Acceptable use of Technology Policy

At Wittersham Church of England Primary School we believe that every child must be nurtured, valued and empowered to have the highest aspirations for their future and to reach their full potential through the provision of a stimulating, innovative and creative curriculum. We want our learning community to achieve high standards by equipping them with the skills to succeed and inspiring a lifelong love of learning.

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Revision History

Version	Date By Description
V01	March 2023 G. Hawkins Annual review

Key Contact Personnel

Nominated Member of Leadership Staff Responsible for the policy: (George Hawkins)

Designated Safeguarding Lead: George Hawkins

DSLs: Lucy Avena, Stella Coulson

Safeguarding Governor: John Collins

Learner Acceptable Use of Technology

Early Years and Key Stage 1 (0-6)

I understand that the school Acceptable Use Policy will help keep me safe and happy online.

• I only use the internet when an adult is with me.

• I only click on online links and buttons when I know what they do. If I am not sure, I ask an adult first.

• I keep my personal information and passwords safe.

• I only send messages online which are polite and friendly.

• I know the school can see what I am doing online when I use school computers, laptops and tablets learners are expected to use, including when I am at home.

• I always tell an adult/teacher/member of staff if something online makes me feel upset, unhappy, or worried.

• I can visit www.thinkuknow.co.uk to learn more about keeping safe online.

• I know that if I do not follow the rules: The school Behaviour Policy will be followed and I may not be able to use devices in school.

• I have read and talked about these rules with my parents/carers.

Key Stage 2 (7-11)

I understand that the school Acceptable Use Policy will help keep me safe and happy online at home and at school.

Safe

• I will behave online the same way as I behave in the classroom.

• I only send messages which are polite and friendly.

• I will only post pictures or videos on the internet if they are safe and appropriate, and if I have permission.

• I only talk with, and open messages, from people I know.

• I will only click on links if I know they are safe.

• I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult.

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Learning

• I know that phones and personal devices are not permitted to be used in school.

• I always ask permission from an adult before using the internet.

• I only use websites and search engines that my teacher has chosen.

• I use school devices for school work unless I have permission otherwise.

• If I need to learn online at home, I will follow the school remote and online learning guidelines.

Trust

• I know that not everything or everyone online is honest or truthful.

• I will check content on various sources like other websites, books or with a trusted adult.

• I always credit the person or source that created any work, images, or text I use.

Responsible

• I keep my personal information safe and private online.

• I will keep my passwords safe and will not share them.

• I will not access or change other people's files or information.

• I will only change the settings on a device if a member of staff has allowed me to.

Understand

• I understand that the school internet filter is there to protect me, and I will not try to bypass it.

• I know that all school devices and systems are monitored to help keep me safe, including when I use them at home.

• I have read and talked about these rules with my parents/carers. • I can visit www.thinkuknow.co.uk and www.childline.org.uk to learn more about being safe online.

• I know that if I do not follow the school rules then: then the school's Behaviour Policy will be followed and I may not be able to use devices in school.

Tell

• If I see anything online that I should not or that makes me feel worried or upset, I will minimise the page, shut the laptop (if using) and tell an adult straight away. I will not show other pupils in my class.

• If I am aware of anyone being unsafe with technology, I will report it to a teacher.

• I know it is not my fault if I see, or someone sends me something bad online. I always talk to an adult if I am not sure about something or if something happens online that makes me feel worried or frightened.

Additional Child Friendly KS2 Statements

• I understand that the school Acceptable Use Policy will help keep me safe and happy online at home and at school.

• I know that being responsible means that I should not look for bad language, inappropriate images or violent or unsuitable games, and that if I accidently come across any of these I should report it to a teacher or adult in school, or a parent or carer at home.

• I know that I will be able to use the internet in school for a variety of reasons, if I use it responsibly. However, I understand that if I do not, I may not be allowed to use the internet at school.

• I will treat my password like my toothbrush! This means I will not share it with anyone (even my best friend), and I will log off when I have finished using the computer or device.

