

BY BROOK VALLEY CE PRIMARY SCHOOL

## Responsible Use Policy (RUP)



Last Review Date: March 2024

Ratified By Governors Date: March 2024

Next Review Date: March 2025

Roots to grow, wings to fly

"They will soar on wings like eagles" Isaiah 40:31

Registered Address: By Brook Valley Academy Trust, The Street, Yatton Keynell, Wiltshire,

SN14 7BA

Registered in England and Wales

Company Registration No. 8020467

Equal opportunities lie at the heart of all that we do at By Brook Valley Primary CE School. We are committed to ensuring that every member of the school community is given the same chance as any other to access the services and support of the school.

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

This policy is designed to meet the needs of all pupils. The policy is designed to be child-centered and to make sure as far as is possible that pupils understand what is happening in their lives, why, and what options are available to them.

## **Our Vision**

### ***Roots to grow, wings to fly***

#### ***“They will soar on wings like eagles.” Isaiah 40:31***

At By Brook Valley we are committed to creating a positive, safe and caring Christian environment, where all members of the school and wider community are respected and valued.

We support one another to put down strong roots within our distinctively Christian culture, growing from our core values of hope, honesty, forgiveness and friendship. In this way, we will each be the very best we can be.

This policy should be read and understood from this perspective.

**Equality Impact Assessment (EIA) Part 1: EIA Screening**

<b>Policies, Procedures or Practices</b>			<b>Date</b>	March 2023
EIA CARRIED OUT BY:		F,P & HR Committee	EIA APPROVED BY:	FGB

Groups that may be affected:

Are there any concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for positive impact
Age (young people, the elderly: issues surrounding protection and welfare, recruitment, training, pay, promotion)	x	x
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication).	x	x
Gender Reassignment (transsexual)	x	x
Marriage and civil partnership	x	x
Pregnancy and maternity	x	x
Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)	x	x
Religion or belief (practices of worship, religious or cultural observance, including non-belief)	x	x

Gender (male, female)	x	x
Sexual orientation (gay, lesbian, bisexual; actual or perceived)	x	x

Any adverse impacts are explored in a Full Impact Assessment

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 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 Responsible 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 support their work, to enhance learning opportunities for students learning. In return the school expect all staff and volunteers to agree to be responsible users.

Staff and volunteers will be required to sign and return the Responsible Use Policy Agreement in the appendix 2 of this policy.

## APPENDIX 1

### Responsible 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 online safety.

#### *For my professional and personal safety:*

- I understand that By Brook Valley CE Primary School will monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, VLE etc.) 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 immediately report any illegal, inappropriate or harmful material or incident, I become aware of to the Safeguarding Lead.

#### *I will be professional in my communications and actions when using By Brook Valley CE Primary 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 relevant procedures. I will not use my personal equipment to record these images. Where these images are published (e.g. on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will ensure consent is sought in view to publishing pupil photographs, **publishing will not made without parental permission.**
- 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 on-line activity that may compromise my professional responsibilities, i.e. social networking and chat rooms.
- I will not use any improper language when communicating online, including in email or other messaging services

***The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:***

- 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 was using school equipment. 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 the internet or email to gamble, or to make personal gains nor to conduct/promote a personal business.
- 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.
- I will not access or attempt to access, upload, download, create, share link or send to 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 systems in place to prevent access to such materials.
- 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 school Data Protection Policy. Where digital personal data is transferred outside the secure local network, for example using on a memory stick, it must be encrypted.
- 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 understand that insurance cover provides protection for school owned devices from the standard risks whilst the device is on site or in your home, but excludes theft from a car or other establishment. Should the device be left unattended and is stolen, you will be responsible for its replacement.
- I will not have my mobile phone or personal devices in class, the school is not responsible for any loss or damage to such items that are brought in at my own risk.
- I will not install any unauthorised software, or connect to unauthorised hardware and will only use the school's network in line with the rules set out in this agreement.
- I will not access, modify or share data I am not authorised to access.

- I understand that privately owned devices remain the responsibility of the owner and will not be covered under the school insurance policy.
- I understand that a device loaned to me by the school for an education related purpose remains the property of By Brook Valley CE Primary School.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

***I understand that I am responsible for my actions in and out of school:***

- I understand that this Responsible 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, (i.e. remote working, teaching) my use of personal equipment on the premises or in situations related to my employment by By Brook Valley CE Primary School.
- In line with, 'Guidance for Safer Working Practice for Adults who Work with Children and Young People' it will not be considered appropriate for staff to engage in personal online communications with children and young people, parents or carers. Express care is also to be taken regarding the use of social networking sites.

**No member of the school community should publish specific and detailed private thoughts, opinions and information about the school on social networking, social media or personal publishing sites, especially those that may be considered threatening, hurtful or defamatory or bring the school into disrepute.**

- I understand that if I fail to comply with this Responsible Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and in the event of illegal activities the involvement of the police.

## APPENDIX 2

### **Return Slip**

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 Print:**

**Role:**

**Signed:**

**Date:**

Please return this slip to the School Office Manager.

You are reminded that you are always subjected to the Data Protection Act 2018, The UK General Data Protection Regulation, Computer Misuse Act 1990 and Copyright, Designs and Patents Act 1988.