

Welton St. Mary's Church of England Primary Academy



Together we care, learn and thrive

Acceptable Use Policy

Review Annually
latest review September 2018

Acceptable Use Policy

Please read it carefully as breaches of this policy will be regarded as a serious matter.

Acceptable Use Statement

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 e-mail 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.

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 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.

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. This includes staff logging on for children using their own log on or children using the IWB when a staff member is logged on to their laptop.
- 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-mails 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 maybe 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 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 within direct sight of a responsible adult;
- 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;
- 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.

Internet and System Monitoring

Through LCC, all Internet activity is monitored by the system. It is the duty of the ICT subject leader 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.

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 or even exclusion; 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 LEA'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 Welton St. Mary's CofE 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:

- No video recording may be published without the written consent of the parents/legal guardian of the child concerned, and the child's own verbal consent; (See pro forma)

- Surnames of children should not be published, especially in conjunction with photographic or video material;
- 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.

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 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 a laptop computer and access should be negotiated with the individual concerned. Any difficulties should be referred to the ICT co-ordinator;
- Equipment such as laptop computers are encouraged to be taken offsite for use by staff in accordance with the Acceptable Use Statement and Internet Access Policy and that the equipment is fully insured from the moment it leaves the school premises. Note: our school insurance policy provides cover for equipment taken offsite, provided it is looked after with due care, e.g. not left in view on a car seat etc;
- Any costs generated by the user at home, such as phone bills, printer cartridge etc. are the responsibility of the user;
- 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 for 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;
- The use of USB pens, re-writeable CDs, floppy disks etc. to transfer data from external computer systems is only possible with the permission of the teacher/ICT subject leader. Where information has been downloaded from the internet, or copied from another computer, wherever possible, it must be emailed to school to ensure that it undergoes anti-virus scanning. If this proves to be impossible, (due to file size, technical difficulty etc.) express permission must be sought from the ICT subject leader prior to the data being transferred;

- Staff may install software on laptops to connect to the Internet from home. If in doubt seek advice;
- If IT equipment are lost or stolen they need to be reported to the Head teacher and the head teacher will need to report as necessary depending on what has been stolen and what data was on the equipment.
- Staff may only use Password and encrypted memory sticks for storing information and data relating to the school, pupils, teaching and learning and no data that may damage the academy's reputation.
- all staff will be regularly updated on policies and procedures
- all staff will have regular refreshers on data protection and information governance
- Staff may not use their own IT equipment to store any school related information including pupil information.
- Where personal equipment has been used to store data (this must have been agreed with the Headteacher first) e.g. photographs taken on phones on a school visit to enable the user to tweet, the information will be deleted from personal devices within a 48 hour period.

I confirm I have read and understood the above statement.

Signed:

Date:

Name:

Institution Welton St Mary's Church of England Primary Academy

Signed: _____ **Mark Smith**
Chair of Governors

Date: