

Whitechapel Primary School



Acceptable Use of IT Policy

Document Control

AUTHOR	DATE	VERSION	CHANGE REFERENCE / DESCRIPTION
R.C. Paul	10-Oct-2018	V2	Wording adapted to include AUA. Paragraph added regarding agreements
N.J Noblett	24-Sep-2021	V3	Inclusion of a document control page

Approvers

NAME	DATE	POSITION
Curriculum Committee		

Reviewers

NAME	DATE	POSITION
N.J.Noblett	24-Sep-2021	Headteacher

Distribution

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Introduction

Technology has become integral to the lives of 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. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff and children to be more creative and productive in their work. All users have an entitlement to and responsibility for, safe internet access.

The school and the local authority are responsible for providing safe and secure access to technologies and ensuring the smooth running of the equipment within the school.

To meet these responsibilities the school may monitor the use of ICT systems, email and other digital communications.

Purpose

This Acceptable Use Policy is intended to ensure:

- 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 governors, 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 governors, staff and volunteers are protected from potential risk in their everyday use of ICT in their work.

Coverage

The Acceptable Use Policy applies to the use of school ICT equipment & systems (including laptops, tablets, email, VLE etc.) both within school and out of school and to the use of personal equipment in school or in situations related to the work of the school.

Whenever personal hand held/external devices are used in school, users must follow the rules set out in this agreement, in the same way as if they were using school equipment. This includes downloading photographs on school computers.

Application

This policy applies to anyone using school equipment or processing information about the school.

Anyone failing to comply with this Acceptable Use of IT Policy Agreement could be subject to disciplinary action. This could include any or all of the following; a warning, a suspension, referral to the Governing Body and/or the Local Authority or dismissal. In the event of possible illegal activities this would include the involvement of the police.

Prior to any use of equipment on school premises, all staff and children will sign an Acceptable Use of the Internet Agreement.

All users must use school ICT equipment and systems in a responsible way, to ensure that there is no risk to the safety and security of themselves, other users or the ICT systems.

Users should recognise the value of the use of ICT for enhancing learning and ensure that children receive opportunities to gain from the use of ICT.

All adult users will, where possible, educate the young people in their care in the safe use of ICT and embed online safety (e-safety) into the daily use of ICT equipment. Online safety will be taught regularly in each year group and clearly planned into the school curriculum.

System Use

The school ICT systems are primarily intended for educational use and should only be used for personal use within the policies and rules set down by the school.

Data/Information

Users must only transport, hold, disclose or share personal information about themselves or others, as outlined in the school Data and E-security policy.

All staff and children's personal data must be kept private and confidential, except when disclosure to an appropriate authority is required by law or by school.

Username and passwords are personal and must not be disclosed to anyone else, nor should any user try to use any other person's username and password.

Users must not use personal email addresses on the school ICT systems for pupils' personal data.

Users must not open any attachments to emails, unless the source is known and trusted.

Users should ensure that all data is regularly backed up, in accordance with relevant school policies.

Users must not try to upload, download or access any materials that are illegal;

- child sexual abuse images

- criminally racist material

- adult pornography covered by the Obscene Publications Act

Or any other form of inappropriate material that may cause harm or distress to others.

Any illegal, inappropriate or harmful material or incident that is identified must be reported as soon as possible, to the head teacher, Nicola Noblett. Clear records of the incident should be completed on a Staff Concern form and handed to the Headteacher in person. These concern forms will then be processed, acted upon and then stored securely in the Head teacher's office.

Communication

All communications and actions using school ICT systems must be professional at all times.

All communication with others must be in a professional manner. Aggressive or inappropriate language must be avoided. All users must appreciate and respect that others may have different opinions and levels of tolerance.

Communication with children and parents/carers must only be through official school systems. Any and all such communication must be professional in tone and manner.

Users must not engage in any on-line activity that may compromise their professional responsibilities.

Images

Images of others must only be taken and/or published with their permission.

Images taken on non-school equipment should only be downloaded to school equipment and must then be deleted from the original device. Personal equipment must not be used to retain these images, unless permission to do so has been granted.

Where photographs are published (e.g. on the school website/VLE) it must not be possible to identify by a child's full name, or other personal information, those who are featured.

Sharing Information

Information shared should never compromise the school's duty to provide the highest possible standard of education or bring the school's reputation into disrepute.

Chat & social networking sites must never be used in school for personal use, nor should matters relating to the school be discussed in chat or social networks at any time.

Staff should report all contacts through networking or other sites that may concern them to the headteacher (Nicola Noblett). Examples may include: a child aged less than 13yrs on Facebook requesting to be a friend or inappropriate comments by a parent directed to themselves.

Staff who have genuine concerns about any school matter should follow current school guidelines and policies e.g. whistle-blowing to resolve issues and should not use networking sites.

Altering Equipment or Systems

Users must not disable or cause any damage to school equipment and systems, or the equipment belonging to others.

Users should not access, copy, remove or otherwise alter any other user's files, without their express permission.

Users must not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor must they try to alter computer settings, unless this is allowed in school policies.

Users must not try **to install** or use any programmes or software that might allow them to bypass the filtering/security systems in place to prevent access to such materials.

Users must not try (unless granted permission) to make large downloads or uploads that might take up Internet capacity and prevent other users from being able to carry out their work.

Any damage or faults involving equipment or software, however this may have happened must be reported immediately to the computing lead, **Rebecca Paul**.

Users must ensure that any personal devices are free from viruses and are protected by up to date anti-virus software.

Copyright

When using the internet and/or third party sources in a professional capacity or for school sanctioned use users must ensure that they have permission to use the original work.

Where material (including music and videos) is protected by copyright, it must not be downloaded or distributed except in accordance with the terms of the copyright.

Permission

Where permission is needed please see the computing lead, Rebecca Paul or the headteacher.

Agreements

All staff and children should complete, sign and date the acceptable use of the internet agreement forms. These forms will be kept on the personal file for the duration of each key stage/employment or will be replaced following a review of the agreements and policies.

Reviewed

10th October 2018