

Wheatfield Primary School

'Growing and Learning Together'

Acceptable Use of ICT Policy

(Non-Statutory Policy)

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CHANGE RECORDS SHEET

Issue No.	Date	Summary of Change	Amended by
1	May 2014	Original policy document	Sam O'Regan
2	July 2016	Updated terminology; online safety 2. update to include iPads and video 3. Minor change referring to Data Protection Act 3. Added agreement that Head/Deputy Head can check staff personal devices for images of children. 3. Addition of Teacher iPads & installation of apps 3. Names of Twitter monitor list changed to persons with following job titles. Child agreements now sent out online annually and recapped annually by class teachers, rather than being signed.	Sam O'Regan
3	April 2018	Document reviewed. All references to the old Data Protection Act are changed to the EU's GDPR. All changes are highlighted in the left hand margin.	Denise Hickson

SUMMARY

This policy should be read in conjunction with all other school policies, particularly Online Safety. If you require further details of this policy then please refer to the Head Teacher or Deputy Head Teacher.

This policy will be reviewed every three years and updated as and when changes occur. This is to be recorded in the minutes of the Staffing and Resources Committee.

ABBREVIATIONS

The following abbreviations are used in the policy:

ICT Information Communication Technology

AUP Acceptable Use Policy

EU European Union

EYFS Early Years Foundation Stage

GDPR General Data Protection Regulation

KS1 Key Stage One

KS2 Key Stage Two

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MAIN DOCUMENT

1 GENERAL STATEMENT

The following policies define how information technology will be safely used at Wheatfield Primary School by its various users.

The Acceptable Use Policy (AUP) is broken down into several specific policies which define the rights and responsibilities of the following groups:

- (a) Parents / Carers
- (b) Staff & Volunteers
- (c) EYFS/KS1 Pupils
- (d) KS2 Pupils

These policies define acceptable practice by each group, and individuals are expected to sign and return the appropriate form to demonstrate that they understand and agree with the policy:

- Parents / Carers will only need to sign the policy once, usually when their child enters the school.
- Staff and Regular Volunteers will be asked to sign the policy as part of their induction.
- Supply Teachers will be asked to familiarise themselves with the policy which will be available in the class supply pack.
- Occasional Volunteers are not given access to school IT resources, so will only be asked to sign the policy if their work involves the use of technology.
- EYFS/KS1 & KS2 agreements will be shared with parents on an annual basis through our school website. Class teachers will also recap these with their classes every September.

2 PARENT / CARER ACCEPTABLE USE OF ICT AGREEMENT

Technologies open up new learning opportunities and can promote creativity, effective learning, collaboration and communication. They can promote more effective communications between parents / carers and the school in order to support young people with their learning. This Acceptable Use Policy is intended to ensure:

- You are aware of what the school is doing to help your child become a responsible user of technology and stay safe at school
- You are aware of the importance of online safety and are able to support your child with keeping safe and behaving well online at home.

The school will aim to ensure your child has good, safe access to ICT for learning and, in return, expects your child to use the equipment responsibly.

2.1 Content

- We only allow children to use age appropriate web sites in school, as using sites for older users can increase the risks to them. We accept that you may allow them to use sites that they are not old enough for at home. If this is the case then we would encourage you to monitor their use and deal with any issues that arise.
- The school takes every reasonable precaution, including monitoring and filtering systems, to ensure that your child is safe when they use technology at school. The

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school cannot be held responsible for the nature and content of all materials that are accessible using technology, as security systems cannot protect against everything.

2.2 Contact

- Children and members of staff may use digital cameras or iPads to record learning activities. These images may be used in lessons or to celebrate success through being published in newsletters, on the school website, on the school twitter account or occasionally in the public media.
- The school will use their official Twitter account, @wheatfieldpri to engage with parents/carers and keep you up to date with class achievements and current learning. This is a protected account, which means the public cannot see our tweets, only followers who are carefully selected by school staff, such as pupil's parents/carers, family members, local educational establishments/businesses and local media. Any images or videos used on this account cannot be retweeted by our followers.
- The school will comply with the Data Protection ActEU's General Data Protection Regulation (GDPR) and ask your permission, through this policy, before taking images. We will also ensure that when images are published the children cannot be identified by the use of their names, e.g. by publishing names alongside. If you take images at school events which include children, other than your own, you will need to follow these guidelines. Your child should also only take and use images with permission.
- School policy requires that staff do not make contact with parents/carers or children through personal social networking sites or personal e-mail addresses but only through agreed school systems. This being the case, we hope you will respect this, by not requesting to be friends with staff on social networking sites and will understand if staff refuse any friend requests that are made.

2.3 Conduct

- Your child is expected to behave well online as they are expected to during all other school activities.
- Bullying is not tolerated in any form and this includes online 'Cyber-bullying'.
- Your child will be asked to sign the attached Acceptable Use Agreement which sets out clear expectations of behaviour when working online. Please talk to your child about this.
- Your child will be taught about online safety and keeping safe using technology.
- They should only use their own log in for systems and keep their details private.
- Your child's use of ICT in school will be monitored and we will contact you if we have online safety concerns.
- Children are not to bring mobile phones into school without the expressed permission of their class teacher and parents/carers must provide a valid reason for children to bring their mobile phones into school. Permission will only be granted for valid reasons, and only for year five or year six pupils. Mobile phones will then be stored in the office during the school day. The class teacher nor Wheatfield Primary School can be held accountable for any damage to or loss of this equipment.

2.4 Problems

- We can only take responsibility for online safety issues that happen in school, or at home when children are using sites recommended by the school.

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- You are obviously responsible for your child's safety online when at home and we would encourage you to discuss online safety with your child and monitor their use of computers, online gaming and mobile phones.
- Any issues you are made aware of with use of technology in school should be reported immediately to a child's teacher so that appropriate steps can be taken.
- If your child does not behave appropriately online, then the school will take steps to deal with this as with any other behaviour issue.

2.5 Permission

Parents are provided with the information contained within this policy in the Parent Handbook which they are given a copy of when their child starts school. This handbook is also available on our website and is updated annually. On the Pupil Record Sheet, parents/carers are asked to sign a declaration to state the following:

- Your child can use school ICT systems
- You have read and discussed the rules with your child
- You understand the rules that your child should be following when using ICT in school
- You give permission for the taking and using images of your child for learning purposes.

3 HOME USE OF THE INTERNET

We hope you will reinforce the online safety messages when your child uses the internet at home. Some ways that you could do this are listed here to support those of you who may not be aware of all the issues. You will want to make sure that your child has appropriate supervision for their age. With the large number of mobile devices it is now very difficult to supervise all access to the internet, however you will want to ensure that you discuss what is appropriate with your child. This means setting appropriate rules for using ICT at home. The school rules could be a starting point.

3.1 Content

- Make sure content is appropriately filtered for younger users.
- Make sure your child knows that a protection system does not stop all unsafe content and they need to tell you if they access something inappropriate or get an upsetting message.

3.2 Contact

- Talk about the need to be polite online and that they should not use bad language or comments which might upset others.
- Discuss the fact that e-mails / messages can be intercepted and forwarded on to anyone (including parents/carers, head teacher or future employer!).
- Make sure they know they should not open messages if the subject field is offensive or if they do not recognise who it is from and that the safest thing to do is to delete it without opening it.

3.3 Conduct

- Talk to your child about the fact that any information published on the web can be read by anyone and that they should only post things they would be happy for anyone to read.

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- Check that they are old enough for the sites they are using. If you allow them to use a site they are not old enough for ensure that you have access to what they are doing so that you can monitor it.
- Make sure that family computers are password protected and have anti-virus software which is regularly updated.
- Ensure that your child knows not to leave computers logged on with their user name or logged on to sites with personal details entered as others could use them. Discuss user names and talk about how to choose them carefully to protect their identity.
- Talk about the information children should keep private in order to stop them being contacted including full name, address, telephone number, school, places they go regularly etc. Check information that younger users are publishing to ensure that they are not putting themselves at risk. This includes any personal information which could lead to someone being able to contact them.
- Ask your child about the sites they are visiting.
- Talk about the need to use the safety and privacy features of sites, to only give access to people they know and being careful who they add as friends.
- Make sure they know that downloading copyrighted games and music without paying for it is illegal.
- Discuss how to recognise commercial uses of the internet e.g. iTunes, mobile phone downloads, etc.
- Remind them they should not respond to offers they have not requested as these could be scams, result in costs or be trying to find out their personal information. Remind them that they should not purchase or download anything that costs money without asking permission and that they should not use someone else's identity to buy things online.

3.4 Problems

- Make sure they know that if they get any problems with using computers or get an offensive or worrying message / e-mail they should not reply but should save it and tell you.
- Please tell the school of any concerns that you have or anything that we could help to address through our teaching and learning.
- Reassure your child that if they talk to you about a problem online, you will not ban them from going online, as this will discourage them from telling you.

4 STAFF (AND VOLUNTEER) ACCEPTABLE USE OF ICT POLICY

4.1 Policy Context

Technologies and the internet, including social media, are powerful tools which open up new opportunities for learning and teaching. They can motivate learners, promote creativity, and support effective learning, assessment and engagement with parents/carers. They also bring opportunities to enhance teaching, increase staff efficiency and provide opportunities for staff to benefit from professional development through networking and collaboration. All users have an entitlement to good, safe access to ICT and the internet. This Acceptable Use Policy is intended to ensure that:

- Staff and volunteers are responsible users and stay safe while using technologies
- School ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

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- Staff are protected from potential risk from the use of ICT in their everyday work and work to ensure that young people in their care are safe users.
- Staff are aware of the behaviour expected when engaging with online activities involving social networking.

4.2 Acceptable Use Policy Agreement

4.2.1 Content

- I know that all school ICT is primarily intended for educational use and I will only use the systems for personal or recreational use if this is allowed by the school.
- I will not upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others.
- I will not make large downloads or uploads that might take up internet capacity.
- I understand that our school only uses services which is stored in accordance with the Data Protection Act/GDPR (e.g. Cloud storage systems) where data includes information about children.
- Staff may use cloud storage systems (Dropbox, Apple Cloud, etc.) for learning resources which do not make reference to children but do so at their own risk.

4.2.2 Contact

- I will communicate online in a professional manner and tone and I will not use aggressive or inappropriate language.
- I will only communicate with pupils and parents / carers using official school systems. In the first instance, any e-mail contact with a parent/carer will be through the main school e-mail address. After this, there may be occasions when staff use their own school e-mail address to contact parents.
- I will not 'friend' pupils or ex-pupils on social networking sites.
- I am aware that any communication could be forwarded to an employer or governors.
- I will only use chat and social networking sites for school purposes that are approved by the school.
- I will not use personal email addresses on the school ICT systems.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I will only use my own user names and passwords which I will choose carefully so they cannot be guessed easily. I will not use any other person's username and password.
- I will only communicate via the school twitter account after having received training on how to do this safely.
- When using the school twitter account, I will follow the 'Do' and 'Do Not' advice as detailed in this policy.
- I will not respond to tweets from parents/ children via the school Twitter account

4.2.3 Conduct

- I will use school equipment only for the purposes of learning and teaching.
- I will not engage in any on-line activity that may compromise my professional responsibilities or compromise the reputation of the school or its members. This

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includes use of the school e-mail account, social media sites, logo or my school role.

- I will ensure that my data is regularly backed up.
- I will ensure that data kept in cloud storage does not contain personal data relating to children e.g. addresses, DOB, etc.
- I understand that data protection GDPR requires that any personal data that I have access to must be kept private and confidential, except when I am required by law or by school policy to disclose it to an appropriate authority.
- Where personal data is transferred outside the secure school network, it must be encrypted.
- I will not try to bypass the filtering and security systems in place.
- I will only use my personal ICT in school for permissible activities and I will follow the rules set out in this agreement.
- I will only use personal devices to record video/ images where this is to facilitate sharing via the school Twitter account.
- I will only save images of children on non-school equipment where there is a specific educational reason which has been sanctioned by the school. These images will be kept only as long as necessary to complete the agreed task and no images of children will be kept on personal devices for extended periods of time.
- When I have used my personal device to record video/ images, I will delete the image as soon as I have saved it to, for example, Twitter, etc.
- I understand that the head teacher and/or deputy head teacher can request to check personal equipment for photos of children.
- I will only take images or video of pupils/staff where it relates to agreed learning activities and will ensure I have parent/staff permission before I take them. If these are to be published online or in the media I will ensure that parental / staff permission allows this.
- Where these images are published (e.g. on the school website, Twitter, etc..) I will ensure it is not possible to identify the people who are featured by name or other personal information.
- I understand my photograph may be used on the school web site, which means that it could be copied by others. I know that where it is used my photograph will not be accompanied by any personal details other than name.
- When I use my teacher laptop or iPad at home I will ensure resources cannot be accessed or copied by anyone else and that no one else uses the device.
- I will not install or store programmes on a school laptop unless I have permission.
- I will not install any apps on a school device that may compromise safeguarding or bring the school into disrepute.
- I will not try to alter computer settings, unless this is allowed in school policies.
- I will not cause damage to ICT equipment in school and will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not access, copy, remove or otherwise alter any other user's files, without their permission.

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- I will ensure that I have permission to use the original work of others in my own work and will credit them if I use it. Where work is protected by copyright, I will not download or distribute copies (including music and videos).

4.2.4 Promoting Safe Use by Learners

- I will model safe use of technologies and the internet in school.
- I will educate young people on how to use technologies safely according to the school teaching programme.
- I will take immediate action in line with school policy if an issue arises in school that might compromise learner, user or school safety; or if a child reports any concerns.
- I will monitor learner behaviour online when using technology and deal with any issues that arise.

4.2.5 Problems

- I will immediately report any illegal, inappropriate or harmful material; or incident I become aware of, to the Computing subject leader or head teacher.
- If I believe a member of staff is infringing this policy, or putting themselves or others at risk, I will report this to the head teacher.
- If I believe a young person may be at risk I will follow the child protection procedures.
- If I believe a young person may be being bullied I will follow the anti-bullying procedures.

I understand that breaches of the policy will result in the following sanctions:

- Illegal activities– suspension and reported to police (See Online safety Policy)
- Unacceptable activities – Formal Disciplinary Action (See Disciplinary Policy).

(See Online Safety Policy Appendix for details.)

5 SCHOOL TWITTER ACCOUNT @WHEATFIELDPRI

5.1 Do's

DO use Twitter positively to project a good image.

DO re-tweet relevant Tweets by other arts/educational organisations.

DO seek advice from the headteacher or ICT co-coordinator if you receive or notice postings of a sensitive nature

DO re-tweet positive comments from followers. However, if you feel that a comment or remark is offensive in some way, please report this immediately to the headteacher or ICT co-ordinator.

DO be vigilant when using our Twitter account. If you see a colleague has posted something which could be misread, let them know so that it can be corrected ASAP.

DO take immediate action to report if someone posts something that could bring the school into disrepute, or that could potentially put young people at risk.

5.2 Do Not's

DO NOT interact with members of the press on Twitter.

DO NOT hold personal conversations with our followers.

DO NOT post negative comments about any school event or issue.

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DO NOT respond to negative comments about the school or staff online. Forward these to the ICT co-ordinator who will advise on a course of action in consultation with senior leaders and with reference to safeguarding policies.

DO NOT accept requests to connect with any children under 18 years of age.

DO report any incidences to the ICT co-ordinator using the appropriate form, as laid out in the Online Safety Policy.

DO NOT encourage younger users to use sites where they may be breaking the terms and conditions of their use.

5.3 Monitor List

The list below details which members of staff are responsible for our Twitter account. These staff will regularly monitor content posted. If a member of staff feels that our Twitter feed is being used inappropriately by a user or member of staff they should notify the head teacher.

5.4 Staff/volunteer acceptable use agreement form

Staff are provided with a copy of the Acceptable Use Agreement in the Staff Handbook, a copy of which is provided on induction and updated annually (and distributed to staff). Staff are provided with a new induction annually and asked to sign a declaration which includes the IT Acceptable Use Agreement.

6 FOUNDATION STAGE & KEY STAGE ONE RULES FOR KEEPING SAFE WITH ICT

- I will ask a teacher when I want to use the computer or contact people using ICT.
- I will only use a computer when an adult is present.
- I will only use the web sites that I am allowed to.
- I will keep my password secret and not tell it to anyone.
- I will be polite and friendly when I use the computer to contact people.
- I will keep my personal details secret and not tell anybody about my home, family and pets. I will keep my friend's details secret too.
- I know that things I put up on the internet can be seen by anyone and I will not upload anything without asking an adult first
- I will not take or share pictures of anyone without asking them first.
- I will check information I find online as it might not be true.
- I know that I should not buy anything on line.
- I will tell a teacher (or adult I trust) if I find anything on a computer or a message that is mean, upsetting or worrying.
- I will tell a teacher (or adult I trust) if I know of anyone that is behaving badly on line or if I know anyone may be being bullied.

I will use ICT by these rules when:

- I use school ICT or my own in school
- I use my own ICT out of school to for school activities

If I deliberately break these rules then I know that there will be consequences.

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7 KEY STAGE TWO RULES FOR KEEPING SAFE ONLINE

7.1 Content

- I will use clear search words so that I find the right information.
- I know that some content may not be filtered out and what to do if I find something worrying.
- I will double check information I find online.

7.2 Contact

- I know that I need to behave well online as in real life and be polite and friendly.
- I will not open messages if the subject field is not polite or if I do not know who it is from.
- I am careful about what I send as messages can be sent on to my parents/ carers or head teacher.
- I know that I must have permission to communicate online and will make sure my teacher / parents/carers know who I communicate with.
- I will talk to an adult if an online friend wants to meet me and never arrange to meet anyone without permission.
- I know that anything I put up on the internet can be seen by anyone.
- I will not bring my mobile phone into school unless my parents/carers have been given permission by my class teacher. If I have permission from my teacher, it will be kept in the school office until the end of the day.

7.3 Conduct

- I will not use ICT in school (including my own) without permission from my teacher.
- I will choose my user names and passwords carefully to protect my identity and I will not share them. I will not ask computers to remember my password.
- I know I must keep my personal details and those of others private.
- I will not visit unsafe sites or register for things I am not old enough for.
- I will log off sites when I have finished.
- I know that I should not buy anything on line without permission.
- I will not use anyone else's work or files without permission.
- Where work is protected by copyright, I will not try to download copies.
- I will not take or share pictures of anyone without their permission.

7.4 Problems

- I will not try to change computer settings or install programs.
- I will not damage equipment and will tell a teacher if equipment is broken or not working.
- I will tell a teacher or adult I trust if I find anything on a computer or message that is unpleasant or makes me feel uncomfortable.
- I will tell a teacher or adult I trust, if I know of anyone that is behaving badly on line, or anyone who may be, being bullied.

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I understand that if I break these rules there could be the following consequences:

- (a) I might be given a yellow or red card.
- (b) I might not be allowed to use the internet or other applications in school.
- (c) I might be sent to the head teacher and my parents/carers called into school.
- (d) I could be excluded if I damage things, share inappropriate material, cyber-bully or break the law.