



Acceptable Use Policy

Introduction

This policy outlines the acceptable use of ICT equipment at our school by staff, volunteers and pupils. It also includes use of access to the internet, use of emails and social media, use of mobile phones, photography and film permissions as well as data protection whilst using hardware. This policy is available on the school website and parents/carers can ask for a free copy from the school office.

This Acceptable Use Policy is intended to ensure:

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

All users of school ICT systems will be required to read and agree to an Acceptable Use Agreement. These are tailored to age and understanding and explain the rules pertaining to safe and permitted use of the school resources. (see Appendices)

Internet access in school

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 internet access at all times.

The purpose of internet access in schools is to raise educational standards, support the professional work of staff and enhance the school's management, information and business administration systems.

Teachers and pupils will have access to web sites worldwide offering educational resources, news and current events.

In addition, staff will have the opportunity to: access educational materials and good curriculum practice; communicate with the advisory and support services, professional associations and colleagues; exchange curriculum and administration data with the LA and DfES; receive up-to-date information and participate in government initiatives.

The computer network, Learn-pads, iPads and laptops are owned by the school, and may be used by children to further their education and by staff to enhance their professional activities including teaching, research, administration and management.

Using the Internet to enhance learning

Access to the Internet is a planned part of the curriculum that enriches and extends learning activities. As in other areas of their work, we recognise that pupils learn most effectively when they are given clear objectives for internet use.

Different ways of accessing information from the internet are used depending upon the nature of the material being accessed and the age of the pupils:

- Access to the internet may be by teacher (or sometimes other-adult) demonstration
- Pupils may access teacher-prepared materials, rather than the open internet
- Pupils may be given a suitable web page or a single web site to access
- Pupils may be provided with lists of relevant and suitable web sites which they may access
- Pupils are expected to observe the rules of responsible internet use and are informed that checks can and will be made on files held on the system and the sites they access
- Pupils will be educated in taking responsibility for their own internet access

Using information from the Internet

- Pupils are taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV
- Teachers ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the internet (as a non-moderated medium)
- When copying materials from the Web, pupils are taught to observe copyright
- Pupils are made aware that the writer of an e-mail or the author of a web page may not be the person claimed

Ensuring Internet access is appropriate and safe

In common with other media such as magazines, books and video, some material available on the internet is unsuitable for pupils. The school will take every practical measure to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the internet. The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- Children are taught safe ways to access information, using child friendly search engines
- Our internet access has a filtering system which prevents access to material inappropriate for children; South West Grid for Learning (SWGfL)/ RM must be contacted by the Computing subject lead or Class teacher if the pupils see any inappropriate sites on line in order for them to be filtered accordingly
- Children using the internet will be working in the classroom or computer suite and will be under the supervision of an adult at all times
- Staff will use their professional judgement and check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils
- Our rules for responsible internet use are posted in the ICT suite
- The Computing subject leader will ensure that occasional checks are made on files to monitor compliance with the school's Acceptable Use Policy

- Methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in consultation with colleagues from other schools and advice from the LA, our Internet Service Provider and the DfES

A most important element of our rules of responsible internet use is that pupils will be taught to tell a teacher **immediately** if they encounter any material that makes them feel uncomfortable. Pupils are asked to turn the monitor off immediately.

If there is an incident in which a pupil is exposed to offensive or upsetting material the school will respond to the situation quickly and on a number of levels. Responsibility for handling incidents involving children is taken by the Computing subject leader, the Designated Safeguarding Lead and the pupil's class teacher. All teaching staff will be made aware of the incident at a staff meeting if appropriate.

- If one or more pupils discover (view) inappropriate material, our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue;
- If staff or pupils discover unsuitable sites the Computing subject leader will be informed. They will report the URL (address) and content to the Internet Service Provider (SWGfL); if it is thought that the material is illegal, after consultation with the ISP and LA, the site will be referred to the Internet Watch Foundation and the police.

Using email

Pupils learn how to use an email application and are taught email conventions. Staff and governors use school email to communicate with others, to request information and to share information. Email addresses are password protected and should not be shared with others. Children must only use school email addresses to communicate with each other as part of the Computing curriculum.

- Pupils are only allowed to use email once they have been taught the rules of responsible internet use and the reasons for these rules.
- Teachers endeavour to ensure that these rules remain uppermost in the children's minds as they monitor children using email.
- Pupils may send email as part of planned lessons but will not be given individual email accounts.
- Incoming email to pupils will not be regarded as private; emails from students should not be responded to unless on a school email account.
- Children will have the email messages they compose checked by a member of staff before sending them.
- The forwarding of chain letters will not be permitted.
- Pupils are not permitted to use email at school to arrange to meet someone outside school hours.

Photography

- Only school cameras, iPads and computers will be used to take photographs of students; photographs must be downloaded at school or onto school equipment.
- Parents/carers will be asked when the children start school and during any administration reviews to give permission for their child to have their photograph taken and used in a variety of contexts: on display in school; on the website; in the local press; on social media;

film footage in school; films to share with classmates; film on social media and image in the National press.

- Parents, carers and visitors to school are reminded about not taking photographs/films during performances and opportunities are given where possible to take photos/films of their own child.

The School Website

Our school website is intended to:

- Provide accurate, up-to-date information about our school.
- Follow the statutory guidance of the DfE.
- Provide pupils with the opportunity to publish their work on the internet for a very wide audience including pupils, parents, staff, governors, members of the local community and others.
- Celebrate good work.
- Provide links to other recommended websites for pupils, parents, staff, governors and supporters.
- Promote the school.

The point of contact on the web site will be the school address, telephone number and email address. We do not publish pupils' full names or photographs that identify individuals on our web pages. Home information or individual email identities will not be published. Permission will be sought from other individuals before they are referred to by name on any pages we publish on our web site. The website address is: <http://www.hesterswayprimaryschool.co.uk>

Social Media Sites

Pupils are taught that they should not have profiles on sites such as Facebook (must be 13 years old to have an account). Staff may have social networking profiles; however, they must not make friends with pupils and report any concerns or contact made from pupils to the Designated Safeguarding Lead. It would also be best practice not to be friends with any parents from the school due to links with the social media community; children would also be able to access information at home through the parent's profile.

Staff are not permitted to write any derogatory remarks about school on Social Networking sites.

If any pupil or parent comments on social sites are of concern, these should be reported to the Head Teacher to investigate and address. Screenshots should be obtained.

Passwords

Staff computers should have logins, as well as email accounts. Passwords should not be shared with others. Pupils have logins to school computers.

- Users should not logon to or use any account other than their own
- Users should always logoff when leaving a workstation, even for just a short period of time
- Hard-drives should be password protected and computers that are taken home with pupil information on should be encrypted (Our ICT company can do this please speak to the Finance/Admin Officer if you need this to be put in place)

Safer Working Practice

This policy should be used in conjunction with our safeguarding policies. In particular, the Safer Working Practice policy issued by our Local Authority on the GSC website provides clear guidelines by which to keep children and staff safe at work.

Mobile Phones

We have a school mobile phone that will be used for school trips, residential and any other school events. This mobile number can be given to parents/carers to contact staff if needed. Staff should never share their personal phone number or details with a pupil or parents/carers. Staff must not contact pupils by text or mobile phone and vice versa. No photos or films of pupils should be taken on personal devices including mobile phones.

Teaching staff's mobile phones should not be on view in classrooms. A member of the Senior Management Team should be informed if a member of staff needs their phone to be accessible during learning or school time due to an emergency. Staff are able to use their mobile phones in emergencies to safeguard e.g. making calls to other staff members or emergency services. Generally, staff should limit the use of their mobile phones to their break or lunchtime.

Pupils may be given mobile phones by their parents/carers to safeguard them walking to and from school. Mobile phones should be handed in to the class teacher during the school day to restrict unauthorised use in school. No photos or films should be taken by pupils at school.

Other policies

This policy will be used in conjunction with these policies:

- Acceptable User Agreements
- Allegations Management
- Anti-Bullying and Hate Policy
- Attendance
- Complaints
- Child Protection/Safeguarding Policy
- Early Help Offer
- E-Safety Policy
- First Aid and Medication
- Health and Safety
- Keeping Children Safe in Education – Part 1 (most up to date version)
- Lettings/Hirers agreement
- Offsite Visits
- SEND Local Offer
- Safeguarding
- Safer Recruitment and staff HR policies
- Safer Working Practice
- Special Educational Needs and Disabilities (SEND)
- Staff Behaviour - Code of Conduct and Teaching Standards
- Whistle Blowing
- Working Together to Keep Children Safe

This policy was written in June 2020. It is to be ratified by Governors on 13.07.20.

It will be reviewed and ratified by July 2020.

Ratified by the Governors: _____ Date: _____

Acceptable Use Agreement (Adults)

I understand that I must use school ICT systems in a responsible way, to ensure there is no risk to my own safety, or to the safety and security of the ICT systems or other users. I recognise the value of the use of ICT for enhancing learning and ensure that pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the pupils in the safe use of ICT and embed e-safety into my work with them.

For my professional and personal safety:

- I understand that the school will monitor use of ICT systems by all users, including email and other digital communications.
- I understand that the rules in this agreement apply to the use of school ICT systems (e.g. laptop, remote access and email) out of school, and to the transfer of personal data (digital or paper based) out of school.
- I understand that school ICT systems are primarily intended for educational use and 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 my password down.
- I will immediately report any illegal, inappropriate or harmful material or incident 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 (eg 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 to post information about school events on the school social media accounts, in accordance with the school's policies.
- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- As email can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media
- 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 (PDAs / laptops / 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 which are connected to the school network 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 use school ICT systems for personal financial gain, gambling, political purposes or advertising and I understand that posting anonymous messages and forwarding chain letters is forbidden.
- Copyright of materials must be respected
- 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 / LA Personal Data Policy (or other relevant 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).

Use of laptops provided by the school:

- I understand that laptops are insured if they are accidentally or maliciously stolen by means of forced entry or assault, on school site.
- I understand that if a laptop has been stolen the police need to be notified and a crime reference obtained.
- I need to be vigilant about where I store my laptop in school, ensuring it is in a locked cupboard where possible.
- I understand that my school laptop is insured at home (see Finance Officer for details).
- My laptop is registered on the school inventory and signed for by the staff member taking responsibility for it.
- My laptop must only be connected to the internet at home through a firewall.

- My laptop and other removable media, such as hard drives and memory sticks should be encrypted and password locked.

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 ICT equipment in school, but also applies to my use of school ICT 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 ICT 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 Name

Signed

Date

Pupil Acceptable Use Agreement



I will ensure I stay safe when using technology at school by agreeing to the following:

- ✓ I will ask an adult if I want to use the computers or iPads and only use them when an adult is nearby.
- ✓ I will only use activities that an adult has told me I am allowed to use.
- ✓ No personal social media accounts will be used at school.
- ✓ I will only use ICT in school for school purposes.
- ✓ I will only open / delete my own saved files and respect others' work.
- ✓ I will ensure that all ICT contact with adults and other children is respectful, safe and polite.
- ✓ I will keep any ICT passwords private.
- ✓ I will not deliberately look for, save or send anything unsuitable or unpleasant.
- ✓ If I accidentally find anything unsuitable, see something that upsets me or I see someone else viewing unsuitable content - I will tell an adult immediately and turn the monitor off.
- ✓ I will always be sensible and responsible when using any form of ICT to keep myself safe and look after the equipment.
- ✓ I will not give out any personal details such as my name, address, school name or phone number.
- ✓ I understand that my use of ICT can be checked at any time and that my parent/carer will be contacted if any concerns arise.
- ✓ I will not use my personal devices in school. They will be handed in at the start of the day.
- ✓ I will not arrange to meet someone offline unless a responsible adult comes with me.

Hesters Way Primary School
Pupil Acceptable Use Agreement

Once you have read and understood the Acceptable Use Agreement please fill in the sections below to show you have agreed to follow them.

I have read and understood the Acceptable User Agreement and agree to follow the rules in order to help support the safe use of computing at our school. I understand that if I do not follow any of these rules my use of ICT in school may be restricted.

Name:.....

Year Group:.....

Signed:.....

