

## Acceptable Use of ICT

Date	Review Date	Coordinator	Nominated Governor
Oct 2017	Oct 2018	Jeanette Sinclair Gunn	Steve Clawley

We believe this policy relates to the following legislation:

- Computer Misuse Act 1990
- Misuse of Information Act 1990
- Health and Safety (Display Screen Equipment) Regulations 1992
- Data Protection Act 1998
- Human Rights Act 1998
- Freedom of Information Act 2000
- Equality Act 2010
- Counter Terrorism and Security Act 2015

The following documentation is also related to this policy:

- Data Protection and Security: A Summary for Schools (Becta 2004)
- The Safe Use of New Technologies (Ofsted)
- Prevent Strategy (HM Gov)
- Teaching approaches that help build resilience to extremism among people (DfE)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
- Keeping Children Safe in Education Sept 2016
- The use of social media for online radicalisation July 2015

We believe information and communications technology includes all forms of computing hardware e.g. computers, lap-tops, tablets and mobile phones; Software: the internet, telecommunications, Wi-Fi, digital media and social media. School personnel have clear responsibilities with regard to the use of all ICT equipment and ICT facilities.

Any member of the school personnel that uses illegal software or accesses inappropriate websites when in school faces dismissal. All school personnel will be made aware of all legislation relating to computer misuse, data protection and copyright law.

We expect all school personnel to sign and date the 'Acceptable Use of ICT Agreement' and be fully aware of and implement online safety, copyright, data protection and safeguarding policies. All school personnel have the duty to report any misuse of the ICT equipment or facilities of this school to the ICT coordinator.

We have a duty to ensure the online safety of all pupils within this school.

We have a duty to safeguard children, young people and families from violent extremism. We are aware that there are extremist groups within our country who wish to radicalise vulnerable children and to involve them in terrorism or in activity in support of terrorism.

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Periodic risk assessments are undertaken to assess the risk of pupils being drawn into terrorism. School personnel must be aware of the increased risk of online radicalisation and alert to changes in pupil's behaviour. Any concerns will be reported to the Designated Safeguarding Lead.

We are aware that under the 'Counter-Terrorism and Security Act 2015' we have the duty to have 'due regard to the need to prevent people from being drawn into terrorism'. This duty is known as the Prevent duty and we believe it is essential that school personnel are able to identify those who may be vulnerable to radicalisation or being influenced by extremist views, and through regular training, know what to do when they are identified.

We provide a safe environment where we promote pupils' welfare. Within this environment we work hard to build pupils' resilience to radicalisation and extremism by promoting fundamental British values and for everyone to understand the risks associated with terrorism. We want pupils to develop their knowledge and skills in order to challenge extremist views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.

### **Aims**

- To ensure school personnel are aware of all legislation relating to computer misuse, data protection and copyright.
- To share good practice within the school.
- To protect children from the risk of radicalisation and extremism.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

### **Responsibility for the Policy and Procedure**

### **Role of the Governing Body**

The Governing Body has:

- appointed a member of staff to be responsible for ICT and E-Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring full compliance with all statutory responsibilities;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;

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- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- make effective use of relevant research and information to improve this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

### **Role of the Headteacher and Senior Leadership Team**

The Headteacher and the Senior Leadership Team will:

- ensure all school personnel are aware of and comply with this policy;
- ensure all school personnel sign and date the 'Acceptable Use of ICT Agreement';
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- make effective use of relevant research and information to improve this policy;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

### **Role of the Coordinator**

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- devise and update when appropriate acceptable use guidelines;
- display these guidelines around the school;
- provide guidance and support to all staff;
- keep a log of all ICT equipment used by school personnel;
- provide training for all staff on induction and when the need arises regarding;
- make effective use of relevant research and information to improve this policy;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy

### **Role of the Nominated Governor**

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- attend training related to this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

## **Role of School Personnel**

School personnel will:

- comply with all aspects of this policy;
- be aware of all other linked policies;
- sign and date the 'Acceptable Use of ICT Agreement';
- be aware of the acceptable use guidelines;
- protect their user name and passwords;
- log off when using a computer;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

## **Acceptable ICT Use Agreement**

- I understand that the school Internet facility is for the good of my professional development, for the development of this school and must be used only for educational purposes only.
- I realise that I have a personal responsibility to abide by the set rules and regulations when using the Internet and I am aware of the consequences if I breach them.
- I am aware that by breaching the rules and regulations it may lead to:
  - withdrawal of my user access
  - the monitoring of how I use the Internet
  - disciplinary action
  - criminal prosecution
- I will report immediately to the E-Safety Coordinator any accidental access to inappropriate material or websites that I may have.
- I will log on to the Internet by using my password, which will be changed every half term, or if I think someone knows it.

When using the school's internet, I will not:

- use the Internet in such a way that it will bring the school into disrepute
- use inappropriate or illegal websites
- download inappropriate material or unapproved software
- disrupt the time of other Internet users by misusing the Internet
- use inappropriate language
- use language that may provoke hatred against any ethnic, religious or other minority group
- produce, send out, exhibit or publish material that will cause offence to anyone
- divulge any personal information about myself, any other user or that of pupils

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- divulge my login credentials or passwords to anyone
- use the login credentials or passwords of any other user
- use a computer that is logged on by another user
- use any social networking site inappropriately but only to use it in order to develop teaching and learning e.g. promote E-safety.
- transfer/upload images of pupils or staff to social media sites
- transfer the images of pupils without prior permission of the headteacher and parents
- use a personal email address
- use email for private use but for educational purposes only
- disclose pupil information by email unless password protected
- compromise the Data Protection Act or the law of copyright in any way

**I agree to abide by this agreement.**

<b>Employee Name:</b>		<b>Headteacher Name:</b>	<i>Mrs S. Reay</i>
<b>Employee Signature:</b>		<b>Headteacher Signature:</b>	
<b>Date:</b>		<b>Date:</b>	

### Raising Awareness of this Policy

We will raise awareness of this policy via:

- the Staff Handbook
- meetings with school personnel

### Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on this policy on induction which specifically covers:
  - Computer Misuse
  - Data Protection
  - Copyright
  - Equal opportunities
  - Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications

### Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

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This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school. (See Initial Equality Impact Assessment)

### Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

### Linked Policies

▪ Display Screen Equipment	▪ Mobile Phones and Acceptable Use
▪ Data Protection Procedures	▪ Copyright
▪ Safeguarding and Child Protection	

<b>Headteacher:</b>	<i>Mrs S. Reay</i>	<b>Date:</b>	October 2017
<b>Chair of Governing Body:</b>	<i>Mrs A. Luker</i>	<b>Date:</b>	October 2017

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**Initial Equality Impact Assessment**

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
<b>Acceptable Internet Use and Agreement</b>	<ul style="list-style-type: none"> <li>To ensure school personnel are aware of all legislation relating to computer misuse, data protection and copyright.</li> <li>To share good practice within the school.</li> <li>To protect children from the risk of radicalisation and extremism.</li> <li>To ensure compliance with all relevant legislation connected to this policy.</li> <li>To work with other schools and the local authority to share good practice in order to improve this policy.</li> </ul>			✓

This policy affects or is likely to affect the following members of the school community (✓)	Pupils	School Personnel	Parents/carers	Governors	School Volunteers	School Visitors	Wider School Community
	✓	✓	✓	✓	✓	✓	✓

Question	Equality Groups															Conclusion												
<b>Does or could this policy have a negative impact on any of the following?</b>	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'yes' or 'not sure'			
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS				
		✓			✓			✓			✓			✓			✓			✓			✓		Yes	No		✓
<b>Does or could this policy help promote equality for any of the following?</b>	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'			
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS				
	✓			✓			✓			✓			✓			✓			✓			✓			Yes	No		✓
<b>Does data collected from the equality groups have a positive impact on this policy?</b>	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'			
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS				
	✓			✓			✓			✓			✓			✓			✓			✓			Yes	No		✓
<b>Conclusion</b>	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.																											
<b>Preliminary EIA completed by</b>			<b>Date</b>			<b>Preliminary EIA approved by</b>						<b>Date</b>																
Mrs S. Reay			October 2017			Full Governors						October 2017																

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**Policy Evaluation**

Points to be considered	Yes	No	N/A	Please supply evidence
• Policy annually reviewed	✓			
• Policy in line with current legislation	✓			
• Coordinator in place	✓			
• Nominated governor in place	✓			
• Coordinator carries out role effectively	✓			
• Headteacher, coordinator and nominated governor work closely	✓			
• Policy endorsed by governing body	✓			
• Policy regularly discussed at meetings of the governing body	✓			
• School personnel aware of this policy	✓			
• School personnel comply with this policy	✓			
• Pupils aware of this policy	✓			
• Parents aware of this policy	✓			Listed on the web site
• Visitors aware of this policy	✓			
• Local community aware of this policy	✓			
• Funding in place	✓			
• Policy complies with the Equality Act	✓			
• Equality Impact Assessment undertaken	✓			
• Policy referred to the School Handbook	✓			
• Policy available from the school office	✓			
• Policy listed on the school website	✓			
• All stakeholders take part in questionnaires and surveys	✓			
• All associated training in place	✓			
• All outlined procedures complied with	✓			
• Linked policies in place and up to date	✓			
• Associated policies in place and up to date	✓			
<b>A statement outlining the overall effectiveness of this policy</b>				
The policy has been reviewed and the signed internet agreement has been added to it rather being a separate form.				