• I will protect myself by not telling anyone I meet online my address, my telephone number, my school name or by sending a picture of myself without permission from a teacher or other adult.

• I will not arrange to meet anyone I have met online alone in person without talking to a trusted adult.

• If I get unpleasant, rude, or bullying emails or messages, I will report them to a teacher or other adult. I will not delete them straight away, but instead, keep them so I can show them to the person I am reporting it to.

• I will always be myself and not pretend to be anyone or anything I am not. I know that posting anonymous messages or pretending to be someone else is not allowed.

• I will always check before I download software or data from the internet. I know that information on the internet may not be reliable and it sometimes needs checking.

• If I bring in memory sticks/CDs from outside of school, I will always give them to

my teacher so they can be checked for viruses and content before opening them.

 • I will be polite and sensible when I message people online and I know that sending a message is the same as having a conversation with someone. I will not be rude or hurt someone's feelings online.

 • I know that I am not allowed on personal email, social networking sites or instant messaging in school.

 • If, for any reason, I need to bring a personal/smart device and/or mobile phone into school I know that it is to be handed in to the office and then collected at the end of the school day.

 • I know that all school devices/computers and systems are monitored, including when I am using them at home.

 • I will tell a teacher or other adult if someone online makes me feel uncomfortable or worried when I am online using games or other websites or apps.

Learners with Special Educational Needs and Disabilities (SEND)

Learners with SEND functioning at Levels P4 –P7

 • I ask a grown-up if I want to use the computer.
 • I make good choices on the computer.
 • I use kind words on the internet.
 • If I see anything that I do not like online, I tell a grown up. • I know that if I do not follow the school rules then: then the school's Behaviour Policy will be followed and I may not be able to use devices in school.

Learners with SEND functioning at Levels P7-L1 (Based on Childnet's SMART Rules)

Safe
 • I ask a grown up if I want to use the computer.
 • I do not tell strangers my name on the internet.
 • I know that if I do not follow the school rules then: then the school's Policy

will be followed and I may not be able to use devices in school.

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Meeting
• I tell a grown-up if I want to talk on the internet.

Accepting
• I do not open messages or emails from strangers.

Reliable
• I make good choices on the computer.

Tell
• I use kind words on the internet.
• If I see anything that I do not like online, I will tell a grown up.

Learners with SEND functioning at Levels L2-4 (Based on Childnet's SMART Rules)

Safe
• I ask an adult if I want to use the internet.
• I keep my information private on the internet.
• I am careful if I share photos online.
• I know that if I do not follow the school rules then: then the school's Behaviour Policy will be followed and I may not be able to use devices in school.

Meeting
• I tell an adult if I want to talk to people on the internet.
• If I meet someone online, I talk to an adult.

Accepting
• I do not open messages from strangers.
• I check web links to make sure they are safe.

Reliable
• I make good choices on the internet.
• I check the information I see online.

Tell

• I use kind words on the internet.

• If someone is mean online, then I will not reply. I will save the message and show it to an adult.

• If I see anything online that I do not like, I will tell a teacher.

Wittersham Acceptable Use of Technology Policy – Learner Agreement

I, with my parents/carers, have read and understood the school Acceptable Use of Technology Policy (AUP) and remote learning guidance.

I agree to follow the AUP when:

1. I use school devices and systems, both on site and at home. 2. I use my own equipment out of the school, including communicating with other members of the school or when accessing school systems.

Name……………………………………………

Signed………………….……………..…..

Class…………………………..…………

Date…………………………………………..

Parent/Carer's Name…………………………………..……….........
(*If appropriate*)

Parent/Carer's Signature………………………………….…………
(*If appropriate*)

Date……………………………………………………………………………
… ………

Acceptable Use of Technology for Parents/Carers

Parent/Carer Acceptable Use of Technology Policy

1. I have read and discussed Wittersham Church of England primary school's learner acceptable use of technology policy (AUP) with my child and understand that the AUP will help keep my child safe online.

