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BREDBURY GREEN PRIMARY SCHOOL

ICT ACCEPTABLE USE POLICY

This policy sets out the responsibility of staff, governors and volunteers in ensuring they use technology appropriately, safely and legally; and similarly ensure pupils are aware of the appropriate behavior which will enable them to remain both safe and legal when using the internet and related technologies.

VERSION HISTORY

Date	Document Version	Document Revision History	Document Author / Reviser
6/9/2018		Draft new policy.	ELT

This policy sets out how the school strives to ensure all learners, staff, governors and volunteers in school must use technology appropriately, safely and legally. This policy ensures all individuals remain aware of the appropriate behaviour and critical thinking skills required to remain both safe and legal when using the internet and digital technologies in all of its forms.

Introduction

At Bredbury Green Primary School we understand that information and communication technology plays an imperative role in the learning, operation, support and governance of the school. All learners, staff, governors and volunteers working in or on behalf of the school must use technology appropriately, safely and legally. We have a responsibility to make all individuals aware of the appropriate behaviour and critical thinking skills to enable them to remain both safe and legal when using the internet and digital technologies in all of its forms. This policy is linked, and works alongside the school's ICT, Safeguarding and E-Safety policies.

Responsibility for E-Safety and Appropriate Use of ICT

▪ The school Governing Body has responsibility for ensuring that the school has an Acceptable Use Policy for ICT and this policy is reviewed.

▪ The Head teacher will ensure that the Senior Leadership Team takes responsibility for and coordinates e-Safety and acceptable use of ICT within the school. This activity will be closely aligned to the activities of safeguarding and promoting the welfare of all children within the school (see Safeguarding Children Policy).

▪ All staff and learners have a responsibility to use ICT appropriately and legally and report any illegal or inappropriate use of ICT to the Head teacher or the designated person for e-Safety, as soon as possible.

▪ Teachers and Teaching Assistants should address issues of e-Safety when using the internet with children.

▪ Elected governors and volunteers have a responsibility to use school based ICT devices appropriately. Where school information is being communicated between the school and governors, this will be done via a school issued email address and / or via access to a password protected area of the school website or network only.

▪ All learners, staff, governors and volunteers must follow all the Code of Conduct for ICT (see Appendix 1).

- The contracted suppliers of the school's ICT technical support will ensure that computers have up to date virus protection and internet connection is appropriately filtered (Smoothwall)

Use of the Internet

The school ensures that users make effective use of the internet. Use of the internet should always be lawful and appropriate. Internet usage means any connection to the internet via web browsing, external email, social media or news groups.

Staff must ensure that whilst in the school environment, all users do not visit internet sites, make, post, download, upload or pass on material, remarks, proposals or comments that contain or relate to:

- pornography (including child pornography);
- promoting discrimination of any kind;
- promoting racial or religious hatred;
- promoting illegal acts;
- any other information which may be offensive to colleagues.

The school expects all users to use the internet responsibly and strictly according to the conditions above, and therefore all school devices will be subject to periodic monitoring checks to determine whether the internet browsing history has not contravened the terms of this policy and have been used appropriately.

Where inappropriate material appears to have been accessed (whether accidentally or not) staff should immediately report this to the Headteacher or in their absence a member of the Senior Leadership Team so that appropriate action can be taken swiftly. This may include reviews with parents /carers.

Incidents which appear to infer deliberate access to web sites, newsgroups, social media sites and online groups that contain the following material will be reported to the police:

- images of child abuse (images of children, apparently under 16 years old) involved in sexual activity or posed to be sexually provocative;
- adult material that potentially breaches the Obscene Publications Act in the UK;
- criminally racist material in the UK.

Data Protection and System Security

User personal and system security code of conduct:

- Members of staff should never allow children to logon using their details.

- When entering personal details on a website login or the school network, if requested users should only save their details if they are using a device dedicated to their sole use, or if they are using their own personal computer.

- The staff shared area contains secure student detail and staff documentation. If users suspect that their details may have been compromised (seen by another person), they should change their password immediately.

▪ If accessing school data from home on personal or school provided hardware users should always ensure, by following the aforementioned code, that data integrity is respected at all times. Users should remember that school equipment and mobile technology is more vulnerable once it leaves the building, and susceptible to theft and loss along with its data.

Digital Media

Digital media and photographs play an important part of recording events in school life. Bredbury Green Primary school provides the capability for still and video digital images to be captured by children and staff. Staff should not use their own (personal) cameras or mobile phones to record images. Any photographs or videos that are recorded and wish to be kept should be stored in a designated area on the school's network, and remain in school.

Staff and Governor Email

All email messages should include a standard disclaimer stating that the content of the email are confidential, and not necessarily the views of school. The school office will provide details of the disclaimer content. Unsolicited email with children is not permitted. On no occasion should staff release or in any way make available personal details of any colleague or pupil (phone numbers, fax numbers or personal e-mail addresses) over the Internet.

Mobile Phones

Only children in Year 6 are allowed mobile phones in school during the course of the school day. Mobile phones should be handed to the school office for safekeeping if they are brought into school. Staff mobile phones should not be used during class times.

Internet Games

There are times in the week when children have less restrictive use of the school network, such as during computer clubs, wet playtimes, reward time for good behaviour etc. Any games played on the school network must be in line with the school Code of Conduct, Safeguarding policy and e-Safety policy and be appropriate for primary aged children.

Downloading Music

Children should not download music onto the school network. Staff may download music but this must be done legally and in line with copyright laws and the terms of this policy.

Internet Safety Skills for Pupils

E-Safety forms part of the school's curriculum and is taught implicitly to all age groups. When using the internet children will be taught:

▪ how to critically evaluate materials;
▪ good searching skills;
▪ the importance of intellectual property regarding materials they find on the internet.

School Website

Any work published on the school website is thoroughly checked to ensure that there is no content that compromises the safety of pupils or staff. The school will obtain parental permission before using images of pupils on the website.

We ensure image files are appropriately named – i.e. do not use pupils' names in image file names or ALT tags if published on the web. This reduces the risk of inappropriate, unsolicited attention from individuals outside the school. Images will be appropriately stored and secured on the school's network.

Where staff and governors are issued with restricted access to resources and / or information within the school's network (via the school website), usernames and passwords must not be shared with or used by any other individual.

Agreement

All staff, governors and volunteers (where appropriate) are required to sign a copy of the respective Code of Conduct agreements that apply for the use of ICT Equipment (Appendix 1) and iPads (Appendix 2). The agreements ensure that members of staff, governors and volunteers are fully aware of and comply with the expectations of their professional responsibilities when using information systems and when communicating with pupils.

Sanctions

Any breaches of the policy by members of staff will be sanctioned in line with school policy. Breaches of the policy by governors and volunteers will fall under the discretion of the Head teacher and Chair of the Governing Body.

Appendix 1 – Code of Conduct for ICT

To ensure that members of staff, governors and volunteers are fully aware of their professional responsibilities when using information systems and when communicating with pupils, staff are asked to sign this Code of Conduct. Members of staff should consult and familiarise themselves with the school's e-Safety and Safeguarding policies for further information and clarification.

The Agreement:

▪ I understand that it is a criminal offence to use any school ICT resource for a purpose not permitted by Bredbury Green Primary School, and that the school's digital technology resources and systems must not be used for personal or private business.

▪ I understand that ICT includes a wide range of systems, including mobile phones, tablets, laptops, digital cameras, email, social networking and agree to not use any personal ICT devices (phones/ own laptop), e-mails or networking sites in the school setting for activities which would contravene the values of the school.

▪ I understand that the use of my own (personal) device in school is only permitted with the express permission of the Headteacher (or their delegated representative), and may otherwise constitute a breach of the school's network security and / or images consent policy. I accept that photographs or videos or pupils must not be taken or stored using any non-school device.

▪ I accept responsibility for any ICT equipment in my care and will ensure that it is returned to its correct place when being charged or not in use.

▪ When I take ICT equipment off site I will ensure that procedures and policies, to ensure integrity of data and information, are adhered to.

▪ I understand that neither the school digital technology resources, or the content held within its information systems may be used for private or personal purposes without the express permission of the Headteacher and Governing Body.

▪ I understand that my use of school information systems, internet and email may be monitored and recorded to ensure policy compliance.

▪ I will follow 'good practice' advice in the creation and use of my password. If my password is compromised, I will ensure it is change at my earliest opportunity. I respect system security and I will not disclose any password or security information to anyone other than an authorised school representative (with responsibility for system / network management).

- I will not allow unauthorised individuals to access email, internet, or any school network or system I have access to. I will not allow anyone to login using my own login details and will ensure that I log off or lock the screen of any computer I am using [CTRL+ALT+DEL] if I leave the room.

- I will not download or install any software (including toolbars) or hardware without permission of an authorised school representative (with responsibility for system / network management).

- I will ensure all documents, data etc., are printed, saved, accessed and deleted in accordance with the school's data security policy.

- I will only use age-related, designated search engines with pupils and will supervise children using the internet at all times.

- I will not use personal digital cameras or camera phones or digital devices for taking, editing and transferring images or videos of pupils or staff and will not store any such images or videos at home.

- I will only use school approved equipment for any storage, editing or transfer of digital images / videos and ensure I only save photographs and videos of children and staff within the school network.

- I will ensure that personal data, including photographs, are stored securely and used appropriately, whether in school, taken off the school premises or accessed remotely.

- I will respect copyright and intellectual property rights, and not use or copy copyright protected files without the correct authorisation.

- I will report any incidents of concern (whether intentional or accidental) regarding children's safety or inappropriate use of computers, ICT devices or the internet to the Headteacher, or a member of the Senior Leadership Team in their absence.

- I will ensure that any electronic communication with parents and pupils including email, instant messages and via the school website (password protected access) are in keeping with my professional role and that messages cannot be misunderstood or misinterpreted.

- I will only access school resources remotely (such as from home) using the school approved system (password protected access) and follow e-security protocols to interact with them.

- I will not use my mobile phone, personal ipad or personal laptop to access school emails or the google drive to access materials.

▪ I am aware of the rules for computer and internet usage for pupils, and will promote e-safety with pupils in my care - helping them to develop a responsible attitude to system use, communications and publishing.

▪ I understand that it is my duty to support a whole-school safeguarding approach and will report any behaviour (of other adults or pupils), which I believe may be inappropriate or concerning in any way, to the Designated Safeguarding Lead (or a senior member of staff in their absence).

The school may exercise its right to monitor the use of the school's information systems, devices and Internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the school's information system or content may be taking place; or that the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Signature

I have read, understood and accept the Code of Conduct for ICT. I agree to abide by all the points above. I understand that I have a responsibility for my own and others e-safeguarding and I undertake to be a 'safe and responsible digital technologies user'. I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent e-safety policies. I understand that failure to comply with this agreement could lead to disciplinary action.

Name:

Role:

Signed:

Date:

Appendix 2 – Code of Conduct for Apple iPad's

To ensure that members of staff, governors and volunteers are fully aware of their professional responsibilities when using school iPads, they are asked to sign this Code of Conduct. All parties should consult the schools' e-Safety and Safeguarding policies for further information and clarification.

- ▪ I understand that iPads remain the property of Bredbury Green Primary School, and will need to be returned at the termination of my contract of employment (as appropriate).

- ▪ I will only use the iPad for school related business as detailed within this ICT Acceptable Use policy.

- ▪ I will only login to the Apple 'App store' and other subscription based services using my designated Apple ID and school email address only.

- ▪ I understand that it is my responsibility to keep the iPad secure and in good working order. In particular, I will ensure the iPad is kept safe when not on the school premises.

- ▪ I will inform the school office immediately, upon any loss, theft, damage or destruction of the iPad.

- ▪ Any purchases made through the Apple iTunes account allocated to the iPad will be made using the correct purchasing procedures – i.e. using school issued iTunes gift certificates, and not personal credit cards and / or bank accounts.

The school may exercise its right to monitor the use of school iPads at any time.

Signature

I have read, understood and accept the Code of Conduct for ICT for using school iPads. I agree to abide by all the points above. I understand that I have a responsibility for my own and others e-safeguarding and I undertake to be a 'safe and responsible digital technologies user'. I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent e-safety policies. I understand that failure to comply with this agreement could lead to disciplinary action.

Name:

Role:

Signed: Date: