



Acceptable Use Policy for ICT 2015

(to be revised 2016)

The following is an extract from the school's ICT policy relating to the use of all ICT equipment in school. Please read it carefully as breaches of this policy will be regarded as a serious matter.

Acceptable Use Statement

The computer system is owned by the school. "The computer system" means all computers and associated equipment belonging to the school, whether part of the school's integrated network or stand-alone, or taken off site.

Professional use of the computer system is characterised by activities that provide children with appropriate learning experiences; or allow adults to enhance their own professional development.

The school recognises that technologies such as the Internet and Web will have a profound effect on children's education and staff professional development in the coming years and the school's Internet Access Policy has been drawn up accordingly.

All members of staff, students on placement, supply teachers etc. must sign a copy of this policy statement before a system login password is granted.

All children must be made aware through class discussion of all the important issues relating to acceptable use, especially the monitoring of Internet use. Please refer to the ICT scheme of work for e-safety

Internet Access Policy Statement

All internet activity should be appropriate to staff professional activities or the children's education.

- Access is limited to the use of authorised accounts and passwords, which should not be made available to any other person
- The internet may be accessed by staff and children throughout their hours in school

- Activity that threatens the integrity of the school's computer systems, or that attacks or corrupts other systems, is prohibited
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received. Due regard should be paid to the content. The same professional levels of language should be applied as for letter and other media
- Use of the school's internet for personal financial gain (including the use of online auction sites), gambling, political purposes or advertising is excluded
- Copyright of materials must be respected. When using downloaded materials, including free materials, the intellectual Property rights of the originator must be respected and credited. All material saved on the school's network is the property of the school and making unauthorised copies of materials contained thereon may be in breach of the Data Protection Act, Individual Copyright or Intellectual Property Rights.
- Use of materials stored on the school's network for personal financial gain is excluded
- Posting anonymous messages and forwarding chain letters is excluded
- The use of the internet, email, or any other media to access inappropriate materials such as pornography, racist or any other offensive material is forbidden
- All web activity is monitored, including the content of e-mail, therefore it is the responsibility of the user to ensure that they have logged off the system when they have completed their task
- Children must not be given unsupervised access to the internet. For the purposes of this policy, "supervised" means that the user is under the direct responsibility of an adult
- The teaching of Internet safety is included in the school's ICT Scheme of Work, but all teachers within all year groups should be including Internet safety issues as part of their discussions on the responsible use of the school's computer systems
- All children must understand that if they see an unacceptable image on a computer screen, they must turn the screen off and report immediately to a member of staff

Guidance on the use of Social Networking and messaging systems

The school recognises that many staff will actively use Facebook, Twitter and other such social networking, blogging and messaging services. It is recognised that some such services may have an appropriate application in school, however, where such activities are planned a separate account should be set up for the purpose and there should be no connection made between personal and school accounts used for educational purposes. Any such accounts and activities should be approved by a member of the SLT prior to use.

Although these networks are used by staff in their own time, staff must recognise that it is not appropriate to discuss issues relating to children or other staff via these networks. Staff are encouraged to review their privacy settings to make sure that their profiles and photographs are not viewable by the general public.

It is never acceptable to accept a friendship request from a child from the school as in almost all cases children of primary age using such networks will be breaching the terms and conditions of use of those networks. It is also extremely inadvisable to accept as friends ex-pupils who are still minors.

Internet and System Monitoring

Through Virtue Technologies, all internet activity is monitored by the system. It is the responsibility of the ICT co-ordinator to review this activity periodically. It is the duty of the ICT co-ordinator to report and transgressions of the school's internet policy and/or use of obscene, racist or threatening language detected by the system to the headteacher. It is for the headteacher to decide upon the appropriate course of action or sanction.

All serious transgressions of the school's Internet Access Policy are recorded in the school's ICT violations register. The violations register is held by the headteacher.

Transgressions of Internet Policy and use of inappropriate language can be dealt with in a range of ways, including removal on Internet access rights; computer system access rights; meetings with parents or even exclusion; in accordance with the severity of the offence and the school's Behaviour Policy.

Breaches of Internet Access Policy by staff will be reported to the Headteacher and will be dealt with according to the school's and LA's disciplinary policy, or through prosecution by law.

Internet Publishing Statement

The school wishes the school's website to reflect the diversity of activities, individuals and education that can be found at Crowcroft Park Primary School. From time to time the school make take photographs and videos of children for assessment purposes and for publication on the school's website etc. However, the school recognises the potential for abuse that material published on the Internet may attract, no matter how small this risk may be. Therefore, when considering material for publication on the Internet, the following principles will be borne in mind:

- Surnames of children must not be published, especially in conjunction with photographic or video material.

Wherever possible children should be photographed in groups rather than as individuals;

- No link should be made between an individual and any home address (including simply street names)
- Where the person publishing material suspects that there may be child protection issues at stake then serious consideration must be taken as to whether that material may be published or not. In the case of a simple piece of artwork or writing, this may well be fine, but images of that child should not be published. If in any doubt at all, refer to the person responsible for child protection.

All parents are required to sign a document on entry indicating their consent to their child's image being taken.

Use of ICT Equipment

The installation of software or hardware unauthorised by the school, whether legitimately licensed or not is expressly forbidden.

The school reserves the right to examine or delete any files that may be held on its computer systems or to monitor any internet sites visited.

All personal data held on the school's network is subject to the Data Protection Act 1998 and the school's Data Protection Policy.

Use of Portable Equipment

The school provides portable ICT equipment such as laptops, ipads, colour printers and digital cameras to enhance the children's education and to allow staff to make efficient use of such equipment to enhance their own professional activities.

Exactly the same principles of acceptable use apply as in the Acceptable Use Statement above.

- Equipment may be in the care of a specific individual, but it is expected that the staff may wish to benefit from the use of a laptop computer and access should be negotiated with the individual concerned. Any difficulties should be referred to the ICT co-ordinator.
- Certain equipment will remain in the care of the ICT co-ordinator, and may be booked out for use according to staff requirements. Once equipment has been used, it should be returned to the resource area.

- Equipments such as laptop computers is encouraged to be taken offsite for use by staff in accordance with the Acceptable Use Statement and Internet Access Policy and that the equipment is fully insured from the moment it leaves school premises. Note: our school insurance policy provides cover for equipment taken off site, provided it is looked after with due care, i.e. not left in view on a car seat etc...
- Any costs generated by the used at home, such as phone bills, internet connection, printer cartridges etc. are the responsibility of the user.
- Where a member of staff is likely to be away from school through illness, professional development (such as secondment etc.) or maternity leave, arrangements must be made for any portable equipment in their care to be returned to school. In the event of illness, it is up to the school to collect the equipment if the individual is unable to return it.
- If an individual leaves the employment of the school, any equipment must be returned.
- Care should be taken over the use of USB pens, rewriteable CDs etc... to transfer data from external computer systems. Where information had been downloaded from the internet, or copied from another computer, wherever possible, it should be emailed to the school to ensure that it undergoes anti-virus scanning.
- Staff may install software on laptops to connect to the internet from home. If in doubt seek advice.
- No other software, whether licensed or not, may be installed on laptops in the care of teachers as the school does not own or control the licences for such software.
- Where data of a personal nature such as school reports, IEPs, correspondence, photographs and assessment data is taken home on a school laptop or other storage device, it must be recognised that this data comes under the Data Protection Act and is subject to the school's Data Protection Policy. Care must therefore be taken to ensure it's integrity and security. It must not be transferred to home computers and should be removed from any portable device including USB pens and memory cards as soon as it is practical. Where staff are using their own digital equipment such as cameras and mobile phones, extreme caution is advised to avoid misinterpretation by others. Files should be transferred to school equipment as soon as possible.
- All staff are encouraged to make use of the school's anti-virus software for installation on any computers at home that they routinely use for school work.

Acceptable Use Policy for ICT

I confirm that I have read and understood the school's Acceptable Use Policy for ICT

Signed: Date

Name:

School: **Crowcroft Park Primary School**

Signed: Date
ICT Co-ordinator

Signed Date
Head