2. I understand that the AUP applies to my child's use of school devices and systems on site and at home including (mobile phones, laptops or ipads), and personal use where there are safeguarding and/or behaviour concerns. This may include if online behaviour poses a threat or causes harm to another child, could have repercussions for the orderly running of the school, if a child is identifiable as a member of the school, or if the behaviour could adversely affect the reputation of the school.

3. I am aware that any internet and technology use using school equipment may be monitored for safety and security reasons, to safeguard both my child and the school systems. This monitoring will take place in accordance with data protection (including GDPR) and human rights legislation.

4. I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that learners are safe when they use the school internet and systems. I understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and or if my child is using personal mobile or smart technologies. 5. I understand that my child needs a safe and appropriate place to access remote or online learning if school is closed in response to Covid-19. I will ensure my child's access to remote or online learning is appropriately supervised and any use is in accordance with the school remote learning guidance. 6. I am aware that my child will receive online safety education to help them understand the importance of safe use of technology and the internet, both in and out of school.

7. I have read and discussed Wittersham CEP School learner Acceptable Use of Technology Policy (AUP) with my child.

8. I will support school safeguarding policies and will ensure that I appropriately monitor my child's use of the internet outside of school and discuss online safety

with them when they access technology at home. 9. I know I can seek support from the school about online safety, such as via the school website (https://www.wittersham.kent.sch.uk), to help keep my child safe online at home.

10. I will support the school approach to online safety. I will role model safe and positive online behaviour for my child by sharing images, text, and video online responsibly.

11. I, together with my child, will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.

12. I understand my role and responsibility in supporting the school online safety approaches and safeguarding my child online. I will use parental controls, supervise access and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.

13. I understand that if I or my child do not abide by the Wittersham CEP School AUP, appropriate action will be taken. This could include sanctions being applied in line with the school policies and if a criminal offence has been committed, the police being contacted.

14. I know that I can speak to the Designated Safeguarding Lead (George Hawkins) or my child's class teacher if I have any concerns about online safety.

I have read, understood and agree to comply with the Wittersham Church of England Primary School Parent/Carer Acceptable Use of Technology Policy.

Child's Name…………………………………. Child's Signature …………………………………….. (*if appropriate*)

Class…………………………………….....………
Date……………………………………………………..……………

Parent/Carer's
Name…………………………………………………………….........................

Parent/Carer's Signature……………………………………………………………..
Date……………………………….

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Acceptable Use of Technology for Staff, Visitors and Volunteers

Staff Acceptable Use of Technology Policy

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use Wittersham CEP School IT systems in a professional, lawful, and ethical manner. To ensure that members of staff understand their professional responsibilities when using technology and provide appropriate curriculum opportunities for learners, they are asked to read and sign the staff Acceptable Use of Technology Policy (AUP).

Our AUP is not intended to unduly limit the ways in which members of staff teach or use technology professionally, or indeed how they use the internet personally, however the AUP will help ensure that all staff understand Wittersham CEP School
expectations regarding safe and responsible technology use and can manage the potential risks posed. The AUP will also help to ensure that school systems are protected from any accidental or deliberate misuse which could put the safety and security of our systems or members of the community at risk.

Policy Scope

1. I understand that this AUP applies to my use of technology systems and services provided to me or accessed as part of my role within Wittersham CEP School both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras, and email as well as IT networks, data and data storage, remote learning and online and offline communication technologies. 2. I understand that Wittersham CEP School Acceptable Use of Technology Policy (AUP) should be read, followed and amended in line with the school staff code of conduct and remote learning guidance.

3. I am aware that this AUP does not provide an exhaustive list; all staff should ensure that technology use is consistent with the school ethos, school staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

Use of School Devices and Systems

4. I will only use the equipment and internet services provided to me by the

school for example school provided laptops, tablets and internet access, when working with learners.

5. I understand that any equipment and internet services provided by my workplace is intended for education purposes and/or professional use and should only be accessed by members of staff.

