

This policy is currently under review but will be based on much of the following and from advice from LGFL.

# Acceptable Use Policy

## Staff

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 offsite.

**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 2.0 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, must sign a copy of this policy statement before a system login password is granted. When visitors are in and expected to use the Internet please log them on and talk to them about acceptable use. You will then need to log them off afterwards.

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 Computing 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 letters 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, e-mail, or any other media to access inappropriate materials such as pornography, racist, radical or extremist views 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 Computing 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, a progression grid for E-Safety is used throughout the school.
- 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 Monitor**

All Internet activity is monitored by the system. It is the duty of the ICT co-ordinator to report any 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.

Transgressions of Internet Policy and use of inappropriate language can be dealt with in a range of ways, including removal of Internet access rights; computer system access rights; meetings with parents; 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 web site to reflect the diversity of activities, individuals and education that can be found at The Cedars Primary School. From time to time the school may take photographs and videos of children for assessment purposes and for publication on the school's blogs 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 Computing 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 may provide portable ICT equipment such as laptop computers, iPads 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 all staff may wish to benefit from the use of the equipment and access should be negotiated with the individual concerned. Any difficulties should be referred to the Computing coordinator;
- Certain equipment will remain in the care of the Computing co-ordinator, and may be booked out for use according to staff requirements. Once equipment has been used, it should be returned to the co-ordinator/resource area.
- 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, re-writeable CDs etc to transfer data from external computer systems.
- 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 licenses for such software;
- Where data of a personal nature such as school reports, Annual Reviews, 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 its 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 is practical. Staff should not be using their own digital equipment such as cameras and mobile phones without explicit permission from SLT, 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. Although it is recognized that home computers may also have additional anti-virus software on them

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## Acceptable Use Agreement/Code of Conduct

Computing 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 technology. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with Dawn Hallybone school online safety coordinator.

1. I will only use the school's e mail/Internet/Intranet and any related technologies for professional purposes of for uses deemed 'reasonable' by the Head or Governing Body.
2. I will comply with the system security and not disclose any passwords provided to me by the school or other related authorities.
3. I will ensure that all electronic communications with pupils, parents and staff are compatible with my professional role.
4. I will not give out my own personal details, such as mobile phone number and personal e-mail address to pupils.
5. I will only use the approved, secure e-mail system(s) for any school business.
6. I will ensure that personal data (such as data held by Pupil Asset/Sims) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely when authorised by the Head or Governing Body.
7. I will not install any hardware or software without permission of the online safety coordinator.
8. I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
9. Images of pupils and/or staff will only be taken, stored and used for professional purposes inline 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/carers.
10. 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 the Head.
11. 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.
12. I will respect copyright and intellectual property rights.
13. I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute
14. I will support and promote the school's online safety policy and help pupils to be safe and responsible in their use of technologies.

I agree to follow this code of conduct and support the safe use of ICT throughout the school.

Signature:.....

Date: .....

Fullname

.....  
(printed)

Job title:

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