ICT Acceptable Use Policy

ICT in its many forms – internet, email, mobile devices etc. – are now part of our daily lives. It is our duty to ensure that they are used safely and responsibly. All staff at Wistaston Church Lane Academy are aware of the following responsibilities:

- All Staff, Local Advisory Board (LAB) and visitors understand that ICT includes a wide range of systems, including mobile phones, digital cameras, laptops and tablets.
- All staff, Local Advisory Board (LAB) and visitors understand that it is a disciplinary offence to use the school ICT equipment for any purpose not permitted by its owner.
- No staff, Local Advisory Board (LAB) or visitors will disclose any passwords provided to them by the school.
- All staff, Local Advisory Board (LAB) and visitors understand that they are responsible for all activity carried out under their username.
- Staff, Local Advisory Board (LAB) and visitors will not install any hardware or software on any school owned device without Checking with Red Top, our ICT technicians.
- All staff, Local Advisory Board (LAB) and visitors understand that their use of the internet may be monitored and if anything untoward is uncovered, could be logged and used in line with any disciplinary procedures. This includes all school owned devices. If an E-safety incident should occur, staff will report it to the Lead or Deputy Designated Professional for Child Protection as soon as possible.
- All staff, Local Advisory Board (LAB) and visitors will only use the school's email and internet and any related technologies for uses permitted by the Head of School or Local Advisory Board (LAB). If anyone is unsure about an intended use, they should speak to the Head of School beforehand.
- All staff, Local Advisory Board (LAB) and visitors will ensure that data is kept secure and is used appropriately as authorised by the Head of School or Local Advisory Board (LAB). No passwords should be divulged, and memory sticks should also be encrypted.
- Personal devices must only be used in the context of school business with the explicit permission of the Head of School. Personal mobile phones should not be used for taking any photographs of children (see Mobile Phone Policy). Each class has a class iPad that can be used for these purposes. These school iPads must NEVER be used for personal use.
- All staff, Local Advisory Board (LAB) and visitors using school equipment will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- All staff, Local Advisory Board (LAB) and visitors will only use the approved email system for school business.
- Personal email accounts should not be used for school purposes.
- All staff, Local Advisory Board (LAB) and visitors will make every effort to comply with copyright and intellectual property rights.
- All staff, Local Advisory Board (LAB) and visitors will report any incidents of concern regarding staff use of technology and/or children's safety to the Principal, who is the Designated Safeguarding Lead, or a member of the Safeguarding Team, in line with our school's Safeguarding Policy.

Security requirements

Staff members must ensure:

- School devices must not be left unattended
- Screensavers which lock the device after a period of time must be installed
- Strong password policy – letters, numbers and special characters
- Passwords must never be shared
- Passwords should be changed frequently
- School devices can only be used off-site in the following situations/locations:
  - At home
  - School trip
  - Professional development courses

Appendix 1: acceptable use agreement (pupils and parents/carers)

Acceptable use of the school's ICT systems and internet: agreement for pupils and parents/carers
Name of pupil:
When using the school's ICT systems and accessing the internet in school, I will not: • Use them for a non-school purpose • Use them without a teacher being present, or without a teacher's permission • Access any inappropriate websites • Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity) • Use chat rooms • Open any attachments in emails, or follow any links in emails, without first checking with a teacher • Use any inappropriate language when communicating online, including in emails • Share my password with others or log in to the school's network using someone else's details • Give my personal information (including my name, address or telephone number) to anyone without the permission of my teacher or parent/carer • Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision If I bring a personal mobile phone (only allowed for pupils in Years Five and Six): • I will hand it in to my teacher at the start of the day who will lock it away safely • I will not use it during lessons, tutor group time, clubs or other activities organised by the school, without a teacher's permission • I will not use it on the school grounds without permission from an adult • I will not take photos of other children or adults whilst at school • I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online I agree that the school will monitor the websites I visit. I will immediately let a member of staff know if I find any material which might upset, distress or harm me or others. I will always use the school's ICT systems and internet responsibly.

Signed (pupil): (From Y5 upwards)	**Date:**

Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and if applicable using personal electronic devices on school residentials. I will make sure my child understands this.	
Signed (parent/carer): (Must be signed by a parent)	**Date:**

Appendix 2: acceptable use agreement (staff, LAB, volunteers and visitors)

Acceptable use of the school's ICT systems and the internet: agreement for staff, LAB, volunteers and visitors
Name of staff member/LAB/volunteer/visitor:
When using the school's ICT systems and accessing the internet in school, or outside school on a work device, I will not: • Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature • Use them in any way which could harm the school's reputation • Use any improper language when communicating online, including in emails or other messaging services • Install any unauthorised software • Share my password with others or log in to the school's network using someone else's details
• I will not use personal social media sites and chat rooms in school time or on school premises. • I will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role. • I agree that the school will monitor the websites I visit. • I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy. • I will let the Designated Safeguarding Lead (DSL) or a member of the Safeguarding Team know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material. • I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.

Signed (staff member/LAB/volunteer/visitor):	Date: