



ARCHIPELAGO FOLKSCHOOL

Archipelago Folkschool Acceptable Use Policy

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The Acceptable Use Policy (AUP) will aim to:

Safeguard children and adults at risk of harm by promoting appropriate and acceptable use of information and communication technology (ICT), outline the responsibilities of all individuals who have access to and/are users of work related ICT systems, and ensure all ICT users have an awareness of risk, a clear understanding of what constitutes misuse, and the sanctions that may be applied.

Scope

The AUP will apply to all individuals who have access to and/or are users of work- related ICT systems. This will include directors and employees of Archipelago Folkschool, volunteers, and self-employed staff, but this list is not exhaustive.

Roles and responsibilities

Online Safety Coordinator: the online safety coordinator has overall responsibility for ensuring that online safety is an integral part of everyday safeguarding practice. This will include ensuring that:

- Employees and directors receive the appropriate training, guidance, time and resources to effectively implement online safety policies and procedures.
- The AUP is implemented, monitored and reviewed regularly, and that all updates are shared with relevant individuals at the earliest opportunity.
- Monitoring procedures are open and transparent.
- Allegations of misuse or known incidents are dealt with appropriately and promptly, in line with agreed protection policies and procedures, and in liaison with other agencies where applicable.
- Effective online safeguarding support systems are put in place, for example, filtering controls, secure networks and virus protection.

Designated Protection Officer: the Designated Protection Officer must be a member of the management team who has relevant, current and practical knowledge and understanding of child protection and online safety. Access to an individual holding this role should be available at all times, including where necessary the use of a designated deputy. The Designated Protection Officer will be responsible for ensuring:

- Agreed policies and procedures are implemented in practice.
- All updates, issues and concerns are communicated to all ICT users.
- The importance of online safety in relation to safeguarding is understood by all ICT users.
- The training, learning and development requirements of all staff are monitored and additional training needs identified and provided for.
- An appropriate level of authorisation is given to ICT users. Not all levels of authorisation will be the same – and this will depend on the position, work role and experience of the individual concerned. In some instances, explicit individual authorisation must be obtained for specific activities where deemed appropriate.
- Any concerns and incidents are responded to in a timely manner in line with agreed procedures.
- A safe ICT learning environment is promoted and maintained.

Archipelago Folkschool Staff: Archipelago Folkschool staff will ensure:

- The timely reporting of concerns in relation to alleged ICT misuse or known incidents, subject to agreed procedures.
- Awareness is raised of any new or potential issues, and any risks which could be encountered as a result.
- Children and adults at risk of harm are supported and protected in their use of online technologies – enabling them to use ICT in a safe and responsible manner.
- Online safety information is presented to children as appropriate for their age and stage of development.
- Children know how to recognise and report a concern.
- All relevant policies and procedures are adhered to at all times, and training is undertaken as appropriate.

Children and Young People: children and young people should be encouraged to:

- Be active, independent and responsible learners, who contribute as appropriate to policy and review.
- Abide by the Online Safety Agreement for Young People.
- Report any concerns to a trusted adult.

Parents and Carers: parents and carers will be required to sign the Online Safety Agreement for Young People and to share responsibility for their actions and behaviours. A copy of an Online Safety Agreement for Young People will be provided to parents and carers on enrolment of their child. This will be reviewed regularly. It is an expectation that parents and carers will explain and discuss the Online Safety Agreement with their child to ensure that it is understood

and agreed. Children and young people will also be encouraged to sign the Online Safety Agreement alongside their parents or carers where appropriate. Records of all signed agreements will be kept securely.

Acceptable use by directors, staff, freelancers and volunteers:

Directors, staff, freelancers and volunteers should be enabled to use work based online technologies:

- To access age appropriate resources for children and young people.
- For research and information purposes.
- To facilitate or participate in online activities.
- To update Archipelago Folkschool's social media accounts (depending on role).

All directors, staff, freelancers and volunteers will be subject to authorised use as agreed by the Designated Protection Officer. They should be provided with a copy of the Acceptable Use Policy and an Acceptable Use Agreement, which they must sign, date and return. A signed copy should be kept securely on file. All computers and related equipment that can access personal data should be locked when unattended to prevent unauthorised access. For salaried staff, the use of personal technologies is subject to the authorisation of senior management, and such use should be open to scrutiny, monitoring and review. We recognise that for sessional staff, the use of personal technologies may be required. On any occasion where you need to store personal information this can be passed to the appropriate Archipelago Folkschool staff member who can store this information safely on Archipelago Folkschool's secure Google Drive.

In the event of misuse by staff, their managers, freelancers and/or volunteers

In the event of an allegation of ICT misuse by directors, staff, freelancers and/or volunteers, a report must be made immediately to the Designated Protection Officer. If you have observed any member of the organisation acting in a way that has caused you to be concerned, you should contact the Designated Protection Officer and outline your concerns and the basis for them. The Protection Officer will take your concerns seriously, and decide on an appropriate course of action. This may involve the use of the organisations disciplinary procedures and/ or a referral to Social Work Services or to the Police. If the concerns involve the Designated Protection Officer, this should be reported to the managing director (Ben Wilde), to a member of the organisation's board of directors, to Social Work Services, Police Scotland, or to the NSPCC Helpline (0808 800 5000).

Acceptable use by children and young people:

An Online Safety Agreement should be used to inform children and young people of behaviours which are appropriate and others which are deemed unacceptable. This will allow children and young people to take some degree of responsibility for their own actions when using ICT, understanding the risks and likely sanctions. The Online Safety Agreements are shared and agreed with children as well as parents and carers in advance of any activities starting.

In the event of misuse by children and young people

Should a child or young person misuse ICT, the following sanctions will be applied:

- **Step 1:** In the event of deliberate misuse, the parent/carer will be informed of the issue. The child or young person may be temporarily suspended from a particular activity.
- **Step 2:** Further incidents of misuse could lead to the child or young person being suspended from accessing Archipelago Folkschool's activities for an increased period of time. The parent or carer will be invited to discuss the incident in more detail with a staff member and the most appropriate course of action will be agreed.
- **Step 3:** The sanctions for misuse can be escalated at any stage, if considered necessary. In the event that misuse is deemed to be of a serious nature, steps 1 and 2 can be omitted. If a child or young person is considered to be at risk of significant harm, the **Policy and Procedures for Protection of Children and Adults at Risk of Harm** must also be applied. Allegations of serious misuse will be reported to the most appropriate agency by the Designated Protection Officer.

In the event that a child or young person accidentally accesses inappropriate material, this must be reported immediately to the staff member overseeing the activity. Appropriate action should be taken by a responsible adult to hide or minimise the window. Responsible adults should be advised that best practice dictates the device should not be switched off, nor the page closed, in order to allow investigations to take place. The incident should be recorded and reported to the Designated Protection Officer.

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