



Heaton St. Barnabas' CE (VA) Primary School

Policy For

Acceptable Use of ICT

This policy was approved by Staffing & Finance Committee

On: 16th July 2021

Signed.....

Chair of Staffing & Finance Committee

This policy covers the acceptable use of ICT by Staff, Student Teachers and Volunteers.

POLICY STATEMENT

The Governing Body recognises the use of its ICT and communications facilities as an important resource for teaching, learning and personal development. New technologies have become integral to the lives of adults, children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. It is also recognised by the Governing Body that along with these benefits there are also responsibilities, especially for ensuring that children are protected from contact with inappropriate material.

Whilst it is not possible to cover all eventualities, the following information is published as guidance for staff on the expectations of the Governing Body. Any breaches of this policy or operation of the school's equipment outside statutory legal compliance may be grounds for disciplinary action being taken.

STAFF AND STUDENT TEACHERS

All users should have an entitlement to safe internet access at all times. This Acceptable Use Policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- that staff are protected from potential risk in their use of ICT in their everyday work. The school will try to ensure that staff and student teachers will have good access to ICT to enhance their work, to enhance learning opportunities for pupils' learning and will, in return, expect staff and student teachers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

For my professional and personal safety

- I will not use my mobile phone in front of pupils unless this is for professional reasons (eg. making a phone call during a school trip)
- I understand that the school will monitor my use of the ICT systems, email and other digital communications
- I understand that the rules set out in this agreement also apply to use of school ICT systems (eg. laptops, iPads, email, remote access) out of school
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. Any access to the school network will be made using own username and password this includes access to the school WIFI on personal devices.
- I will ensure when I am not using my computer or laptop I will lock the screen to ensure that no other person may access my personal login which I am responsible for.
- Any use of external storage such as memory sticks **MUST** be issued via school and encrypted.
- I understand that any use of the equipment by family or friends is not permitted and any misuse of the equipment by unauthorised users will be my responsibility
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person
- I will be professional in my communications and actions when using school ICT systems. I will not use aggressive or inappropriate language
- I will ensure that when I take and / or publish images of others I will do so with their permission.

- I will not use my personal equipment to take pictures of pupils, recording pupils via videos or audio
- Where these images are published (eg on the school website) it will not be possible to identify by name, or other personal information, those who are featured
- I will only use chat and social networking sites in school for personal use where this does not detract from the pupils' learning or my professional responsibilities
- Any use of social media will not bring the school into disrepute
- Staff should report all contacts through networking sites which may concern them to the Headteacher or Deputy Head in her absence
- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities
- I will not make, access, and/or publish and distribute material promoting homophobia or racial or religious hatred
- I will not use ICT equipment for the purpose of bullying or harassment or for the publication and/or distribution of libellous statements or material which defames or degrades others
- I will not use School ICT equipment or systems or own phones through school WIFI to participate in
- on-line gambling
- I will not attempt to gain unauthorised access to internal or external computer systems (commonly known as hacking)
- I will not create or deliberately distribute ICT or communications systems "malware", including viruses, worms, etc.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my personal hand held / external devices (PDAs / laptops / mobile phones / USB devices, tablets etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- 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 not try to upload, download or access any materials which are illegal (including 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 try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, without the approval of the Network Manager
- I will not disable or cause any damage to school equipment, or the equipment belonging to others
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School / LA Personal Data Policy.
- I understand that data protection policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority. Parents may request information via the school office and headteacher only to ensure the school follows GDPR data protection laws.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will report known breaches of this policy, including any inappropriate images or other material which may be discovered on the school's ICT systems which is monitored and alerts sent to the headteacher and Mr Suleman the E-Safe coordinator.

When using the internet in my professional capacity or for school sanctioned personal use:

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

I understand that I am responsible for my actions in and out of school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and / or the Local Authority and, in the event of illegal activities, the involvement of the police.

VOLUNTEERS

Volunteers will be issued with a Volunteer Code of Practice to read and sign before they begin volunteering at Heaton St Barnabas. This includes ICT and Communications guidelines for working in school and personal use of their mobile technology, including their statutory duty to safeguard children in terms of their personal use of ICT. Volunteers will not have access to school ICT equipment or logins and passwords.

STAFF ACCEPTABLE USE OF ICT AND COMMUNICATION SYSTEMS

PART 1: to be retained by staff member/student teacher

All employees, supply agency staff, student teachers, consultants and contractors are required to familiarise themselves with the contents of the policy on the use of ICT systems and sign the following declaration.

Declaration

You should sign two copies of this document; this copy to be retained by you. The second copy (below) is to be detached and placed in your personal file.

I have read and understand the Policy for Staff Acceptable Use of ICT and Communications Systems, and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Signed: Name: Date:

STAFF ACCEPTABLE USE OF ICT AND COMMUNICATION SYSTEMS

PART 2: to be detached and placed on the employee's file

This declaration refers to the Governing Body's policy and guidance on the use the school's ICT and communications systems and confirms that you have been provided with a copy and that you have agreed to follow it.

All employees, supply agency staff, consultants and contractors are required to familiarise themselves with the contents of the policy on the use of ICT systems and sign the following declaration.

Declaration

You should sign two copies of this document; this copy is to be retained on your personal file.

I have read and understand the Policy for Staff Acceptable Use of ICT and Communications Systems, and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Signed: Name: Date: