



Alexander Hosea Primary School

'Roots to grow, wings to fly'

Staff, Governors and Volunteers - Acceptable Use of IT Policy

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. 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.
- 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.

Mobile phones are not to be brought into school by visitors. They must be locked securely in the lockers provided before entering the premises. Staff may keep mobile phones in a secure place and these must only be accessed during non-contact times when children are not present. You are responsible for your use of IT at school.

Acceptable Use Policy Agreement

Content

- I know that all school ICT is specifically intended for educational use and I will only use the systems for personal or recreational use if this is allowed by the school after seeking permission from the Headteacher.
- 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, incl. material that incites hatred or encourages illegal activity.
- I will not make large downloads or uploads that might take up internet capacity.
- I understand that our school only uses services which mean that my data is stored in the UK (e.g. Cloud storage systems) where data includes information about children.
- Staff may use cloud storage systems (One Drive, Google Drive, Dropbox, Apple Cloud, etc.) for learning resources which do not make reference to children but do so at their own risk.
- Information which contains student details should not be stored on USB drives unless they are password protected.

Contact

- I will communicate online in a professional manner and tone and consider carefully before giving any opinion on any matter. I will not use aggressive or inappropriate language.

- I will only communicate school business with students / pupils and parents / carers using official school systems.
- I will not 'friend' parents who are not already friends and / or pupils on social networking sites.
- I will not send to pupils or colleagues, material that could be considered offensive or illegal.
- I am aware that any communication could be forwarded to an employer or governors.
- I will observe the terms and conditions of social media organisations
- 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 programs.
- 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 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.
- I will not make contact with parents/ children via the school Twitter account - children of primary school age are not to use Twitter.

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 or security of the school or its members. This includes use of the school e-mail account, logo or my school role.
- I will not discuss the work of the school/ staff members or future plans/announcements on private social media sites.
- 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. unless these are sanctioned school cloud storage systems.
- I understand that data protection requires that any personal data (such as data held on SIMs) 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, or where failure to disclose information may compromise the safety of children. Any such data will be kept securely and used appropriately.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the school data protection policy. I will not send sensitive information by e-mail as it is not secure.
- 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 of children where this is to facilitate sanctioned sharing via the school website or 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 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. A record of all children whose images are not to be used is issued to each class and kept securely in the school office for reference.
- 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, except my name.
- When I use my teacher laptop at home I will ensure resources cannot be accessed or copied by anyone else and that no one else uses the laptop.
- I will not install or store programs on a school device unless I have permission.
- I will not try to alter administrative or security computer settings.
- I will not deliberately 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.
- 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.
- I will respect copyright and intellectual property rights and will not download or distribute copies (including music and videos).
- 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 head teacher.

Promoting Safe Use by Learners

- I will support and promote the school's Acceptable Use of IT Policy and will model safe use of technologies and the internet in school.
- I will educate young people on how to use technologies safely and responsibly according to the National Curriculum and school's programme of learning.
- 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.

Problems

- If I make a mistake I will inform the headteacher immediately so that the relevant authorities can be informed and remedial action can be taken promptly.
- I will immediately report any illegal, inappropriate or harmful material (including radicalisation); or incident I become aware of, which put a member of staff, or others at risk to the e-safety co-ordinator or head teacher. If any apparent or actual misuse appears to involve illegal activity, this will be taken seriously and the flow chart below will be consulted and the correct procedures used to investigate, preserve evidence and protect those carrying out the investigation.

Pupils

Pupils are not allowed to bring mobile phones to school, but they are taught about how to use them safely as part of cyber bullying.

For children in the Early Years Foundation Stage parents are expected to share the Acceptable Use Agreement with their child and sign it on their behalf.

The education of pupils in Online Safety is an essential part of our school's Online Safety provision. All year 1 and year 3 pupils and pupils new to the school are required to sign an online safety agreement. Children and young people need the help and support of the school to recognise and avoid Online Safety risks and build their resilience.

- There is a planned Online Safety programme (scheme of work) based around staying 'SMART' (Safe, Meeting, Accepting, Reliable, Tell)
- Key Online Safety messages will be taught continually as well as reinforced annually through an assembly and Online Safety week.
- Pupils are helped to understand the acceptable use policy and act accordingly by parents and staff
- Pupils are taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Rules for use of ICT systems are posted in all rooms where ICT is used.
- Pupils report any concerns they have regarding staying safe online to a member of staff.
- Misuse of computers is treated seriously and can result in a pupil being excluded from using ICT equipment for a set period of time.

Curriculum

Online Safety is a focus in all relevant areas of the curriculum.

- In lessons where internet use is pre-planned, pupils are guided to sites checked, by staff, as suitable for their use and processes are in place for dealing with any unsuitable material that is found in internet searches.
- Where pupils are allowed to freely search the internet, using search engines, staff are vigilant in monitoring the content of the websites. Pupils are supervised at all times when having access to the internet.
- Pupils use their 'SMART' training to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information

Development, Monitoring and Review

The school will monitor the impact of the policy using:

- Logs of reported incidents
- Surveys / questionnaires of pupils, parents / carers, and all staff

Technical Roles and Responsibilities

The Local Authority provides us with technical guidance for Online Safety issues. They ensure the school's ICT infrastructure is secure and is not open to misuse or attack. As a school we comply with the e-safety technical requirements outlined in the South West Grid for Learning Security Policy and Acceptable Usage Policy. We ensure that users may only access the school's network through a properly enforced password and passwords are regularly changed.