



*For every child to meet their potential and 'live life in all its fullness.' John 10:10.*

## **ICT Acceptable Use Policy: Staff and Pupils**

### **1. 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.

This policy should be read in conjunction with the following policies: Staff Mobile Phone, e-safety, Safeguarding and Anti-Bullying.

**The implementation of this policy is the responsibility of all members of staff.**

### **2. 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 office email address.

### **3. 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.

#### **4. School Website**

- The headteacher, or nominee, will be responsible for the overall content of the website, and will ensure the content is appropriate and accurate.
- All contact details on the school's websites will be the phone, email and address of the school office
- No personal details of staff or students will be published.
- Images, or any content that may easily identify a student, will be selected carefully, and will not be posted until authorisation from parents has been received.
- Students are not permitted to take or publish photos of others without permission from the individual.
- Staff are able to take images, though they must do so in accordance with school's policies in terms of the sharing and distribution of such.

#### **5. Roles and responsibilities**

E-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. The rules for using the internet will be made clear to all pupils and children will have to follow 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 in their planner, then this will result in an instant loss of access to the internet.

Parents are also asked to sign the planner to grant permission for their child to use the internet at school. If the parent chooses to sign the planner, they are accepting that their child will be held responsible for their actions when using the internet, and that some materials on the internet may be objectionable. They are asked to accept responsibility for setting standards for their child to follow when accepting, sharing and exploring information and media.

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.

## **6. Monitoring**

It is the role of the ICT coordinator to monitor and evaluate the overall effectiveness of internet use throughout the school and this will be conducted 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, Virtue.

## **7. 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, in accordance with data protection and GDPR legislation.

## **8. 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.

Hindsford CE 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.

## Appendix

### Hindsford Primary School Rules for Responsible Internet Use by Pupils

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.

- I will keep my personal information safe and not share it with people online
- I will only use the software and websites that my teacher has asked me to use
- I will keep my passwords safe from other people
- I will not copy other people's work and say that it is my own
- I will let an adult know straightaway if I accidentally see something inappropriate
- I will respect the hardware and equipment
- I will be responsible for my behaviour online and will be kind to others
- I will only access my own files
- I will not change any settings on the computers without permission from the teacher
- I will set up accounts with the highest possible privacy settings

**I understand that these rules are designed to keep me safe and that if they are not followed, there may be consequences.**

The school cannot accept any responsibility for access to the internet outside of school even if children are researching a topic related to school.

### HINDSFORD PRIMARY SCHOOL ACCEPTABLE USE STATEMENT (FOR 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 to pupils or parents.
- 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 CPOMS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.

- I will not install any hardware or software without permission of the Headteacher or Computing Lead
- 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 Computing Lead 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 iPads/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. USB sticks must be scanned for viruses before use.
  - 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 Hindsford Primary School on any social networking site, other than the official Hindsford CE Primary School Facebook page.
  - 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.

Staff Name	Signature	Date

