or if such content is a User Content, the prior written consent of such User.

If parents have a concern about school or pupil use of Class Dojo, please contact:

enquiries@eastdene.org

Breaches of this policy and of school AUPs (Acceptable Use Policies) will be dealt with in line with the school behaviour policy (for pupils) or code of conduct (for staff).

Further to this, where an incident relates to an inappropriate Class Dojo post by a member of the school community, we will contact the parent or staff member and delete the post/ request that the post be deleted as appropriate and will expect this to be actioned promptly.

Policy Review Date: July 2021