



THE VINE CHRISTIAN SCHOOL
Independent School - Ages 3 to 18

Acceptable Use Policy

VCS/Acceptable Use/2021

4 March 2021



Contents

1. Student Acceptable Use and E-Safety Rules	3
2. Student under 13 years old Acceptable Use and e-Safety Agreement	4
3. Student over 13 years old Acceptable Use Agreement / e-Safety Rules.....	5
4. Parent/Carer Acceptable Use Agreement / Code of Conduct	7
5. Staff, Volunteer, Trustee, Governor and Visitor Acceptable Use Agreement / E-Safety / Code of Conduct	8



1. Student Acceptable Use and E-Safety Rules

1.1. You should:

- i. Only access the internet under the direct supervision of a member of staff, and never access the internet when a member of staff is not present in the same room.
- ii. Only access sites which are appropriate for use in school. Personal websites (e.g., Facebook, Instagram, Tumblr, Gmail) are not appropriate for use in school.
- iii. Be aware that your actions on the Internet can be seen by others.
- iv. Always show respect and be polite to others when you are online.
- v. Be aware that information on a website may be inaccurate or biased. Try to verify the information using other sources, if possible, before using it
- vi. Respect copyright and trademarks. You must not copy text or pictures from the Internet and hand it in to your teacher as your own work.
- vii. Always tell your teacher or another adult if you ever see, hear, or read anything which makes you feel uncomfortable while using the Internet or e-mail.
- viii. Always check with a supervisor before taking the following actions:
 - downloading files.
 - completing questionnaires or subscription forms.
 - opening e-mail attachments.

1.2. You must not:

- i. Access chat rooms or personal websites.
- ii. Use or send bad, threatening, or annoying language.
- iii. Post anonymous messages or forward chain letters.
- iv. Use school computers for gambling, political purposes, or advertising.
- v. Interfere with another student's work.
- vi. Intentionally waste resources.
- vii. Access or send inappropriate materials such as pornographic, racist, or offensive material.
- viii. Access games.

1.3. Please note:

- i. You should always log out when your session has finished.
- ii. All computers will be closely monitored, and staff may review your files and communications to maintain system integrity.
- iii. All Internet activity should be appropriate to your education.
- iv. Failure to follow the code will result in loss of access and further disciplinary action may be taken if appropriate.



2. Student under 13 years old Acceptable Use and e-Safety Agreement

Parents, please read this with your child and tick to show you have done this, then sign on behalf of your child below:

Student's Name:	
<input type="checkbox"/> I will only use ICT in school for school purposes. <input type="checkbox"/> I will only use my class e-mail address or my own school e-mail address when e-mailing. <input type="checkbox"/> I will only open e-mail attachments from people I know, or who my teacher has approved. <input type="checkbox"/> I will not tell other people my ICT passwords. <input type="checkbox"/> I will only open/delete my own files. <input type="checkbox"/> I will make sure that all ICT contact with other children and adults is responsible, polite, and sensible. <input type="checkbox"/> I will not look for, save, or send anything that could be unpleasant or nasty. If I accidentally find anything like this, I will tell my teacher immediately. <input type="checkbox"/> I will not give out my own/others details such as name, phone number or home address. I will not arrange to meet someone or send my image unless this is part of a school project approved by my teacher and a responsible adult comes with me. <input type="checkbox"/> I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe. <input type="checkbox"/> I will support the school approach to online safety and not upload or add images, video, sounds or text that could upset any member of the school community. <input type="checkbox"/> I know that my use of ICT can be checked, and my parent/carer contacted if a member of school staff is concerned about my safety. <input type="checkbox"/> I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher. <input type="checkbox"/> I will not bring a Smart Watch to school because I am not allowed to wear one during the school day. <input type="checkbox"/> I will not sign up to online services like Facebook and Instagram.	
Student's Father or legal guardian:	Student's Mother or legal guardian:
Signature:	Signature:
Name in full:	Name in full:
Date:	Date:



3. Student over 13 years old Acceptable Use Agreement / e-Safety Rules

Students, please read this with your parents and tick to show you have done this, then sign below:

Student's name:

- I will only use ICT systems in school, including the internet, e-mail, digital video, and mobile technologies for school purposes.
- I will not download or install software using school technologies.
- I will only log on to the school network, other systems and resources with my own username and password and I will not reveal my passwords to anyone else.
- I will only use my school e-mail address.
- I will make sure that all ICT communications with students, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher.
- I will not give out any personal information online such as name, phone number or address.
- I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- I am aware that when I take images of students and/or staff that I must only store and use these for school purposes in line with school policy and must never distribute these outside the school network without permission of all parties involved. This includes school breaks and all occasions when I am in school uniform or when otherwise representing the school.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students, or others distress or bring the school community into disrepute, including through uploads of images, video, sounds or texts.
- I will support the school approach to online safety and not upload or add any images, video, sounds or text that could upset any member of the school community.
- I will always respect the privacy and ownership of others' work online.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied, and my parent/carer may be contacted.
- I will not bring a Smart Watch to school because I am not permitted to wear one during the school day.



