



Southdown Primary School



Acceptable Use Policy 2026

Chair of Governors: 	Headteacher: 
Ratified on: 29 th April 2026	Review by: Summer Term 2027

Southdown Primary School

Acceptable Use Policy

Staff and Volunteers

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone.

These technologies can stimulate discussion, promote creativity, and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times during use.

The acceptable use policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal, and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of technology in their everyday work.

Southdown Primary School will endeavour to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities and will, in return, expect staff and volunteers to agree to be responsible users.

Staff and Volunteers 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 learners receive opportunities to gain from the use of digital technology. I will, where possible, educate the children and young people in my care in the safe use of digital technology and embed online safety in my work with children and young people.

For my professional and personal safety:

- I understand that the school/LA 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, e-mail, VLE etc.) out of school, and to the transfer of personal data (digital or paper based) out of the 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 have access to 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 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 express permission to do so. Where these images are published (e.g. on the school website/VLE) it will not be possible to identify by name, or other personal information, those who are featured. The only exception to this will be with written permission from the person in advance of posting and only in exceptional circumstances.
- I will only use social networking sites in the school in accordance with school policies and only for school purposes (e.g. School Facebook posts). I will only access personal social networking sites during non-working time e.g. lunch; and only from a personal device. I will not post to personal social media regarding my work in school unless this is generic in nature.
- I will not identify Southdown Primary School as my employer on social media/networking sites.
- I will only communicate with learners and parents/carers using official school systems i.e. ClassDojo, Schoolcomms and Hwb email. Any such communication will be professional in tone and manner. All written communications will go through the school office. SeeSaw / GoogleClassroom / Hwb and other VLE platforms will only be used for educational purposes with pupils, not for communication with parents.
- I will not engage in any online activity that may compromise my professional responsibilities at any time.

The school has the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my personal mobile devices 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 only use personal e-mail addresses on the school ICT systems for professional reasons.
- I will not open any hyperlinks in e-mails or any attachments to e-mails, unless the source is known and trusted, or if I have any concerns about the validity of the e-mail (due to the risk of the attachment containing viruses or other harmful programmes). If I inadvertently open something that potentially contains a virus or other harmful programme, I will immediately report this to the Headteacher or Deputy Headteacher.
- I will ensure that my data is regularly backed up, in accordance with relevant school policies. I am aware that my primary back-up for Cloud Storage is my personal server on the school's internal network. [School policy is for Cloud storage (GoogleDrive/OneDrive School accounts) to be used and external storage i.e. memory keys/hard drives, only for backup. Where this hardware is used for back-up the device will either be encrypted (password protected) or have only generic information e.g. worksheets on them. At no point will personal or identifying information be held on an unencrypted device].

- I will not try to upload, download, or access any materials which are illegal (child sexual abuse images, criminally racist material, terrorist or extremist 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 (without prior 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, without permission and these programmes having gone through due diligence for security.
- 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 is outlined in the school's Data Policy (or other relevant policy). Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based documents containing personal data must be held in lockable storage.
- I understand that data protection policy requires that any staff or learner 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.
- I will follow Welsh Government/LA and School guidance on using AI technology and will use recommended AI technology only. I will not use Chat GPT in school.

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 the 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 recognise that I should follow the use of Social Media EWC Code of Professional Conduct and Practice <https://www.ewc.wales/site/index.php/en/documents-eng/fitness-to-practise/good-practice-guides/46-using-social-media> In particular: "Conduct yourself online in a way which does not call into question your position as a professional".
- I understand that if I fail to comply with this acceptable use agreement, I could be subject to disciplinary action. This could include a verbal warning; a written warning; a referral to Governors which may result in suspension; referral to the local authority and in the event of illegal activities the involvement of the police.

Staff and volunteers will be asked to sign to say that they agree to the following statement: I have read and understand the Acceptable Use Policy agreement and agree to use the school digital technology systems (both in and out of the school) and my own devices (in the school and when carrying out communications related to the school) within these guidelines.

Pupils

Southdown Primary School is committed to safeguarding and promoting the welfare of children. All pupils use computer facilities including Internet access as an essential part of learning, as required by the national curriculum, therefore, gaining pupils' and parents' agreement to online safety rules is important.

This permission is to be obtained from parents when their child starts school and children will be reminded of the expectations at the start of each new school year.

A list of pupils whose parents have not consented for Web publication of works and photographs and for internet access will be held in the office for staff to refer to when appropriate.

As part of GDPR regulations parent consent will be sort for all pupils who use their access to the educational tools via the Hwb network are required to sign the Hwb data protection agreement. See also Data Protection Policy

Appendix 1: Use of Internet and Email in School Letter

Appendix 2: Learner Acceptable Use Agreement Reception to Year 2

Appendix 3: Learner Acceptable Use Agreement Year 3 to Year 6

Appendix 4: Parent/Carer Acceptable Use Agreement

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Appendix 8: Acceptable Use Agreement for Hwb

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Appendix 10: Users Actions

Appendix 11: Responding to incidents

Appendix 1: Use of Internet and Email in School Letter

Ysgol Gynradd Southdown
Linderick Avenue
Bwcle
Sir y Fflint
CH7 2NP
Ffôn: 01244 544473



Southdown Primary School
Linderick Avenue
Buckley
Flintshire
CH7 2NP
Phone: 01244 544473
Epost: somail@hwbcymru.net
Email: somail@hwbcymru.net

Miss Charlotte Luke
Headteacher/Pennaeth

www.southdownprimaryschoolbuckley.co.uk

Dear Parent/Guardian,

Use of Internet and Email in School

As part of the school's information and communications technology (ICT) programme, we offer pupils supervised access to the Internet and email. Before the school allows students to use these facilities, parental permission must be obtained. Where appropriate, both pupils and parents must sign and return an Internet and Email Use Permission Form as evidence of their acceptance of the school's Rules for Responsible ICT Use. Copies of both are enclosed with this letter.

Various projects have proven the educational benefits of Internet and email access, which enable pupils to explore a wide range of information sources, and communicate and collaborate with other learners throughout the world. Although there are concerns about children having access to inappropriate material via the Internet, the school takes a range of measures to minimise these risks. A filtering system managed by the LA is in operation, which restricts access to inappropriate materials, and this is supplemented by a school e-safety programme for all pupils which teaches the safe and appropriate behaviours to adopt when using the Internet, email and other technologies. All email is checked for unsuitable content and images, including within attachments and such email is stopped.

Although Internet use is supervised and filtered within our school, families should be aware that some pupils may find ways to access material that is inaccurate, defamatory, illegal, or potentially offensive to some people. As with any other area, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources at home. The school therefore supports and respects each family's right to decide whether or not to grant consent for access.

During school, teachers will guide students towards appropriate material. At home, families bear the same responsibility for guidance as they exercise with other information sources such as television, telephones and gaming devices.

If you decide to support your child's application for access to the Internet, please read the Learner Acceptable Use Agreement which will be shared with your child in school, complete and sign the enclosed permission form and return it to school. Should you wish to discuss any aspect of Internet use please contact the school to arrange an appointment.

Yours sincerely

Charlotte Luke
Headteacher



Southdown Primary School

Learner Acceptable Use Reception to Year 2

This is how we stay safe when we 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 computers/tablets 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): _____



Southdown Primary School

Learner Acceptable Use Year 3 to Year 6

When I use devices, I must behave responsibly to help keep me and other users safe online and to look after the devices.

For my own personal safety:

- I understand that what I do online will be supervised and monitored and that I may not be allowed to use devices in school unless I follow these rules and use them responsibly
- I will only visit internet sites that adults have told me are safe to visit
- I will keep my username and password safe and secure and not share it with anyone else
- I will be aware of “stranger danger” when I am online
- I will not share personal information about myself or others when online
- If I arrange to meet people off-line that I have communicated with online, I will do so in a public place and take a trusted adult with me
- I will immediately tell an adult if I see anything that makes me feel uncomfortable when I see it online.

I will look after the devices I use, so that the school and everyone there can be safe:

- I will handle all the devices carefully and only use them if I have permission.
- I will not try to alter the settings on any devices or try to install any software or programmes.
- I will tell an adult if a device is damaged or if anything else goes wrong.
- I will only use the devices to do things that I am allowed to do

I will think about how my behaviour online might affect other people:

- When online, I will act as I expect others to act toward me.
- I will not copy anyone else’s work or files without their permission.
- I will be polite and responsible when I communicate with others and I appreciate that others may have different opinions to me.
- I will not take or share images of anyone without their permission.

I know that there are other rules that I need to follow:

- I will only use my own personal devices (mobile phones/USB devices etc.) in the school if I have permission. If I am allowed, I still have to follow all the other school rules if I use them.
- I will not access any social media sites at any time whilst within school
- 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 is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
- I should have permission if I use the original work of others in my own work.

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

- I know that I am expected to follow these rules in school and that I should behave in the same way when out of school as well.
- I understand that if I do not follow these rules, I may be subject to disciplinary action. This could include loss of access to the school network/internet, loss of break periods, suspensions, parents/carers contacted and in the event of illegal activities involvement of the police.

Learner Acceptable Use Agreement Form

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 am out of school and involved in any online behaviour that might affect the school or other members of the school.

Name of Learner: _____

Class: _____

Signed: _____

Date: _____

Parent/Carer Countersignature _____

Appendix 4: Parent/Carer Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, both within and outside schools. 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 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 online safety and are involved in the education and guidance of young people with regard to their online behaviour.

The school will try to ensure that learners will have good access to digital technologies to enhance their learning and will, in return, expect the learners to agree to be responsible users. A copy of the learner acceptable use agreement is attached to this permission form, so that parents/carers will be aware of the school expectations of the learners in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

Online Safety: Acceptable Use Permission Form

Name(s) of Learner _____

As the parent/carers of the above learners, I give permission for my child to have access to the internet and to ICT systems at school.

- I understand that the school has discussed the acceptable use agreement with my child and that they have received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of the 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 systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
- I understand that my child's activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the acceptable use agreement.
- 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 online safety.

Parent/Carers Name: _____

Parent/Carer signature _____ Date: _____

Appendix 5: Parental consent form for media and correspondence

Southdown Primary School: Parental consent form for media (including images and video) and correspondence.

Name of the child's Parent or guardian: _____

Name of Child: _____

School: **Southdown Primary School**

We frequently take photographs and videos of the children at our school. The media collected are our records of the pupils' achievements and progress within school and outside of school on school trips etc. and are for educational purposes only. We may use these images and videos in a variety of different capacities:

- Website and School prospectus for promotional purposes.
- The media. (Newspapers and television programmes.)
- Class Dojo and SeeSaw
- Social media platforms (E.g. X/Twitter and Facebook)
- School to school conferences via SKYPE.

To comply with the Data protection Act 1998 and the new GDPR rules which came into force from the 25th May 2018, we need your permission before we can use this media in any of the above capacities.

Please return the completed form to the school as soon as possible.

	Please circle your answer	
	YES	NO
1. May we use your child's photograph/video on our school website and in our school prospectus?	YES	NO
2. May we use your child's photograph/video on social media platforms? (Facebook)	YES	NO
3. May we use your child's photograph/video on Class Dojo/SeeSaw?	YES	NO
4. May we use your child's photograph/video in the Newspaper and other media?	YES	NO

Conditions

- Please note that the **class story** within your **child's Class Dojo** can only be viewed by the parents/guardians of that class and teaching staff within school. It is not accessible on the world wide web.
- Please note that your **child's individual Dojo story** can only be viewed by yourself and teaching staff within school. It is not accessible on the world wide web.
- Please note that photographs placed on the **Dojo school story** can be viewed by all parents in school that choose to have access to the Class Dojo. It is not accessible on the world wide web.
- Please note that the school website and social media platforms such as Twitter and Facebook, can be viewed throughout the world and not just in the United Kingdom where UK law applies.
- Please note that we will not use an image of your child in conjunction with their personal details.

I have read and understood all the information provided, along with the conditions. I understand that if I wish to withdraw my consent then I must inform the school of this decision in writing.

I agree that any photos or videos that I take of my child at organised events within the school capacity (e.g. Sports Day, Class Assembly, Sporting activities, Christmas concerts) that include other children, will be used for personal use only and not posted on any Social Media platform. If I do share images of my child on any Social media platform that include media of other children, I will be in breach of GDPR regulations.

I also agree to receiving correspondence from Southdown Primary School via my personal email.

Parent/Guardian signature: _____ Date: _____

Name (in block capitals): _____ Relationship to child: _____

Email address: _____



Conditions of Use

1. This form is valid for the period of time your child attends this school. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves this school.
3. We will not use the personal details or full names (which means first name **and** surname) of any child or adult in a photographic image on video, or our website or virtual learning environment, in our school prospectus or in any of our other printed publications.
4. We will not include personal email or postal addresses, or telephone or fax numbers on video, or our website, in our school prospectus or in other printed publications.
5. If we use photographs of individual pupils, we will not use the full name of that child in the accompanying text or photo caption.
6. If we name a pupil in text, we will not use a photograph of that child to accompany the article.
7. We may include pictures of pupils and teachers that have been drawn by pupils.
8. We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.
9. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

Appendix 6: Letter re: Hwb Learning Platform

Ysgol Gynradd Southdown
Linderick Avenue
Bwcle
Sir y Fflint
CH7 2NP
Ffôn: 01244 544473



Southdown Primary School
Linderick Avenue
Buckley
Flintshire
CH7 2NP
Phone: 01244 544473
Epost: somail@hwbcymru.net
Email: somail@hwbcymru.net

Miss Charlotte Luke
Headteacher/Pennaeth

www.southdownprimaryschoolbuckley.co.uk

Dear Parent/Guardian,

In May 2018, changes came into effect regarding GDPR (General data protection regulations).

Your child currently has access to the Hwb Digital Learning Platform. They have access both at school and at home. This is a resource that is funded by the Welsh Government and **has no cost for either you or school**. The use of Hwb and its' tools have transformed the learning environment over the last two years, allowing the 'Digital Curriculum' to be delivered, to enrich your child's learning and provide them with life-long skills.

As a result of changes in GDPR, **we need to gain renewed consent from you to allow your child to continue to access the Hwb Learning Platform and the tools that it provides**. The tools they can currently access include Hwb classes, Microsoft Office 365, J2e and other relevant services. Google for Education will also be made available to your child in preparation for the new academic year. As a school we will be piloting the use of Google for Education as part of the Hwb Platform. This is an exciting opportunity for your child.

Mandatory Personalised Assessments which applies to children in Years 2 to 6 must also be completed by all children via the platform.

Please be aware that failure to provide consent will result in your child being unable to access the additional Hwb tools both at school and at home. However, we will still share information with the Welsh Government about your child via a secure log in for the Hwb platform, when your child completes their personalised assessment.

Therefore, we ask that you sign and complete the two forms -Data sharing agreement and Acceptable use of Hwb.

Thank you for your continued support. If you have any questions, please do not hesitate to contact school.

Yours Sincerely,

Miss Courtney Say
Digital Learning Leader

Appendix 7: Data sharing consent form for Hwb

SOUTHDOWN PRIMARY SCHOOL

Data sharing consent form for the Hwb platform.

The Hwb platform provides all maintained schools in Wales with access to a wide range of centrally funded, bilingual digital tools and resources to support the digital transformation of classroom practices. The Hwb platform is managed and operated by the Welsh Government.



All pupils in maintained schools in Wales must be provided with a secure log-in to the Hwb platform. **This is because mandatory reading and numeracy tests (Year 2 onwards) are completed online and must be completed by each pupil via the platform.** In order to provide your child with a secure log-in, the school will be sending basic information to the Welsh Government. The log-in will allow your child to take the mandatory online assessments, known as **‘personalised assessments’**.

For more information about the Hwb platform and how information about your child is used, please see <https://hwb.gov.wales/privacy>.

For more information about the online personalised assessments, please see <http://learning.gov.wales/resources/collections/national-reading-and-numeracytests?lang=en#collection-2>

Additional services

If you agree, Welsh Government can also provide your child with access, via the Hwb platform, to a variety of additional services which are provided by other organisations. These include online learning environments such as **Hwb Classes, Microsoft Office 365, Google for Education, and other relevant educational tools and resources.** Welsh Government is making these additional services available to help your child access educational resources. These additional services are centrally funded and there is **no cost for you or for your school** to access and use them.

Please be aware that failure to provide consent will result in your child being unable to access the additional Hwb tools both at school and at home.

Welsh Government will only provide access to these additional services if you sign the form below to indicate your agreement.

Your agreement

If you agree:

- We will tell Welsh Government to provide access to the additional services.
- Welsh Government will share information about [you/your child] with its service providers, including Microsoft and Google Education, in order to enable access to the additional services

If you do not agree, we will still share information about [you/your child] with Welsh Government to set up a secure log-in for the Hwb platform, but [you/your child] will not be able to access the additional services.

If you wish to withdraw your consent, please contact the head teacher.

Please sign and date this form if you agree to the above.

Signed **Name (Parent/Guardian)**

Date **Name of child**

Appendix 8: Acceptable Use Agreement for Hwb

SOUTHDOWN PRIMARY SCHOOL

Acceptable use agreement for Hwb.

Remember, anything you do on Hwb should have an educational purpose. You should not regard any of your activity as private or confidential.



- Be a positive role model in how you use digital technologies including Hwb.
- Keep your username and password safe. You are responsible for anything that happens under your account. Report to your Hwb administrator if you suspect that your username and password have been compromised.
- If you share external links within Hwb then you deem that the content of the external website is age appropriate and has an educational purpose, e.g. YouTube.
- You may not access, distribute or place material on Hwb that is in breach of the statutory rights of copyright owners.
- Protect the school community by reporting anything you see that might cause upset or harm to yourself, other learners or teachers in the school. You are expected to demonstrate a professional approach and respect for learners and their families and for colleagues and the school while online.
- Creation or transmission of any offensive, obscene or indecent images, data or other material is prohibited. Content relating to or supporting illegal activities may be reported to the authorities.
- Personal use of your mailbox and cloud storage is to be avoided. E-mails may be monitored.
- Comply with the terms and conditions for use of Hwb (<https://hwb.gov.wales/support-centre/trust-centre/data-protection/terms-and-conditions>)
- Always keep another local copy of your essential work that you store on the cloud.

Unacceptable use within Hwb (as highlighted but not limited to that above) might result in actions taken in line with your organisation's Behaviour or Disciplinary Policy.

Cross out as appropriate.

I do/do not agree to the terms of use as outlined above.

Full name of user: _____

Date: _____

Signature: _____

Appendix 9: Privacy Notice

Southdown Primary School Privacy Notice

(What Southdown Primary School does with the information held on pupils and parents)

This notice tells you about what Southdown Primary School does with your child's personal and performance information (data), and any personal information (data) relating to you as parent / guardian.



The Collection of Personal Information

Southdown Primary School collects information about pupils and their parents or legal guardians during the school year. Flintshire County Council and Welsh Assembly will receive information on pupils from Southdown Primary School normally as part of what is called the Pupil Level Annual Schools Census (PLASC) which takes place in January each year.

Personal information held

The personal information that will be held includes;

- personal details such as name, address, date of birth, contact details for parents and guardians and also pupil's photographs.
- information on performance in internal and national assessments
- information on the ethnic origin and national identity of pupils
- details about pupil's immigration status
- medical information needed to keep pupils safe while in the care of the school
- information on attendance and any disciplinary action taken
- information about the involvement of social services with individual pupils where this is needed for the care of the pupil.

Southdown Primary School will ensure that information is accurate and secure.

The use made of this personal information

Welsh Government uses the information collected to do research, primarily to inform educational policy changes and funding. The research is done in a way that ensures individual pupils cannot be identified. Flintshire County Council also uses the personal information collected to do research. It uses the results of the research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets.

Southdown Primary School may use personal information to contact parents and guardians by phone, mobile phone or email.

Southdown Primary School and Flintshire County Council will use the information collected to administer the education it provides to pupils. For example;

- the provision of educational services to pupils
- monitoring and reporting on pupil's educational progress
- the provision of welfare, pastoral care, and health services; SEN and transport requirements
- exclusions and attendance
- the giving of support and guidance to pupils their parents and legal guardians
- the organisation of educational events and trips
- planning and management of the school
- recording of monetary payments to and from pupils/students and parents/guardians.

Organisations who may share personal information

Information held by Southdown Primary School, Flintshire County Council and Welsh Assembly on pupils, their parents or legal guardians may be shared with other organisations when the law allows, for example with;

- bodies doing research for the Welsh Assembly and Flintshire County Council so long as steps are taken to keep the information secure
- central and local government for the planning and provision of educational services
- social services and other health and welfare organisations where there is a need to share information to protect and support individual pupils
- various regulatory bodies, such as ombudsmen, inspection authorities and Government fraud initiatives, where the law requires that information be passed on so that they can do their work.