Reasonable personal use of setting IT systems and/or devices by staff is allowed at the school's discretion and for occasional, appropriate use. This can be revoked at any time.

6. Where I deliver or support remote or online learning, I will comply with the school remote and online learning guidance.

Data and System Security

7. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or securing/locking access.

o I will use a 'strong' password to access school systems. A strong password has numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system.

o I will protect the devices in my care from unapproved access or theft. For example, by not leaving devices visible or unsupervised in public places.

8. I will respect school system security and will not disclose my password or security information to others.

9. I will not open any hyperlinks or attachments in emails unless they are from a known and trusted source. If I have any concerns about email content sent to me, I will report them to the IT system manager.

10. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the IT system manager.

11. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including GDPR in line with the school information security policies.

- All personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.

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- Any data being removed from the school site, such as via email or on memory sticks or CDs, will be suitably protected. No confidential, sensitive information or data can be stored on memory sticks, for example, nothing which would include names of children or information about children.

12. I will not keep documents which contain school related sensitive or personal information, including images, files, videos, and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. Where possible, I will use the school learning platform to upload any work documents and files in a password protected environment or school approved VPN.

13. I will not store any personal information on the school IT system, including school laptops or similar device issued to members of staff, that is unrelated to school activities, such as personal photographs, files or financial information. 14. I will ensure that school owned information systems are used lawfully and appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.

15. I will not attempt to bypass any filtering and/or security systems put in place by the school.

16. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the ICT Support lead (Dean Hawkins) as soon as possible.

17. If I have lost any school related documents or files, I will report this to the ICT Support lead (Dean Hawkins) and headteacher who will inform the school Data Protection Officer as soon as possible.

18. Any images or videos of learners will only be used as stated in the school Photography and Images Policy. I understand images of learners must always be appropriate and should only be taken with school provided or headteacher approved equipment and only be taken/published where learners and/or parent/carers have given explicit written consent.

Classroom Practice

19. I am aware of the expectations relating to safe technology use in the classroom, safe remote learning, and other working spaces as listed in the child protection policy.

20. I have read and understood the school Social media policy. 21. I will promote online safety with the learners in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create by:

- exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used.
- creating a safe environment where learners feel comfortable to report concerns and say what they feel, without fear of getting into trouble and/or being judged for talking about something which happened to them online.
- involving the Designated Safeguarding Lead (DSL) (George Hawkins) or a deputy (Lucy Avena or Stella Coulson) as part of planning online safety lessons or activities to ensure support is in place for any learners who may be impacted by the content.
- make informed decisions to ensure any online safety resources used with learners is appropriate.

22. I will report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the DSL in line with the school child protection policies. 23. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text, or music are protected, I will not copy, share, or distribute or use them.

Mobile Devices and Smart Technology

24. I will ensure that my use of mobile devices and smart technology is compatible with my professional role, does not interfere with my work duties and takes place in line with the staff code of conduct and the school mobile technology policy and the law.

Online Communication, including Use of Social Media

25. I will ensure that my use of communication technology, including use of social media is compatible with my professional role, does not interfere with my work duties and takes place in line with the staff code of conduct, the school social media policy and the law.

- I will take appropriate steps to protect myself, my reputation and the reputation of the school, online when using communication technology, including the use of social media as outlined in the social media policy.
- I will not discuss or share data or information relating to learners, staff, school business or parents/carers on social media.

26. My electronic communications with current and past learners and parents/carers will be transparent and open to scrutiny and will only take place within clear and explicit professional boundaries.

- I will ensure that all electronic communications take place in a professional manner via school approved and/or provided communication channels and systems, such as a school email address, user account or telephone number.
- I will not share any personal contact information or details with learners, such as my personal email address or phone number. o I will not add or accept friend requests or communications on personal social media with current or past learners and/or their parents/carers.
- If I am approached online by a current or past learner or parents/carer, I will not respond and will report the communication to my headteacher / Designated Safeguarding Lead (DSL).
- Any pre-existing relationships or situations that compromise my ability to comply with the AUP will be discussed with the DSL and/or headteacher.

Policy Concerns

27. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.

28. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.

29. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the school into disrepute.

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30. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the DSL in line with the school child protection policy.

31. I will report concerns about the welfare, safety, or behaviour of staff to the headteacher, in line with the child protection policy and/or allegations against staff policy.

Policy Compliance and Breaches

32. If I have any queries or questions regarding safe and professional practise online either in school or off site, I will raise them with the DSL or the headteacher. 33. I understand that the school may exercise its right to monitor the use of its information systems, including internet access and the interception of emails, to monitor policy compliance and to ensure the safety of learners and staff. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.

34. I understand that if the school believes that unauthorised and/or inappropriate use of school systems or devices is taking place, the school may invoke its disciplinary procedures as outlined in the staff behaviour code of conduct.

35. I understand that if the school believes that unprofessional or inappropriate online activity, including behaviour which could bring the school into disrepute, is taking place online, the school may invoke its disciplinary procedures as outlined in the staff code of conduct.

36. I understand that if the school suspects criminal offences have occurred, the police will be informed.

I have read, understood and agreed to comply with Wittersham CEP School Staff Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.

Name of staff member: ……………………………………………………………………………………………

Signed: ………………………...

Date (DDMMYY)…………………………………………………………………………………………..

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Visitor and Volunteer Acceptable Use of Technology Policy

As a professional organisation with responsibility for safeguarding, it is important that all members of the community, including visitors and volunteers, are aware of our behaviour expectations and their professional responsibilities when using technology.

This AUP will help Wittersham CEP School ensure that all visitors and volunteers understand the school's expectations regarding safe and responsible technology use.

Policy Scope

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services provided to me or accessed as part of my role within Wittersham CEP School, both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras, and email as well as IT networks, data and data storage, remote learning systems and communication technologies.

2. I understand that Wittersham CEP School AUP should be read and followed in line with the school staff code of conduct.

3. I am aware that this AUP does not provide an exhaustive list; visitors and volunteers should ensure that all technology use is consistent with the school ethos, school staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

Data and Image Use

4. I will ensure that any access to personal data is kept in accordance with Data Protection legislation, including GDPR. This statement is only required if visitors/volunteers have access to school/setting data.

5. I understand that I am not allowed to take images or videos of learners. camera and image use policy.

Classroom Practice

6. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of learners.

7. I will support staff in reinforcing safe behaviour whenever technology is used on site and I will promote remote and online safety with the children in my care.

8. I will immediately report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the Designated Safeguarding Lead (DSL) (George Hawkins) in line with the school child protection policy. 9. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text, or music is protected, I will not copy, share, or distribute or use it.

Use of Mobile Devices and Smart Technology

10. In line with the school mobile and smart technology policy, I understand that mobile phones and personal devices are not permitted other than in the staff room and only then if no children are present.

Online Communication, including the Use of Social Media

11. I will ensure that my online reputation and use of technology is compatible with my role within the school. This includes my use of email, text, social media, social networking, gaming and any other personal devices or websites.
- I will take appropriate steps to protect myself online as outlined in the social media policy.
- I will not discuss or share data or information relating to learners, staff, school/setting business or parents/carers on social media.
- I will ensure that my use of technology and the internet will not undermine my role, interfere with my duties and will be in accordance with the school code of conduct/behaviour policy and the law.

12. My electronic communications with learners, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.
- All communication will take place via school approved communication channels such as via a school provided email address,

account or telephone number. o Communication will not take place via personal devices or communication channels such as via my personal email, social networking account or mobile phone number.

- Any pre-existing relationships or situations that may

  compromise my ability to comply with this will be discussed with the DSL (George Hawkins).

Policy Compliance, Breaches or Concerns

13. If I have any queries or questions regarding safe and professional practice online either in school or off site, I will raise them with the Designated Safeguarding Lead (George Hawkins).

14. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.

15. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.

16. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the school into disrepute.

