

English Martyrs' Catholic Primary School



Computing Policy

Our Mission

Our children are all unique, beautiful **individuals** but together we are a **masterpiece**, brothers and sisters in **Christ**.

As witnesses of Christ, working together as a **Team**, we strive to promote the **Gospel Values** and Teachings of Jesus by providing a **caring, stimulating environment**, with **nurture, trust, love** and **tolerance** through our spirituality, learning and play. By making connections with Jesus, we promote **high ambitions** and **confidence** to achieve our goals.

“A high-quality computing education equips pupils to use computational thinking and creativity to understand and change the world. Computing has deep links with mathematics, science, and design and technology, and provides insights into both natural and artificial systems. The core of computing is computer science, in which pupils are taught the principles of information and computation, how digital systems work, and how to put this knowledge to use through programming. Building on this knowledge and understanding, pupils are equipped to use information technology to create programs, systems and a range of content. Computing also ensures that pupils become digitally literate – able to use, and express themselves and develop their ideas through, information and communication technology – at a level suitable for the future workplace and as active participants in a digital world.”

National Curriculum 2014

Purpose

This policy reflects the school values and philosophy in relation to the teaching and learning of and with computing. It sets out a framework within which teaching and non-teaching staff can operate and gives guidance on planning, teaching and assessment.

The policy should be read in conjunction with the scheme of work for computing which sets out in detail what pupils in different classes and year groups will be taught and how computing can facilitate or enhance work in other curriculum areas.

This document is intended for:-

- All teaching staff
- All staff with classroom responsibilities
- School governors
- Parents
- Inspection Teams

Introduction

Information and Communications Technology prepares pupils to participate in a rapidly changing world in which work and other activities are increasingly transformed by access to varied and developing technology.

We recognise that computing is an important tool in both the society we live in and in the process of teaching and learning. Pupils use computing tools to find, explore, analyse, exchange and present information responsibly, creatively and with discrimination. They learn how to employ computing to enable rapid access to ideas and experiences from a wide range of sources.

Our vision is for all teachers and learners in our school to become confident users of computing so that they can develop the skills, knowledge and understanding which enables them to use appropriate computing resources effectively as powerful tools for teaching and learning.

**** See also Remote and Blended Learning Policy ****

Intent

At English Martyrs' Catholic Primary School, we strive to be a caring, sharing and friendly school by treating every stakeholder as equals regardless of creed, background or social standing. Within our curriculum, we ensure all children are prepared for life, with the skills they need to achieve, aspire and accomplish; meeting every child's potential and their needs. At English Martyrs' this includes meeting the needs of a very mixed community representing a broad range of socio-economic circumstances: a significant proportion of children with high needs and are disadvantaged; children living in high social deprivation, asylum seekers, vulnerable children and families who seek security and safety in our school family.

Our Intent is to meet these needs by...

- ...providing exciting opportunities for children to explore their Computing talents.
- ...provide the cultural capital needed so that children are well placed for future positive outcomes.
- ...ensuring that all children are safe online, giving them the tools to be safe and to know how to act if they feel unsure.
- ...providing all children with bespoke and tailored opportunities to ensure their computing needs are met regardless of starting point.
 - ...developing children's computing skills from the outset.
 - ...giving opportunities to use computing across the curriculum at all stages and phases.
- ...providing a technology rich learning environment which influences, entices and encourages children of all abilities to thrive.
- ...providing bespoke, exciting and engaging activities, projects and experiences for children to explore digital technologies to support their learning and enjoyment.
- ...providing challenge for all so that all children have the opportunity to reach their potential.
- ...providing opportunities to share knowledge, skill and understanding of basic with others.
- ...providing a variety of mediums to explore Digital Technologies in order to enhance learning and understanding.
- ...providing tailored support for children at all standards in development so that they can thrive.
 - ...providing a range of opportunities for children to experience computing in the living world.
 - ...providing opportunities for children to be able to leave English Martyrs' digitally literate and proficient.
- ...providing all children with a bespoke and tailored curriculum to meet their individual needs.

Implementation

In order to implement the above intentions, it is necessary for us to ensure:

- A continuity of experience throughout the school both within and among year groups.
- The systematic progression through Key Stages 1 and 2.
- That the National Curriculum programmes of study and their associated strands, level descriptions and attainment target are given appropriate coverage.
- That all children have access to a range of computing resources.
- That computing experiences are focussed to enhance learning.
- That cross curricular links are exploited where appropriate.
- That children's experiences are monitored and evaluated.
- That resources are used to their full extent.
- That resources and equipment are kept up to date as much as possible.
- That staff skills and knowledge are kept up to date.
- That computing skills, delivery and expertise is continuously evaluated and built upon.

Computing is taught discreetly and threaded throughout the whole curriculum in all subjects. Children will have the opportunity to explore and develop basic skills using a variety of medium and tools, technologies and methods which are appropriate to their individual needs and age.

All children and classes have access to a range of devices such as a suite of iPads, laptops as well as the opportunity to experience use of desk top computers.

At English Martyrs' these intentions will be further implemented by:

EYFS Programme of Study

Examples of how Computing will be incorporated into all areas of EYFS to a purposeful manner:

Understanding the World

- Role play with a range of technology, both functioning and model/broken devices, a variety of electronic toys such as walkie talkies as part of continuous provision.
- Use of digital cameras for children to photograph their own learning and to develop their understanding of how the device functions.

Literacy

- Interactive programming devices such as Bee Bots to develop children's computing knowledge within literacy sessions.
- Barefoot activities to enhance story telling.

Physical Development

- To become familiar with a range of input devices, including a keyboard and mouse, in order to develop fine motor skills.

Communication and Language

- Unplugged activities to develop their understanding of technology.

- Children to give precise instructions verbally. These could also be linked to physical development activities whereby children determine rules for playground games.

Personal, social and emotional development

- The use of voice recorders or a microphone built into a tablet device, could be used to record how pupils are feeling or to discuss their relationships with others.
- To make their own videos and give online safety guidance to their peers on appropriate use of technology and what to do if they feel worried or concerned when using a device.

Expressive Arts and Design

- To use painting and graphic applications to develop keyboard and mouse skills.
- Develop creative outcomes to allow children to take ownership of their work

Mathematics

- Controlling devices to develop children's understanding of directional and positional language.

Pupils in Key Stage 1:

Pupils should be taught to:

- understand what algorithms are; how they are implemented as programs on digital devices; and that programs execute by following precise and unambiguous instructions
- create and debug simple programs
- use logical reasoning to predict the behaviour of simple programs
- use technology purposefully to create, organise, store, manipulate and retrieve digital content
- recognise common uses of information technology beyond school
- use technology safely and respectfully, keeping personal information private; identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies.

Pupils in Key Stage 2:

Pupils should be taught to:

- design, write and debug programs that accomplish specific goals, including controlling or simulating physical systems; solve problems by decomposing them into smaller parts
- use sequence, selection, and repetition in programs; work with variables and various forms of input and output
- use logical reasoning to explain how some simple algorithms work and to detect and correct errors in algorithms and program
- understand computer networks including the internet; how they can provide multiple services, such as the world wide web; and the opportunities they offer for communication and collaboration
- use search technologies effectively, appreciate how results are selected and ranked, and be discerning in evaluating digital content
- select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information
- use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.

Planning

There is a programme of study for Computing in place from Year 1 through to Year 6 that is taught throughout our school. All year groups have been given areas of study linked to the National Curriculum expectations. The Scheme of Work we use for Computing is Purple Mash Computing Scheme to ensure progression in learning and skills from Year 1 to Year 6, however class teachers have flexibility to adapt the Scheme to allow for cross-curricular planning where this would create opportunities for learning provided that the outcomes for each unit in the Scheme of Work are met. A new scheme is set to be implemented across the school in 2023, with the STEAM team trialling the Teach Computing Scheme in January 2023. If successful, a whole school trial of the scheme will commence in the Summer Term 2023.

Knowledge and Skills in the Foundation Stage are planned through the objectives within the EYFS. Teachers from Foundation Stage to Year 6 will plan to ensure full coverage of the knowledge and skills relating to the Computing curriculum for that year group throughout the year. Teachers will plan before the start of each new theme, and at this point highlight the knowledge and skills that will be covered.

Early Years Foundation Stage

There are seven areas of learning and development in the EYFS Curriculum 2021. Staff will plan activities and experiences throughout the year which allow children to access the statutory education programmes within the Early Years Framework. Staff recognise that EYFS progress is not linear and therefore themes will be readdressed many times, in different ways whilst learning in our Early Years Unit at English Martyrs'. Teaching staff will complete observations of children against our chosen assessment tool, Birth to Five Matters. The Early Learning Goals are set out in the Early Years Statutory Framework and are the aim for all children finishing their Reception year. Teaching Staff in Key Stages will be able to refer to information from the Foundation Stage Profiles/End of Year Reports and information passed on by previous teacher, to ascertain where the children are at and plan to build on these experiences accordingly. Assessment is a planned part of all effective teaching and learning.

Equal Opportunities and Inclusion

The National Curriculum states that, "All pupils, regardless of race, class or gender, should have the opportunity to develop computing capability."

A wide range of style are employed to ensure all children are sufficiently challenged.

It is our policy to ensure this by:

- keeping a record of children's computing use to ensure equal access and fairness of distribution of computing resources.
- providing curriculum materials and software which are in no way class, gender or racially prejudice or biased.
- monitoring the level of access to computers in the home environment to ensure no pupils are unduly disadvantaged.

- Providing opportunities for children to use digital technologies within school so that their cultural capital is met.
- children may be required to work individual, in pairs or in small groups according to the nature or activity of the task.
- Different groupings of children- groupings may be based on ability either same or mixed ability.
- Different levels of input and support
- Different pace of working
- Structuring activities so all are fully involved.
- Giving all the children an opportunity to share their work.
- Different outcomes expected
- Considering the needs of children with physical or learning difficulties and taking the necessary steps (by enlisting extra help, adapting equipment or differentiating tasks) to ensure they have equal access to the curriculum.
- Considering ways in which to support EAL children. For instance, simplifying language, using other children to translate, pre-teaching vocabulary or demonstrating rather than speaking.
- Recognising the need to extend more able pupils and refer them to the STEAM Curriculum Team so that they may then be guided to broaden their knowledge, skill and development.

We recognise computing offers particular opportunities for pupils with special educational needs and gifted and/or talented children and/or children with English as an additional language for example. computing can cater for the variety of learning styles that a class of children may possess.

Using computing can:

- increase access to the curriculum
- raise levels of motivation and self esteem
- improve the accuracy and presentation of work
- address individual needs

We aim to maximise the use and benefits of computing as one of many resources to enable all pupils to achieve their full potential. If the situation arises, the school will endeavour to provide appropriate resources to suit the specific needs of individual or groups of children.

Online Safety

There is a whole school approach to online safety. The Project Evolve programme designed by SWGfL is taught discreetly and threaded throughout the whole curriculum in all subjects. Children will have the opportunity to explore and develop their online safety knowledge and skills in a safe and supportive environment.

Internet access is planned to enrich and extend learning activities. English Martyrs' Catholic School has acknowledged the need to ensure that all pupils are responsible and safe users of the Internet and other communication technologies. An Online Safety Policy has been drawn up to protect all parties and rules for responsible internet use will be displayed next to each computer with Internet access. When children log in, the children's acceptable use policy is displayed with the child agreeing to the rules before gaining access to the computer.

See also English Martyrs' Online Safety Policy

Although the school offers a safe online environment through filtered Internet, using *Lightspeed*, access we recognise the importance of teaching our children about online safety and their responsibilities when using communication technology.

Roles and responsibilities

Senior Leadership

The overall responsibility for the use of computing rests with the senior leadership of a school. The Head, in consultation with staff:

- determines the ways computing should support, enrich and extend the curriculum;
- decides the provision and allocation of resources;
- decides ways in which developments can be assessed, and records maintained;
- ensures that computing is used in a way to achieve the aims and objectives of the school;
- ensures that there is a Computing policy, Online Safety policy, acceptable use of the internet policy;
- decides an Online Safety lead.

Curriculum Team: STEAM

There is a designated Curriculum Team, STEAM Team, to oversee the planning and delivery of computing within the school. The Curriculum Team will be responsible for:

- raising standards in computing as a National Curriculum subject;
- facilitating the use of computing across the curriculum in collaboration with all subjects co-ordinators
- providing or organising training to keep staff skills and knowledge up to date
- advising colleagues about effective teaching strategies, managing equipment and purchasing resources;
- monitoring the delivery of the computing curriculum and reporting to the head teacher on the current status of the subject.

There is a clear distinction between teaching and learning in computing and teaching and learning with computing. The Curriculum Team should identify where computing should be used in their subject schemes of work. This might involve the use of short dedicated programs that support specific learning objectives or involve children using a specific application which they have been taught how to use as part of their computing study and are applying those skills within the context of another curriculum subject.

Other Curriculum Teams work in partnership with the Steam Curriculum Team to ensure all National Curriculum statutory requirements are being met with regard to the use of computing within curriculum subjects.

The Classroom Teacher

Even though whole school co-ordination and support is essential to the development of computing capability, it remains the responsibility of each teacher to plan and teach appropriate computing activities and assist the subject leader in the monitoring and recording of pupil progress in computing.

Health and Safety

We will operate all computing equipment in compliance with Health and Safety requirements. Children will also be made aware of the correct way to sit when using the computer and the need to take regular breaks if they are to spend any length of time on computer. The Health and Safety at Work Act (1st January 1993), European Directive deals with requirements for computer position and quality of screen. This directive is followed for all administration staff. Whilst this legislation only applies to people at work, we seek to provide conditions for all children that meet these requirements. The school has an alarm system installed throughout. The files and network system are backed up regularly. The virus checker is updated regularly.

Home School Links

A school website exists. Through the website we aim to promote the school's achievements as well as providing information and communication between the school, parents and the local community. We also promote celebrations and successes of school through our Social Media Platforms (Twitter and Instagram) for which parents give permission.

Appropriate legislation, including copyright and GDPR

All software loaded on school computer systems must have been agreed with the designated person in the school. All our software is used in strict accordance with the licence agreement. We don't allow personal software to be loaded onto school computers. All data complies with GDPR regulations.

Effective and efficient deployment of computing resources

Computing resources are deployed throughout the school to maximise access, to enhance teaching and learning and to raise attainment.

To support the cross curricular nature of computing there are wireless laptops and iPads available to use. This is also used for additional tasks that require the use of computing.

A consistent interface is provided on all machines to enable familiarity and continuity with generic 'toolkit' software licensed and available on all curriculum computers in school. A curriculum 'peer to peer' network enables internet access on all machines as well as storage and access to shared files.

Management Information System (MIS)

Computing enables efficient and effective access to and storage of data for the school's management team, teachers and administrative staff.

The school complies with Local Authority requirements for the management of information in schools. The school has defined roles and responsibilities to ensure data is well maintained, secure and that appropriate access is properly managed with appropriate training provided.

As part of keeping up to date and in-line with new technological initiatives, English Martyrs' uses APPs that require and use 'Remote Cloud Storage' servers for storing data. These 'Clouds' are remote and are through reputable and approved companies. This data will include photographs and individual attainment records in some circumstances. However, all are password protected which is only available and known to staff members in our school using the storage clouds and APPs.

All data storage used complies with GDPR regulations.

Impact

The STEAM Curriculum Team will measure Impact of the implementations of the Computing curriculum in collaboration with class teachers and SLT through:

Assessment

Computing is assessed using Assessment for Learning, based on Purple Mash assessment tools and Lancashire County Council KLIPs (Key Learning Indicators in Progression). These are conducted informally by the class teacher and are used to inform future planning.

Monitoring

Monitoring computing will enable the STEAM Curriculum Team to gain an overview of computing teaching and learning throughout the school. This will assist the school in the self-evaluation process identifying areas of strength as well as those for development.

In monitoring of quality of computing teaching and learning the computing subject leader will:

- scrutinise plans to ensure full coverage of the computing curriculum requirements
- analyse children's work
- observe computing teaching and learning in the classroom
- hold discussions with teachers
- analyse assessment data

Curriculum Team responsible: STEAM Team

Policy written: November 2022

Policy agreed by Governing Body: November 2022

Policy to be reviewed: November 2023 or sooner depending on new initiatives and technologies:

Pupil Acceptable Use Policy Agreement – for younger pupils (Foundation / KS1)

To stay safe when I use computers...

- I will ask a teacher or suitable adult if I want to use the computers / tablets
- I will only use activities that a teacher or suitable adult has told or allowed me to use
- I will take care of the computer and other equipment
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong
- I will tell a teacher or suitable adult if I see something that upsets me on the screen
- I know that if I break the rules, I might not be allowed to use a computer / tablet

Signed (child):

Signed (parent):

English Martyrs' Catholic Primary School Policy for older pupils (KS2)

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital 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 will have good access to digital technologies to enhance their learning and will, in return, expect the *students / pupils* to agree to be responsible users.

Acceptable 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.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, 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 be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- 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.
- I will not use the *school / academy* systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my own personal devices (mobile phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software; however, this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will only use social media sites with permission and at the times that are allowed

When using the internet for research or recreation, I recognise that:

- I should 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 try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

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

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to sanctions. These may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.

Pupil Acceptable Use Agreement Form

This form relates to the pupil Acceptable Use Agreement, to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems. I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I use my own devices in the school (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc.
- I use my own equipment out of the school / academy in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, website etc.

Name of Pupil:

Class:

Signed:

Date:

Parent / Carer Countersignature

Acceptable 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 pupils 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.

For my professional and personal safety:

- I understand that the *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, website etc.) out of school, 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 appropriate person.

I will be professional in my communications and actions when using school 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 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.
- I will only use social networking sites in school in accordance with the school's policies.
- I will only communicate with students / pupils 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.

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 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.
- I will not use personal email addresses on the school ICT systems.
- 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 programmes)
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- 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 programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- 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.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies. 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 the School Data 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.
- I understand that data protection policy requires that any staff or pupil 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 will immediately report any damage or faults involving equipment or software; however, this may have happened.

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

- 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 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. This could include a warning, a suspension, referral to Governors and / or the Local Authority and in the event of illegal activities the involvement of the police.

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/ Governor Name:

Signed:

Date: