DIOCESE OF

ST ALBANS

MULTI-ACADEMY TRUST

Trust Policy

Pupil ICT Acceptable Use Policy (AUP) & Agreement – Primary

Policy type	**Trust wide (Tier 1)**
Review	**Every three years**
Author/Responsible Officer	Governance Officer and Partnership Education
Approved by	**Trust Board**
Date of ratification	**April 2025**
Date of next review	**April 2028**

This policy is a mandatory policy for all DSAMAT Academies and must be implemented without any amendments

Enabling all to flourish: Rooted in God's love

The Diocese of St Albans Multi Academy Trust is a company limited by guarantee.
Registered in England No 10449374 Registered Office: **Manshead CE Academy, Dunstable Rd, Caddington, Luton, LU1 4BB**

Our mission, vision and values

The Trust has a clear **mission** at its core, ensuring that all pupils are enabled to flourish, rooted in God's Love - academically, socially, spiritually, physically and mentally. This is central to our work, and rooted in our Christian foundation (John 10 v 10). Our commitment to mutual flourishing within the school community is built upon our shared belief in Church of England principles. In our Trust, just as in the wider Church of England community, 'flourish' refers to prospering, thriving and growing. It means prayerfully encouraging all within our schools so that they might prove fruitful, successful and contented in the longer term. We seek to provide space generously for all to flourish in life and all of its structures. Equitable treatment for all pupils, staff and the wider community is a core part of enabling this long term, holistic flourishing.

We have a clear **vision** about creating successful schools for the benefit of their communities and we expect every school in the Trust to continuously improve. All schools provide rich and diverse curricula which evolve to meet the needs of their children and local communities, as well as delivering educational excellence to enable them to continue to flourish in later life.

The way we work and deliver against our mission is critical to our Trust. We have shared, agreed **values** of:

Hope; Nurture; Equality; Respect; Collaboration

The Trust's vision is underpinned by a Christian values framework which is adopted by all schools. It provides clear expectations for all Trust employees on how we wish our values to impact on all areas of school life. It draws on, and is informed by, the National Church of England Vision for Education and the Diocesan Board of Education Vision.

Each school within the Trust has a personalised vision for education, developed locally to reflect the individual character and needs of the school community. This vision is underpinned by the Trust's wider vision, and agreed with the Trust, but it is owned and driven by the headteacher and their LGB.

Our community

The Trust are dedicated to delivering education that serves local communities. Our schools are inclusive, welcoming those from all and no faiths, from all abilities and backgrounds. We believe in providing a high-quality education, underpinned by Christian values, which enables every child to flourish.

Underpinning all of the Trust's work is a belief in educational excellence. The Trust serves all stakeholders by providing schools with the highest levels of academic rigour and pastoral care.

Our schools are places where children and young people develop and thrive intellectually, socially, culturally, and spiritually. All of the Trust's schools teach a broad and balanced curriculum within national guidelines focusing on core skills. This is designed to ensure that all pupils reach their academic potential and seek to enrich their experience along the way. Pupils will be enabled to

succeed in an atmosphere of high expectation, aspiring to educational excellence with a firm foundation of values.

This policy forms part of our Trust governance and ensures that we are held to the highest standards as we carry out our duties.

Statement of Intent

This is the Diocese of St Albans Multi-Academy Trust (DSAMAT) over-arching Primary Pupil Acceptable Use Agreement and must be implemented and adhered to in each of the academies within the Diocese of St Albans Multi Academy Trust along with those working within the central team.

This policy will also be implemented and adhered to from the first day of any other school joining the Trust.

For the remainder of this document, the Diocese of St Albans Multi Academy Trust will be referred to as DSAMAT.

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Pupil ICT Acceptable Use Policy

1. Purpose

This Acceptable Use Policy sets out the rules students must follow when using the school's IT systems, including computers, the internet, email, Microsoft Teams, Microsoft 365, Google Workspace, and all other digital tools provided by the school. Our aim is to ensure IT is used safely, responsibly, and respectfully to support your learning.

2. General Rules

- You must only use school IT systems for educational purposes.
- You must follow staff instructions when using computers or other digital devices.
- Always treat IT equipment with care and report any damage or issues immediately.

3. Passwords and Accounts

- You are responsible for keeping your login details safe.
- You must not share your password with anyone, including friends or family.
- Passwords must be complex. This means:
    - At least 8 characters long
    - Include both upper- and lower-case letters
    - Include numbers
    - Include at least one special character (e.g., !, @, #, $)
    - Do not use obvious passwords like your name, the word "password", or "123456".
- If you think someone else knows your password, report it and change it immediately.

4. Internet, Email & Microsoft Teams Use

- You must only access appropriate websites and platforms that are allowed by the school's filtering systems.
- Do not try to bypass or tamper with filtering, firewalls, or other security measures.
- Use your school email account, Microsoft Teams, and other communication tools responsibly. This includes:
    - Only post/send messages that are respectful, relevant, and appropriate.
    - Do not use Teams to chat socially or disrupt classes.
    - Keep your microphone and camera use appropriate and follow teacher instructions during online lessons.

5. Downloading & File Storage

- Do not download large files (such as games, videos, or software) that are not needed for schoolwork.
- Downloading large, unnecessary files can slow down the school's internet for everyone.
- Only store files related to your schoolwork on your school account or device.

6. Online Behaviour

- Cyberbullying will not be tolerated under any circumstances.
- Do not post, send, or share inappropriate, offensive, or illegal content.
- Be respectful and kind in all your digital interactions, whether through email, Teams, Google Classroom, or other platforms.

7. Personal Devices

- You must follow the school's rules on the use of mobile phones or personal devices.
- Personal devices must not be connected to the school's Wi-Fi or network unless specific permission has been given.

8. Data Protection and Privacy

- Never attempt to access or change someone else's files or accounts.
- Do not download or install software, apps, or extensions unless instructed to by a teacher.
- Always comply with General Data Protection Regulations and do not share personal information such as name, phone number or address
- Always comply with Copyright Law and do not copy material without permission and reference to the original source
- Always respect the privacy of others and the security of school data.

9. Cyber Threats

One of the most common cyber threats is a phishing attack. These will be carefully crafted emails to mislead you into entering private credentials, such as your username and password. Once this information has been entered, the strength of the password will be irrelevant and it will allow criminals access to your email and files, and potentially those of others. If you receive an unexpected email or an email that you don't believe is genuine, please follow the below steps:

1. Ensure that no links in the E-Mail are clicked
2. Forward the E-Mail to support@partnership.education (this will raise a ticket on the Helpdesk and the email content can be scanned to confirm its genuine)
3. If you believe it is malicious delete it from your inbox

4. If the email is deemed malicious and the sender is not genuine the email address will be added to the blocked senders list to prevent future emails
5. If for any reason you do click a link / enter your credentials, please contact the IT Helpdesk immediately so that additional security measures can be implemented asap. The faster the issue is raised the greater chance of preventing malicious activity

10. Consequences for Misuse

- If you misuse the school's IT systems or break this policy, you may face:
    - Temporary or permanent loss of access to IT systems
    - Contact with parents/carers
    - Detentions or other school sanctions
    - In serious cases, involvement of the police or other authorities

11. Agreement

All students must read and agree to this policy before being allowed to access school IT systems. If you are unsure about anything in this policy, please ask a teacher or the IT support team.

Pupil ICT Acceptable Use Agreement - Primary

This is how we stay safe when we use computers:

- I will keep my passwords a secret.
- I will make sure that all the messages I send are polite.
- I will not tell people about myself online (I will not tell them my name, phone number, anything about my home, family, pets and school)
- I will ask a teacher or suitable adult if I want to use the computers
- 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 not bring any Smart Technology to school (Smartwatches, Mobile phones, iPads etc) unless this is for an agreed school purpose, I will also accept this technology to remain in the care of teachers when not in use for the agreed purpose
- 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 will never agree to meet a stranger.
- I know that my teacher can check what I do online and that if I break the rules, I might not be allowed to use a computer.
- I will not click on any links or open any attachments on emails where I am not certain that the email is genuine. If in doubt I will always check with my teacher. If I accidentally click on a link or open an attachment, I will tell my teacher immediately so that the appropriate action can be taken quickly to reduce the risk of malicious activity.

Signed (pupil): …….. Date: .....

Name (pupil): ……..

Signed (parent / carer): …….. Date .....

Name (parent/ carer): ……..

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Parent / Carer ICT Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, both within schools and outside school.

These technologies provide powerful tools, which open up new opportunities for everyone. They 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 ICT Acceptable Use Policy is intended to ensure:

- that young people 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 parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

As the parent / carer, I understand that the school has discussed the Pupil ICT Acceptable Use Policy and Agreement with my son /daughter as part of whole school commitment to e-Safety both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems.

I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the Internet.

I understand that my child's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Pupil ICT Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-Safety.

Signed (parent / carer): ……. Date…….

Parent / Carer's Name .....

Pupil Name .....

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