Lidget Green Primary School

Acceptable Use Policy

Approved by the SLT on:	5th September 2016
To be reviewed on:	September 2018
Signed by Head Teacher:	

NB. This guidance will be retained for a period of 7 years from replacement.

Version 4 / Dated: September 2016

In this policy, 'the computer system' refers to all computers and associated equipment belonging to the school, whether part of the school's integrated network or stand-alone, or equipment belonging to the school that is taken offsite.

The school recognises that technologies such as the Internet and Web2.0 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.

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. While personal use of equipment is permitted, it is expected that users bear in mind the ownership of the system and their own professional status.

All members of staff, students on placement, supply teachers etc must sign a copy of this policy statement before a system login password is granted.

All children must be made aware through class discussion of all the important issues relating to acceptable use, especially the monitoring of Internet use.

All computer use is 'background' monitored , both on- and off-site; breaches of the acceptable use policy are identified and logged, they are then checked by the Lead Teacher for ICT or the ICT technician to ensure appropriate use of the system. For staff use, incidents that breach the comprehensive restrictions of 'Policy Central' will be marked as a false positive by the ICT department if they can be considered part of reasonable adult behaviour.

Internet Access Policy Statement

All Internet activity should be appropriate to staff professional activities or the children's education;

- Access is only available through authorised accounts and passwords, these should not be made available to any other person;
- It is the responsibility of the user to ensure that they have logged off the system when they have completed their task
- 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. In addition to the Policy Central software, our email system has a built in swear filter which redirects all offending emails involving a school email address (sent or received) to the Lead Teacher for ICT. The same professional levels of language should be applied in emails as would be used in 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 prohibited;
- Copyright of materials must be respected. Advice on where to obtain copyright free and creative commons resources can be obtained from the IT department. When using downloaded materials, including free materials, the Intellectual Property rights of the originator must be respected and credited. Making unauthorised copies of materials saved on the school's network may be in breach of the Data Protection Act, Individual Copyright or Intellectual Property Rights; any member wishing to take a copy of such material must check with the ICT department first. Use of any such materials for personal gain is prohibited.
- Posting anonymous messages and forwarding chain letters is prohibited;
- The use of the Internet, e-mail, or any other media to access inappropriate materials such as pornography, racist or any other offensive material is forbidden;
- The teaching of Internet safety is included in the school's ICT 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;
- Although interenet access is filtered with a higher degree of filtering for children, no system is completely failsafe and 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.

In line with the advice given by Education Bradford on the subjects.

Teachers and associate staff who participate in these sites, posting comments etc need to be aware that any material they post should be consistent with their professional status and their employment at this school. Any material which may come to light that could be deemed as harmful to the reputation and interests of the school, its staff and pupils could be regarded as a disciplinary matter.

Staff do not have permission to publish or make personal use of photographic images taken at school, or on school activities away from school, which show pupils.

Additionally, staff are advised that it is inappropriate to have on-line relationships with pupils (except where appropriate within family relationships) or to allow pupils access to their own pages. Similarly accessing pupils' pages is discouraged as this may cross the professional boundary that should be maintained between staff and pupils.

It is also inadvisable to accept as friends ex-pupils who are still minors.

Advice on privacy settings can be obtained from the ICT department.

Internet and System Monitoring

Through *Net Support,* all Internet activity is monitored by the system.

It is the responsibility of the Lead Teacher for ICT to review this monitoring periodically. The Lead Teacher for ICT has a duty 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. All serious transgressions of the school's Internet Access Policy are recorded in the school's ICT violations register, held by the Headteacher.

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. Any staff with concerns that such breaches have not been investigated with due diligence for safeguarding children and regard for their wellbeing should refer to the 'whistleblowing' policy available in the staffroom.

Transgressions of Internet Policy and use of inappropriate language by children can be dealt with in a range of ways, including removal of Internet access rights; computer system access rights; meetings with parents or even exclusion depending on the severity of the offence. Incidents of cyber-bullying will be treated with the same rigour as any other form of bullying.

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 Lidget Green Primary School. 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 should be borne in mind:

- Permission for the publication of photographs is sought on each child's admission form. Where such permission is refused, or where there may be child protection issues at stake individual photographs should not be published. Publication of children's work should only identify the child by first name and possibly Year Group.
- Surnames of children must not be published, especially in conjunction with photographic or video material. Permission should be sought with individual members of staff before using names linked to photographic or video material.
- No link should be made between an individual and any home address (including simply street names);

Use of ICT Equipment

The installation of software or hardware, whether legitimately licensed or not, is forbidden without the express permission of the Lead Teacher for ICT as the school does not own or control the licences for such software. If required staff may install software on laptops to connect to the internet from home, but they should seek advice before doing so.

The school reserves the right to examine or delete any files that may be held on its computer systems.

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 provides portable ICT equipment such as laptop computers, colour printers 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 off-site as in the Acceptable Use Statement above.

- Some equipment will remain in the charge of the ICT co-ordinator, and may be booked out for use according to staff requirements. Once equipment has been used, it must be returned to the ICT suite.
- The use of laptops off-site by staff is allowed in accordance with the Acceptable Use Statement and Internet Access Policy. The equipment is insured against theft providing it is looked after with due care i.e. not left in view on a car seat etc but is not covered against accidental damage.
- Any costs generated by the user at home, such as phone bills, internet connection, printer cartridges etc. are the responsibility of the user unless prior permission has been given for such expenditure;
- Where a member of staff is likely to be away from school through long term 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 immediately
- Care must be taken over the use of USB pens, re-writeable CDs etc to transfer data from external computer systems. Where information has been downloaded from the internet, or copied from another computer, wherever possible, it should be emailed to school to ensure that it undergoes anti-virus scanning;
- Where data of a personal nature such as school reports, IEPs, 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. Please see the Lead Teacher for ICT regarding safeguarding sensitive data with passwords. 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. Where staff are using their own digital equipment such as cameras and mobile phones, extreme caution is advised to avoid misinterpretation by others. Files should be transferred to school equipment as soon as possible;

Acceptable Use Policy, Lidget Green Primary School and Children's Centre, Bradford

Please sign below and return to the Network Manager.

I confirm I have read and understood the school's Acceptable Use Policy for ICT.

Signed:

Date:

Name:

Job Title: