Shilbottle Primary

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Fun, Respect & Friendship

Acceptable Use Policy

Staff and Pupils

At Shilbottle Primary we value and respect everyone in our community and work as a team

‘Fun, Respect & Friendship – Every Child Matters to Us’

Date approved:
Review Period: 2 years
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Introduction

ICT in the 21st Century is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, schools need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment.

Information and Communications Technology covers a wide range of resources including; web-based and mobile learning. It is also important to recognise the constant and fast paced evolution of ICT within our society as a whole. Currently the internet technologies children and young people are using both inside and outside of the classroom include:

- Websites
- Apps
- Email, Instant Messaging and chat rooms
- Social Media, including Facebook and Twitter
- Mobile/ Smart phones with text, video and/ or web functionality
- Other mobile devices including tablets and gaming devices
- Online Games
- Learning Platforms and Virtual Learning Environments
- Blogs and Wikis
- Podcasting
- Video sharing
- Downloading
- On demand TV and video, movies and radio / Smart TVs

Whilst exciting and beneficial both in and out of the context of education, much ICT, particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these Internet technologies and that some have minimum age requirements (13 years in most cases).

At Shilbottle Primary***,*** we understand the responsibility to educate our pupils on e-Safety Issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

Schools hold personal data on learners, staff and others to help them conduct their day-to-day activities. Some of this information is sensitive and could be used by another person or criminal organisation to cause harm or distress to an individual. The loss of sensitive information can result in media coverage, and potentially damage the reputation of the school. This can make it more difficult for your school to use technology to benefit learners.

Everybody in the school community has a shared responsibility to secure any sensitive information used in their day to day professional duties and even staff not directly involved in data handling should be made aware of the risks and threats and how to minimise them.

Both this policy and the Acceptable Use Agreement (for all staff, governors, regular visitors [for regulated activities] and pupils) are inclusive of both fixed and mobile internet; technologies provided by the school (such as PCs, laptops, mobile devices, webcams, whiteboards, voting systems, digital video equipment, etc); and technologies owned by pupils and staff, but brought onto school premises (such as laptops, mobile phones and other mobile devices).

Monitoring
All internet activity is logged by the school's internet provider. These logs may be monitored by that provider.

Breaches
A breach or suspected breach of policy by a school employee, contractor or pupil may result in the temporary or permanent withdrawal of school ICT hardware, software or services from the offending individual.

For staff any policy breach is grounds for disciplinary action in accordance with the school Disciplinary Procedure or, for Support Staff, in their Probationary Period as stated.
Policy breaches may also lead to criminal or civil proceedings.

The Information Commissioner's powers to issue monetary penalties came into force on 6 April 2010, allowing the Information Commissioner's office to serve notices requiring organisations to pay up to £500,000 for serious breaches of the Data Protection Act.

Incident Reporting
Any security breaches or attempts, loss of equipment and any unauthorised use or suspected misuse of ICT must be immediately reported to the school's relevant responsible person. Additionally, all security breaches, lost/stolen equipment or data (including remote access/PINs), virus notifications, unsolicited emails, misuse or unauthorised use of ICT and all other policy non-compliance must be reported to the relevant responsible person.

Computer Viruses

- All files downloaded from the Internet, received via email or on removable media such as a memory stick must be checked for any viruses using school provided anti-virus software before being used.
- Never interfere with any anti-virus software installed on school ICT equipment.
- If your machine is not routinely connected to the school network, you must make provision for regular virus updates through the IT team.
- If you suspect there may be a virus on any school ICT equipment, stop using the equipment and contact your ICT support provider immediately. The ICT support provider will advise you what actions to take and be responsible for advising others that need to know.

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.

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.

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 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

Shilbottle Primary has a website and there are photographs which contain images of the children included in the content. Children in photographs are not be identifiable by name (ie. 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.

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. The Deputy Head is the e-safety lead and has completed online training.

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 will be 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.

6. Monitoring

It is the role of both the Headteacher and Deputy Head 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 Headteacher 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.

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.

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 without permission from the Headteacher.

Shilbottle Primary 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.

Shilbottle Primary Rules for Responsible Internet Use by Pupils

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

Primary Pupil Acceptable Use

Agreement / e-Safety Rules

- I will only use ICT in school for school purposes
- I will only use my class email address or my own school email address when emailing
- I will only open email attachments from people I know, or who my teacher has approved
- I will not tell other people my ICT or computing passwords
- I will only open/delete my own files
- I will not copy other people's work and say that it is my own.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible
- I will not look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately
- I will not give out my own/others details such as name, phone number or home address. I will not arrange to meet someone or send my image unless this is part of a school project approved by my teacher and a responsible adult comes with me
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe
- I will support the school approach to online safety and not upload or add any images, video, sounds or text that could upset any member of the school community
- I know that my use of ICT can be checked and my parent/carer contacted if a member of school staff is concerned about my safety
- I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher
- I will not bring a Smart Watch to school because I am not allowed to wear one during the school day
- I will not sign up to online services until I am old enough [over 13 years old for many services]
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/ carer may be contacted.

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

2016 – 2017

Dear Parent / Carer

ICT including the internet, email and mobile technologies has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT, including mobiles.

Please read and discuss these e-Safety rules with your child and return the slip at the bottom of this page.

If you have any concerns or would like some explanation please contact the class teacher.

Please take care to ensure that appropriate systems are in place at home to protect and support your child and family.
Have you changed the age restrictions on their tablet / phone / iPad or do the factory settings still apply?

Thank you

The Shilbottle Primary Staff

Parent/ carer signature

We have discussed this document with …………………………………………….........(child's name) and we agree to follow the e-Safety rules and to support the safe use of ICT at Shilbottle Primary.

Parent/ Carer Signature …….…………………………….……………………….

Class …………………………………………………. Date …………………………….

Acceptable Use Agreement: Staff, Governors and Visitors

Staff, Governor and Visitor
Acceptable Use Agreement / Code of Conduct

ICT (including data) and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Head or Deputy.

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed acceptable by the Head 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 high levels of data-protection are adhered to at all times. This means locking computers whilst leaving the room.
- 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, personal email address, personal Twitter account, or any other social media link, 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 MIS software) 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 Head or Governing Body. Personal or sensitive data taken off site must be encrypted, e.g. on a password secured laptop or encrypted memory stick
- I will not install any hardware or software without permission of another staff member
- 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 will support the school approach to online safety and not upload or add any images, video, sounds or text linked to or associated with the school or its community'
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Headteacher
- I will respect copyright and intellectual property rights
- I will ensure that my online activity, both in school and outside school, will not bring the school, my professional reputation, or that of others, into disrepute
- I will support and promote the school's e-Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies
- I will not use personal electronic devices (including smart watches) in public areas of the school between the hours of 8.30am and 3.30pm, except in the staff room and where there are signs to indicate this.
- 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 and secure use of ICT throughout the school

Full Name ………………………………………………………….. (printed) Signature ………………………………………

Job title ………………………………………………………………… Date …………………..

Staff Professional Responsibilities

A clear summary of professional responsibilities related to the use of ICT which has been endorsed by unions.

PROFESSIONAL RESPONSIBILITIES

When using any form of ICT, including the Internet, in school and outside school

For your own protection unions advise that you:

- Ensure all electronic communication with pupils, parents, carers, staff and others is compatible with your professional role and in line with school policies.

- Do not talk about your professional role in any capacity when using social media such as Facebook and YouTube.

- Do not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with your professional role.

- Use school ICT systems and resources for all school business. This includes your school email address, school mobile phone and school video camera.

- Do not give out your own personal details, such as mobile phone number, personal e-mail address or social network details to pupils, parents, carers and others.

- Do not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately.

- Only take images of pupils and / or staff for professional purposes, in accordance with school policy and with the knowledge of another member of staff.

- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.

- Ensure that your online activity, **both in school and outside school**, will not bring your organisation or professional role into disrepute.

- You have a duty to report any e-Safety incident which may impact on you, your professionalism or your organisation.