<input type="checkbox"/> If I can bring a mobile phone into school, I will keep it switched off and inside my school bag when I am on school premises.	
<input type="checkbox"/> I will not sign up to online social media services like Facebook and Instagram until I am old enough and my parents allow me to do so.	
Parent/Carer:	Student:
Signature:	Signature:
Full name:	Full name:
Date:	Date:



4. Parent/Carer Acceptable Use Agreement / Code of Conduct

Please read and tick to show you have done this, then sign below:

Student's name:	
<p>Parents' Declaration</p> <ul style="list-style-type: none"> <input type="checkbox"/> We give permission for our child to have access to the internet and to ICT systems at The Vine Christian School. <input type="checkbox"/> We have read and agree to follow The Vine Christian School's acceptable use and e-safety rules and to support the safe use of ICT at school. <input type="checkbox"/> We give permission for our child to receive age – appropriate e-safety training in school, covering ICT use both in and out of school. <input type="checkbox"/> We understand that although the school will take every reasonable precaution, including monitoring and filtering systems, the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies. <input type="checkbox"/> We understand that our child's activity on the school ICT systems will be monitored and that the school will contact us if they have concerns about any possible breaches of the Acceptable Use Policy. <input type="checkbox"/> We will encourage our child to adopt safe use of the internet and digital technologies at home and will inform the school if we have concerns over our child's e-safety. <input type="checkbox"/> We will not allow our child to bring any smart watches, tablets or other devices that can be connected to the internet into school. <input type="checkbox"/> If we allow our child to take a mobile phone into school, we will ensure they understand it must always be switched off and kept inside their school bag when on school premises. <input type="checkbox"/> We will not allow any text, image, sound, or video to be published online or sent via electronic communications, by us or our child, that could upset or offend any member of the school community or bring the school's name into disrepute. <input type="checkbox"/> We will support the school's policy and prevent our child from signing up to social media services such as Facebook, Instagram, Snapchat whilst they are underage (13+ years in most cases) 	
Student's Father or legal guardian:	Student's Mother or legal guardian:
Signature:	Signature:
Name in full:	Name in full:
Date:	Date:



5. Staff, Volunteer, Trustee, Governor and Visitor Acceptable Use Agreement / E-Safety / Code of Conduct

5.1. Introduction

- i. ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are always expected to sign this policy and adhere to its contents. Any concerns or clarification should be discussed with the Headteacher.

5.2. This Acceptable Use Policy is intended to ensure:

- i. 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.
- ii. That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- iii. That staff are protected from potential risk in their use of technology in their everyday work.
- iv. That staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for students learning and will, in return, expect staff and volunteers to agree to be responsible users.

5.3. Acceptable Use Policy Agreement

- i. 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.

5.4. For my professional and personal safety:

- i. I will follow requirements for data protection as outlined in the Online Safety and Data Protection Policy.
- ii. I understand that the school will monitor my use of the school digital technology and communications systems.
- iii. I understand that the rules set out in this agreement also apply to use of these technologies (e.g., laptops, email, etc.) out of school, and to the transfer of personal data (digital or paper based) out of school.
- iv. 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.
- v. 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.



- vi. I will immediately report any illegal, inappropriate, or harmful material or incident, I become aware of, to the appropriate person.

5.5. I will be professional in my communications and actions when using school ICT systems:

- i. I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- ii. 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.
- iii. 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. Where these images are published (e.g., on the school website) it will not be possible to identify by name, or other personal information, those who are featured.
- iv. Photographs must be kept securely and used appropriately, whether in school, taken off the school premises or accessed remotely.
- v. Images of students and/ or staff will only be taken, stored, and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member.
- vi. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Head Teacher.
- vii. I will support the school approach to online safety and not upload or add any images, video, sounds or text linked to or associated with the school or its community.'
- viii. I will only use social networking sites in school in accordance with the school's policies.
- ix. I will only communicate with students / students and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- x. I will not engage in any online activity that may compromise my professional responsibilities.

5.6. The school has the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- i. When I use my mobile devices (laptops / tablets / mobile phones / USB devices 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.
- ii. I will not give out my own personal details, such as mobile phone number, personal e-mail address, personal Twitter account, or any other social media link, to students.
- iii. I will not use personal email addresses on the school ICT systems.
- iv. 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 programs).
- v. I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- vi. 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 programs or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.

- vii. 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.
- viii. I will not store, install, or attempt to install programs or software of any type on any machine or computer, nor will I try to alter computer settings, unless this is allowed in school policies.
- ix. I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- x. I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School Personal Data Policy (or other relevant policy). Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.
- xi. 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.
- xii. I will immediately report any damage or faults involving equipment or software; however, this may have happened.

5.7. When using the internet in my professional capacity or for school sanctioned personal use:

- i. I will ensure that I have permission to use the original work of others in my own work.
- ii. Where work is protected by copyright, I will not download or distribute copies (including music and videos).

5.8. I understand that I am responsible for my actions in and out of the school:

- i. 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.
- ii. 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 Governors / Directors and / or the Local Authority and in the event of illegal activities the involvement of the police.

5.9. User Signature

- i. 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, and agree to the above Acceptable Use Agreement / E-Safety Rules
- ii. I understand this forms part of the terms and conditions set out in my contract of employment and agree to follow this code of conduct.

Signature Date

Full Name (Printed)

Job title