



ICT Acceptable Use Policy: Staff and Pupils

Introduction

The internet is a valuable resource that can raise educational standards by offering both pupils and teachers opportunities to search for information from a very wide range of sources based throughout the world. However, some of the information to be found on the internet will be inappropriate for pupils and we feel it is important to have a policy in place that takes this issue into account. The school has a duty to ensure that before using the internet with pupils, staff have had the opportunity to discuss how they will deal sensitively with inappropriate use. The following policy helps to define appropriate and acceptable use by both staff and pupils and has been further discussed with Governors and pupils themselves. Please also refer to our Safeguarding and Child Protection Policy and Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings. The implementation of this policy is the responsibility of all members of staff.

The Internet in School

The internet is a powerful technology, and we realise that it must play an important role in any learning environment. Through the internet, teachers are able to find information on topics they may be teaching, worksheets that have been written by other teachers and newsgroups of a particular interest to the school, and they will be able to share ideas with teachers around the region, nationally and internationally too. It aids planning and collaboration between schools. It provides an e-mail address to members of staff to enable them to keep in ready contact with other schools. Parents can contact staff members via the school email address.

The Internet in the Curriculum

The use of the Internet in the curriculum needs careful planning, and it should not be assumed that the children have the skills and knowledge of how to work safely in an online environment – for example, how to use search engines safely. Therefore, if the internet is to be used, the teacher should ensure that these points are covered in the interests of accessibility, and also of safety.

School Website and Social Media Platforms

Greatham Church of England Primary School has a website, Facebook and Twitter accounts and there are photographs which contain images of the children included in the content. Children in photographs are not identifiable by name (i.e. there will not be any captions containing the children's names alongside photographs). If a child's name is mentioned elsewhere (for example, because of some work that is displayed on the website), only the first name will be used and it will not be linked to any photograph of the child or any other personal details. The school does not publish personal email addresses of pupils or staff on the school website. All teachers have the names of children whose parents do not wish for their photographs to be posted on social media sites or the school website. Staff must always check that these children are not in any photographs posted on these platforms.

Roles and responsibilities

Online safety is recognised as an essential aspect of strategic leadership in this school and the Headteacher, with the support of Governors, aims to embed safe practices into the culture of the school. The Headteacher ensures that the policy is implemented and compliance with the policy monitored. All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following school e-safety procedures. Central to this is fostering a 'No Blame' culture so pupils feel able to report any bullying, abuse or inappropriate materials. As the children progress through the school there is a gradual progression in access to the internet. Pupils are made aware of unacceptable use of the internet without teachers being too explicit (as this may encourage some children to disobey the rules). The rules for using the internet will be made clear to all pupils and children will have to sign the Rules for Responsible Internet Use (see appendix) prior to using the internet. They will be made aware that if they feel that the rules do not apply to them and therefore decline to sign the agreement, then this will result in an instant loss of access to the internet. The rules apply to staff as well as pupils and staff (including temporary and regular supply teachers) will be asked to sign the Acceptable Use of the Internet form annually.

Monitoring

It is the role of the Computing coordinator to monitor and evaluate the overall effectiveness of internet use throughout the school and s/he will do this on a regular basis. Each teacher will be responsible for monitoring the use of the internet within their classroom and ensure that unacceptable material is not accessed. The Coordinator has responsibility for checking that no inappropriate material is on the school system and the children are made aware that teachers have access to all their folders of work. The coordinator also ensures that the computer system is regularly checked for computer viruses with the SOPHOS system, taking advice from the school's provider of technical support.

Managing the school network

The computer system / network is owned by the school and is made available to pupils to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet or email activity on the network, or perform any other activities that the school may see fit.

Personal Use

The computers, electronic media and services provided by the school are primarily for educational use to assist staff in the performance of their job. Limited or incidental use of electronic media for personal purposes is acceptable, and all such use should be done in a manner that does not negatively affect the system's use for their educational purposes. However, staff are expected to demonstrate a sense of responsibility and not abuse this privilege. No personal devices should access the school's wireless internet. Greatham Church of England Primary School expects any staff using social media sites to ensure that their use is conducive to their professional status. They should not mention the school by name or in passing, or discuss individuals or groups within the school, or compromise the school values. In addition, staff must ensure that any private blogs, bulletin boards, websites etc. which they create, or actively contribute to, do not compromise, and are not confused with, their professional role. Staff must ensure that any engagement in any online activities does not compromise their professional responsibilities.

Personal Mobiles – Staff

- Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.

- Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket) during class time.
- Mobile phones should not be used in a space where children are present (e.g. classroom, playground).
- Use of phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
- It is also advised that staff security protect access to functions of their phone.
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher aware of this and can have their phone in case of having to receive an emergency call.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras and iPad.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher.

Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication on offsite activities. However staff should ensure that:

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).
- Mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office or via the school mobile phone.
- Where parents are accompanying trips they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

Personal Mobiles - Pupils

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore:

- Pupils are not permitted to have mobile phones at school or on trips
- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:
 - The parent must discuss the issue first with their child's teacher.
 - The phone must be handed in, switched off, to the office first thing in the morning and collected from them by the child at home time (the phone is left at the owner's own risk).
 - Mobile phones brought to school without permission will be confiscated and returned at the end of the day.



Pupil Acceptable Use Agreement – EYFS / KS1

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, iPads, Interactive White Board or other computing equipment;
- 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 computing 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 or worries me on the screen;
- I know that if I break the rules, I might not be allowed to use the school's computing equipment.

Parents and Carers

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 Policy 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 academy systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

Parents / carers - Please complete the sections on the next page to show that you and your child 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 academy systems and devices.



Greatham Church of England Primary School Rules for Responsible Internet Use by Pupils KS2

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us to be fair to others.

To help me stay safe on the computer:

- I will take care when using the school IT equipment and use it responsibly.
- I will keep my passwords private unless I need to share them with a trusted adult.
- I will inform an adult if I see or receive any unpleasant text, images or messages.
- I will not interfere with anyone else's passwords, settings or files on the computer.
- I will be careful when downloading material from the internet because I understand the risks from virus infections.
- Any work I upload to the internet will be my own.
- I know I need permission to take someone's photograph or to video them.
- Any messages I post online or send in an email will be polite and responsible.
- I will not send or forward messages or create material which is deliberately intended to upset other people.
- I know I must take care about giving away my personal information and making contact with people I do not know when using the internet.
- I will only bring my personal devices such as smart watches and mobile phones into school with the consent of my teacher. I will follow the school rules on storage of my devices during the school day.
- I understand that the school may check my use of IT and contact my parent/carer if they are concerned about my online safety.
- I understand that if I do not follow these rules I may not be allowed to use the school computers or access the internet for a period of time and that this may happen even if the activity was done outside school.



Dear Parent/ Carer

ICT including the internet, learning platforms, email and mobile technologies has become an important part of learning in our school. We expect all pupils to be safe and responsible when using any ICT. It is essential that pupils are aware of e-safety and know how to stay safe when using any ICT. Pupils are expected to read and discuss this agreement with their parent or carer and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with the School.

Please return the bottom section of this form to school for filing.

.....

We have discussed this document

and.....(pupil name) agrees to follow the E-safety rules and to support the safe and responsible use of ICT at Greatham Church of England Primary School.

Parent/ Carer Signature_____ Pupil Signature_____

Class_____ Date _____

Greatham Church of England Primary School Rules for Responsible Internet Use by staff

The computer system is owned by the school and is made available to staff to enhance their professional activities, including teaching, research, administration and management. The school's Internet Access Policy has been drawn up to protect all parties - the pupils, the staff and the school. The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited. All staff (including supply and temporary) requiring Internet access should sign a copy of this Acceptable Use Statement and return it to the ICT coordinator for approval.

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Headteacher or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal email address and social media addresses to pupils.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Headteacher or Governing Body.
- I will not install any hardware or software without permission of the Headteacher.
- I will only open email attachments from sources I know to be safe.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher.
- I understand that all my use of the internet and other related technologies can be monitored, logged and made available, on request, to the Headteacher.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's E-Safety Policy and help pupils to be safe and responsible in their use of ICT and related technologies.
- I will not access the school's wireless internet on personal mobile devices.
- Access to the internet and school server should only be made via the authorised account and password, which should not be made available to any other person.

- It is the responsibility of staff members to make the ICT coordinator aware of occasions when passwords cease to become private.
- Staff should ensure that high levels of data-protection are adhered to at all times. This means locking computers whilst leaving the room.
- Issued netbooks/laptops are for staff use only.
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden. Permission should be granted from the Headteacher before bringing in electrical and ICT equipment from home.
- Users are responsible for all emails sent and for contacts made that may result in email being received.
- Use for personal financial gain, gambling, political purposes, online shopping or advertising is forbidden.
- Posting anonymous messages and forwarding chain letters is forbidden.
- 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.
- No reference should EVER be made to Greatham Church of England Primary School on any social networking site.
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.
- I understand this forms part of the terms and conditions set out in my contract of employment. User Signature
- I agree to follow this code of conduct and to support the safe use of ICT throughout the school

Any breaches in the operation of the requirements laid out in this Acceptable Use Statement will result in the Disciplinary Policy being invoked.

Full name: _____

Signed: _____