



A great school in a great community  
achieving great outcomes for children

# **IT Equipment and Internet Usage Policy**

Date reviewed: 30<sup>th</sup> June 2015

## Internet Usage Policy

ICT (including data) and the related technologies such as e-mail, 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 ICT co-ordinator.

- 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 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 e-mail address, personal Twitter account, or any other social media link, to pupils
- I will only use the approved, secure e-mail 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, eg on a password secured laptop or memory stick
- I will not install any hardware or software without permission of ICT co-ordinator
- 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 deliberately upload or add any images, video, sounds or text that could upset any member of the school 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 role 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

## IT Equipment Acceptable Use Policy for School

The policies, procedures and information within this document applies to all Laptops, iPads, iPod Touches or any other IT handheld device used in school. Teachers and other school staff may also set additional requirements for use within their classroom

## Users Responsibilities

Users must use protective covers/cases for their Laptop, iPad and iPod.

The equipment screens are made of glass and therefore is subject to cracking and breaking if misused: Never drop nor place heavy objects (books, etc.) on top of the equipment.

Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the equipment screen.

Do not subject the equipment to extreme heat or cold.

Do not store or leave unattended in vehicles.

Users may not photograph any other person, without that persons' consent.

The equipment is subject to routine monitoring by Greenside Primary School. Devices must be surrendered immediately upon request by any member of staff.

Users in breach of the Responsible Use Policy may be subject to but not limited to; disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity.

Greenside Primary School is not responsible for the financial or other loss of any personal files that may be deleted from any equipment.

## Safeguarding and Maintaining as an Academic Tool

IT equipment batteries are required to be charged and be ready to use in school.

Syncing any Apple device to iTunes or iCloud will be maintained by a School administrator.

Items deleted from the any Apple device cannot be recovered.

Memory space is limited. Academic content takes precedence over personal files and apps.

The whereabouts of the IT equipment should be known at all times.

It is a user's responsibility to keep their IT Equipment safe and secure.

If any IT Equipment is found unattended, it should be given to the ICT Technician.

## Lost, Damaged or Stolen IT Equipment

If the IT Equipment is lost, stolen, or damaged, the ICT Technicians/Network Manager/Head Teacher must be notified immediately.

## Prohibited Uses (not exclusive):

Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.

Illegal Activities – Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity.

Violating Copyrights – Users are not allowed to have music and install apps on their iPad.

Cameras – Users must use good judgment when using the camera. The user agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way.

Images of other people may only be made with the permission of those in the photograph.

Posting of images/movie on the Internet into a public forum is strictly forbidden, without the express permission of the Teacher or in the case of staff use; a member of the Senior Leadership team.

Misuse of Passwords, Codes or other unauthorised Access: Users are encouraged to set a passcode on their equipment to prevent other users from misusing it.

Any user caught trying to gain access to another user's accounts, files or data will be subject to disciplinary action.

Malicious Use/Vandalism – Any attempt to destroy hardware, software or data will be subject to disciplinary action.

Jailbreaking – Jailbreaking is the process of which removes any limitations placed on the iPad by Apple. Jailbreaking results in a less secure device and is strictly prohibited.

Inappropriate media may not be used as a screensaver or background photo. Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in disciplinary actions.

Individual users are responsible for the setting up and use of any home internet connections and no support will be provided for this by the school.

Users should be aware of and abide by the guidelines set out by the School eSafety policy.

Greenside School reserves the right to confiscate and search any IT Equipment to ensure compliance with this Responsible Use Policy.

At Greenside Primary School we will continually strive to ensure that everyone is treated with respect and dignity. Each person will be given fair and equal opportunities to develop their full potential regardless of their gender, transgender, ethnicity, culture and religious background, sexuality, disability or special educational needs and ability.



--	--	--	--	--