17. I understand that the school may exercise its right to monitor the use of school information systems, including internet access and the interception of emails, to monitor policy compliance and to ensure the safety of learners, staff and visitors/volunteers. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation. Only required if visitors/volunteers have access to school devices and systems. 18. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the Designated Safeguarding Lead (George Hawkins) in line with the school child protection policy.

19. I will report concerns about the welfare, safety, or behaviour of staff online to the headteacher, in line with the allegations against staff policy. 20. I understand that if the school believes that unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour is taking place online, the school may invoke its disciplinary procedures.

21. I understand that if the school suspects criminal offences have occurred, the police will be informed.

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I have read, understood and agreed to comply with Wittersham CEP School visitor/volunteer Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.

Name of visitor/volunteer: …………………………………………………………...……………

Signed: …………….....…………………………………………………………………………..

Date
(DDMMYY)…………………………………………………………………………………………..

Wi-Fi Acceptable Use Policy

As a professional organisation with responsibility for children's safeguarding it is important that all members of the school community are fully aware of the school boundaries and requirements when using the school Wi-Fi systems, and take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft.

This is not an exhaustive list, and all members of the school community are reminded that technology use should be consistent with our ethos, other appropriate policies, and the law.

1. The school provides Wi-Fi for the school community and allows access for education use only. Guest use of Wii-fi is password protected.
2. I am aware that the school will not be liable for any damages or claims of any kind arising from the use of the wireless service. The school takes no responsibility for the security, safety, theft, insurance, and ownership of any device used within the school premises that is not the property of the school.
3. The use of technology falls under Wittersham CEP School's Acceptable Use of Technology Policy (AUP), online safety policy and behaviour policy, safeguarding/child protection policy which all learners/staff/visitors and volunteers must agree to and comply with.
4. The school reserves the right to limit the bandwidth of the wireless service, as necessary, to ensure network reliability and fair sharing of network resources for all users.
5. School owned information systems, including Wi-Fi, must be used lawfully; I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
6. I will take all practical steps necessary to make sure that any equipment connected to the school service is adequately secure, such as up-to-date anti-virus software, systems updates.
7. The school wireless service is not secure, and the school cannot guarantee the safety of traffic across it. Use of the school wireless service is done at my own risk. By using this service, I acknowledge that security errors and hacking are an inherent risk associated with any wireless network. I confirm that I knowingly assume such risk.
8. The school accepts no responsibility for any software downloaded and/or

installed, email opened, or sites accessed via the school wireless service's connection to the internet. Any damage done to equipment for any reason including, but not limited to, viruses, identity

theft, spyware, plug-ins or other internet-borne programs is my sole responsibility; and I indemnify and hold harmless the school from any such damage. 9. I will respect system security; I will not disclose any password or security information that is given to me. To prevent unauthorised access, I will not leave any information system unattended without first logging out or locking my login as appropriate.

10. I will not attempt to bypass any of the school security and filtering systems or download any unauthorised software or applications.

11. My use of school Wi-Fi will be safe and responsible and will always be in accordance with the school AUP and the law including copyright and intellectual property rights. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites.

12. I will not upload, download, access or forward any material which is illegal or inappropriate or may cause harm, distress or offence to any other person, or anything which could bring the school into disrepute.

13. I will report any online safety concerns, filtering breaches or receipt of inappropriate materials to the Designated Safeguarding Lead (George Hawkins) as soon as possible.

14. If I have any queries or questions regarding safe behaviour online, I will discuss them with the Designated Safeguarding Lead (George Hawkins).

15. I understand that my use of the school Wi-Fi may be monitored and recorded to ensure policy compliance in accordance with privacy and data protection legislation. If the school suspects that unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, then the school may terminate or restrict usage. If the school suspects that the system may be being used for criminal purposes, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read, understood and agreed to comply with Wittersham CEP School Wi-Fi acceptable Use Policy.

Name   ………………………………………………………………………………………….……..

Signed: ……………………………………………………………….Date (DDMMYY)…………………..

'On a voyage of discovery; learning and growing together in the light of God'