Your rights as an individual under the Data Protection Act 1998

The Data Protection Act 1998 gives individuals certain rights in respect of personal information held on them by any organisation. These rights include:

- the right to ask for and receive copies of the personal information held, although some information can sometimes be legitimately withheld
- the right, in some circumstances, to prevent the processing of personal information if doing so will cause damage or distress
- the right to ask for wrong information to be put right
- the right to seek compensation for damages caused by a breach of the Act.
- in some circumstances a pupil's parent or legal guardian may have a right to receive a copy of personal data held about a pupil in their legal care. Such cases will be considered on an individual basis where the individual is deemed to have insufficient understanding of their rights under the Act.

Seeking further information

For further information about the personal information collected and its use, if you have concerns about the accuracy of personal information, or wish to exercise your rights under the Data Protection Act 1998, you should contact either:

- Miss C Luke, Headteacher, Southdown Primary School 01244 544473
- Data Protection Officer for Southdown Primary School Contact through school

Information can also be sought from:

Information Commissioner's office 01625 545 745

www.informationcommissioner.gov.uk

Appendix 10: Users Actions

User actions		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
<p>Users shall not access online content (including apps, games, sites) to make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:</p>	<p>Any illegal activity for example:</p> <ul style="list-style-type: none"> ● Child sexual abuse imagery* ● Child sexual abuse/exploitation/grooming ● Terrorism ● Encouraging or assisting suicide ● Offences relating to sexual images i.e., revenge and extreme pornography ● Incitement to and threats of violence ● Hate crime ● Public order offences - harassment and stalking ● Drug-related offences ● Weapons / firearms offences ● Fraud and financial crime including money laundering <p>N.B. Schools should refer to guidance about dealing with self-generated nude and semi-nude images (sometimes referred to as 'sexting') - Sharing nudes and semi-nudes: Responding to incidents and safeguarding children and young people.</p>					X
<p>Users shall not undertake activities that might be classed as cyber-crime under the Computer Misuse Act (1990)</p>	<ul style="list-style-type: none"> ● Using another individual's username or ID and password to access data, a program, or parts of a system that the user is not authorised to access (even if the initial access is authorised) ● Gaining unauthorised access to school networks, data and files, through the use of computers/devices ● Creating or propagating computer viruses or other harmful files ● Revealing or publicising confidential or proprietary information (e.g., financial / personal information, databases, computer / network access codes and passwords) ● Disable/Impair/Disrupt network functionality through the use of computers/devices ● Using penetration testing equipment (without relevant permission) <p>N.B. Schools will need to decide whether these should be dealt with internally or by the police. Serious or repeat offences should be reported to the police. Under the Cyber-Prevent agenda the National Crime Agency has a remit to prevent learners becoming involved in cyber-crime and harness their activity in positive ways – read more about this: NCA Cyber Choices Programme</p>					X

User actions		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
Users shall not undertake activities that are not illegal but are classed as unacceptable in school policies:	Accessing inappropriate material/activities online in a school setting including pornography, gambling, drugs. (Informed by the school's filtering practices and/or AUAs)				X	
	Promotion of any kind of discrimination				X	
	Using school systems to run a private business				X	
	Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school				X	
	Infringing copyright				X	
	Unfair usage (downloading/uploading large files that hinders others in their use of the internet)			X	X	
	Any other information which may be offensive to others or breaches the integrity of the ethos of the school or brings the school into disrepute				X	

Acceptable use of devices	Staff and other adults				Learners			
	Not allowed	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission/awareness
Online gaming	X				X			
Online shopping/commerce			X		X			
File sharing		X					X	
Social media			X		X			
Messaging/chat			X		X			
Entertainment streaming e.g. Netflix, Disney+		X			X			
Use of video broadcasting, e.g. YouTube, Twitch, TikTok		X					X	
Mobile phones may be brought to school		X						X
Use of mobile phones for learning at school			X		X			
Use of mobile phones in social time at school		X			X			
Taking photos on mobile phones/cameras			X		X			
Use of other personal devices, e.g. tablets, gaming devices			X		X			
Use of personal email in school, or on school network/wi-fi			X		X			
Use of school email for personal emails	X				X			

Appendix 11: Responding to incidents

Responding to incidents of misuse – flow chart

