



Cheadle Village Primary School

ACCEPTABLE USE POLICY FOR STAFF AND PUPILS

Agreed and adopted by Cheadle Village Primary School Governing Board

Date: May 2025

Review: May 2028

INTRODUCTION

Cheadle Village Primary school has a strong culture of safeguarding into which online safety is fully integrated. This policy should be read in conjunction with our main Safeguarding Policy.

The internet is a valuable resource that can raise educational standards by offering both pupils and teachers opportunities to search for information from a very wide range of sources based throughout the world. However, some of the information to be found on the internet will be inappropriate for pupils and it is important to have a policy in place that takes this issue into account.

Roles and Responsibilities

E-Safety is recognised as an essential aspect of strategic leadership in this school and the Headteacher, with the support of Governors, aims to embed safe practices into the culture of the school. The Headteacher ensures that the policy is implemented and that compliance with the policy is monitored.

All staff are responsible for promoting and supporting safe behaviours in their classrooms and following school e-safety procedures. All staff within a classroom are responsible for monitoring the use of the internet within that classroom and ensure that unacceptable material is not accessed.

In line with the school's Safeguarding policy, staff must keep their phones and any other internet/camera enabled devices in their locker and must not be used when children are present.

Staff and pupils must sign the relevant document regarding responsible use of the internet.

Managing the school network

Appropriate firewalls are in place through the Local Authority. Monitoring of internet usage by staff and children is conducted by Smoothwall.

Staff must notify the headteacher immediately if they find unsuitable or inappropriate material on a computer or storage device or if they find that a learner is the subject of cyber bullying.

Staff must notify the Headteacher of any incidences of inappropriate use of ICT including cyber bullying.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any internet or email activity on the network, or perform any other activities that the school may see fit.

Personal Use

The computers, electronic media and services provided by the school are primarily for educational use to assist staff in the performance of their job. Limited or incidental use of electronic media for personal purposes is acceptable, and all such use should be done in a manner that does not negatively affect the system's use for their educational purposes. However, staff are expected to demonstrate a sense of responsibility and not abuse this privilege.

Cheadle Village Primary School expects any staff using social media sites for personal use to maintain appropriate professional standards. They should not mention the school by name or in passing, or discuss individuals or groups within the school, or compromise the school values.

In addition, staff must ensure that any private blogs, bulletin boards, websites etc. which they create, or actively contribute to, do not compromise, and are not confused with, their professional role.

Staff must ensure that any engagement in any online activities does not compromise their professional responsibilities or bring the school into disrepute.

Children

Children must not bring into school any internet enabled devices such as phones or Smart watches. The exception to this is our Year 6 children who may bring in their phone, switched off and handed in to the teacher. Signed permission must be sought from parents.

Children will be taught about appropriate sharing of personal information.

Regular e-Safety workshops are provided to support children and parents.

Cheadle Village Primary School Rules for Responsible Internet Use by Pupils

The school has computers and other devices to access the internet to help our learning. These rules will keep everyone safe and help us to be fair to others.

- Only my parents/carers, teacher and me will know my passwords.
- I will make sure that when I am using the internet I am responsible and sensible.
- I will make sure that I use appropriate words when I am using the internet.
- I will not search for things that could be rude or inappropriate on purpose.
- If I accidentally come across any such material I will report it immediately to an adult.
- I will not give out any personal information such as my name, phone number or address.
- I know that my use of the internet is checked by adults in school.
- I will not bring into school any internet or camera enabled devices without written permission (Year 6 only)
- I understand that these rules are to keep me safe.

Child's Signature:

Date:

CHEADLE VILLAGE PRIMARY SCHOOL STAFF ACCEPTABLE USE STATEMENT

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any internet sites visited.

All staff requiring internet access should sign a copy of this Acceptable Use Statement.

- I will comply with the IT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will not give out my own personal details, such as mobile phone number and personal email address, to parents or pupils.
- I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately.
- I will only open email attachments from sources I know to be safe.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils 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 or carer. I understand that all my use of the internet and other related technologies can be monitored, logged and made available, on request, to the Headteacher.
- I will support the school's approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role or the school into disrepute.
- I will support and promote the school's e-Safety Policy and help pupils to be safe and responsible in their use of IT.
- Staff should ensure that high levels of data-protection are adhered to at all times. Computers should be locked when you leave the room.
- Users are responsible for all emails sent and for contacts made that may result in email being received.
- Posting anonymous messages and forwarding chain letters is forbidden.
- Email communications should have the same professional levels of language and content as we have for letters or other means of communication.
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.

User Signature

- I agree to follow this code of conduct and to support the safe use of IT throughout the school

Any breaches in the operation of the requirements laid out in this Acceptable Use Statement may result in disciplinary procedures.

Full name:

Signed:

Date:
