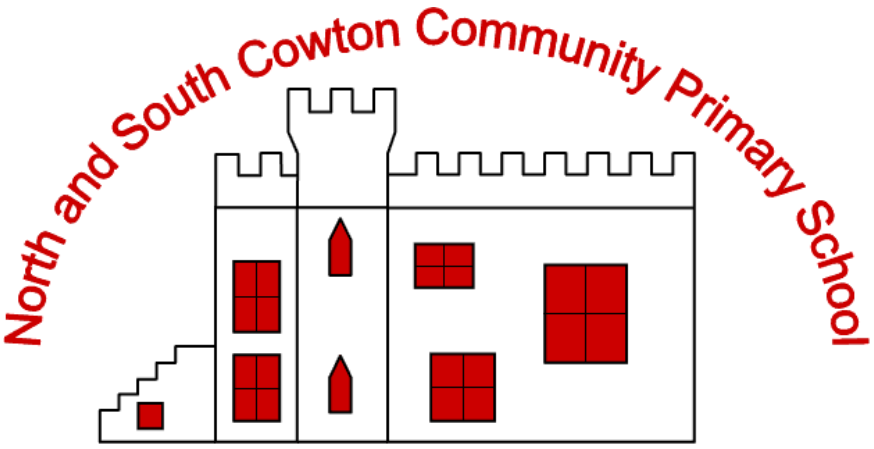

School Policy

ICT E-Safety and Acceptable Use Policy

September 2016, Issue 4

Document Number: AP-19

Document Approval

This document was reviewed and approved by the governing body as appropriate and effective.

Signed:

If this is one of the 2 official copies the Approver shall write "Copy 1" or "Copy 2" and initial here:

Date:

Name:

Position:

Document Review

The governing body will review this policy to ensure that it is appropriate and effective whenever necessary, and not less than once every four years.

Document Control

There is one controlled paper copies of this document in the Policies File in the Junior Building. An electronic version is also available on our website in the policies area.

The master electronic copy is held the Policies Folder on the School file server Staff Share. The latest issue will be marked with the highest number (e.g. 2.1 is later than 1.2)..

All other copies (electronic and paper) are uncontrolled.

Document History

Filename: AP-19 ICT E-Safety and Acceptable Use Policy.doc				
Issue	**Description of Change**	**Author**	**Checked**	**Date**
1.0	Initial – Reviewed and Approved by Policy Working Group on the 7th Sept 2007	JRE	SB	7/9/07
2.0	Policy amended to include safeguarding issues	JB		22.11.2011
3	Policy amended to include safeguarding issues	JB	CPS	16.1.13
4	Policy updated and checked by review committee	JB	Policy committee	Nov 16

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1 Introduction

1.1 At our school we exercise caution when allowing children access to the ICT, as we recognise there are risks. However, we encourage the use of ICT as we believe its educational benefits outweigh any possible dangers. Schools have always helped learners to engage with society based on clear support and guidance, and in our school the use of the internet and related technologies is no exception.

1.2 As with any media, our clear policy is for staff to preview material or provide supervision. This is in addition to the commonsense steps (described below) for ensuring children's safe use of the internet.

1.3 We use a filtered broadband service, which meets the government guidelines for blocking material that is inappropriate for primary school children. However, we make it clear to our parents that it is not technically possible to block access to all inappropriate or controversial material, which is why we take the steps outlined in this policy.

1.4 We minimise the risks of using the internet and related technologies by taking the following commonsense steps:

i. We encourage and support our staff in training and continual learning in ICT.

ii. We position computers in public places where everyone can see what is on the screen.

iii. We take an interest in the internet and regularly discussing what young people see and use.

iv. Our staff are aware of what research projects children are carrying out on the internet.

v. We monitor the amount of time children spend online at school and we avoid excessive hours spent on the internet – a maximum of 1 hour in curriculum time

vi. We educate our children to use the internet in a sensible and responsible manner.

vii. We encourage children to be critical users of the internet, asking questions such as: 'Is the information true? How do you know?'

viii. We warn children that there are some unsuitable sites on the internet and discussing the issues involved.

ix. We warn children that there are some people (adults) who use the internet (including email, chat rooms and instant messaging) and mobile phones to forge friendships with children in order to either lure them into meeting, or to trick them into disclosing information that allows them to be identified. We explain that these people do this as they want to hurt or bully children and we discuss the issues involved.

x. We ensure children know what to do if they find upsetting material.

xi. We share details of our ICT safety and acceptable use policy with parents each year, and we seek their support in providing consistent messages to our children.

xii. We discuss and agree the school computer rules with children in class and at the school computer club.

2 Appropriate Use of the School's ICT Equipment

2.1 In our school the ICT equipment (computers, laptops, digital cameras, projectors, I pads) are used for educational purposes only.

2.2 For staff this will include teaching, preparation, administration and other aspects directly connected with the smooth operation of the school and the teaching of our children.

2.3 For children use will mainly be limited to use in lessons as directed by teachers. However, through golden time, children are encouraged to use the computers for playing one of a

number of vetted games, as we believe this encourages the confidence in the use of computers. This is also sometimes allowed during wet playtimes and at after school clubs.

2.4 The school's ICT equipment may on occasion be used by the community, with the permission of the head teacher. In this case, special user access will be granted that does not allow any access to staff or pupil data.

2.5 All uses of the school's ICT equipment shall comply with the following:

i. only use the ICT equipment for the school/educational purposes, unless specifically agreed by the head teacher;

ii. virus scan files introduced via, CDs, memory sticks, etc.;

iii. don't access inappropriate or offensive material;

iv. don't post/send inappropriate, offensive material; and

v. don't alter or change the settings or configuration, unless directed to be the technician or help desk.

2.6 The penalty for misuse of the school's ICT equipment are serious. Pupils and other users may be banned from having further access, and pupils may face additional disciplinary action as deemed appropriate by the head teacher.

2.7 Staff who misuse the school's ICT equipment will face formal disciplinary action.

3 Appropriate Use of Email

3.1 All staff have school email accounts for school use.

3.2 The schools email service includes spam and virus filtering. This minimises the risk of receiving spam and inappropriate or offensive material via email, but it impossible to guarantee that such material will not get through.

3.3 If spam or inappropriate/offensive material is received via email it should be reported to the ICT help desk.

3.4 All email users are warned to be wary of emails received unexpectedly, or from a sender who is unknown to them. Email is a common source of viruses – especially via attachments. Email users know not to open (double click) attachments received unexpectedly, or from a sender who is unknown to them. Suspicious emails should be reported to the ICT help desk.

3.5 All email users are aware of the insecure nature of email and confidential pupil data is not sent via email.

3.6 All school email accounts are accessible via Outlook Live.

3.7 We recognise that email can be exploited by bullies. We do not tolerate any bullying, as explained in our Behaviour and Discipline Policy and our Anti-Bullying Policy.

3.8 The penalty for misuse of the school's email facilities are serious. Pupils and other users may be banned from having further access, and pupils may face additional disciplinary action as deemed appropriate by the head teacher.

3.9 Staff who misuse the school's email facilities will face formal disciplinary action.

4 Other Services and Emerging Technologies

4.1 We constantly monitor the use our children make of new services and emerging technologies, and we consider the affect these have on their education and safety.

4.2 The governors and staff carefully consider government and local authority guidance, and our local community in order to build in mechanisms for incorporating other technologies within the acceptable use policy as they emerge.

5 Protecting Pupils

5.1 In order to protect the identity of our children, we will not include material on our website that allows a child's photograph to be linked to their name or any other personal information.

5.2 In order to protect our children, we no not allow children to have access to chat rooms or instant messaging services in school.

5.3 In order to protect our children, and in this interests of removing distractions from the classroom, we do not allow children to have mobile phones in school.

5.4 We teach children about internet safety and we discuss with them the school internet safety guidelines, included in the school prospectus and on the school Website.

5.5 We teach children about internet safety and etiquette as part of our on-going anti-bullying initiatives.

5.6 We include information in our prospectus and on our website to help educate and support parents about internet safety. We work with parents to with the objective of providing our children consistent messages about internet safety.

5.7 Staff will only use school cameras and video equipment to photograph children.

5.8 The school now uses Twitter to communicate with parents.

5.9 Staff and pupils have devised a set of guidelines to demonstrate how to use the internet safely. These are displayed in the classrooms.

6 Protecting Resources

6.1 Our ICT equipment and resources are managed and maintained by an external, expert organisation – NYCC schools ICT.

6.2 Our technician is responsible for ensuring our systems have the latest patches and virus protection. They advise us on any other measures that we should put in place to maintain the security, availability and reliability of our ICT equipment.

6.3 The data held on our ICT systems is backed up weekly by the administrator. This process is monitored by our technician.

7 Passwords

7.1 All users of the school ICT system need a username and password to gain access. This username and password can only be used to access the system via a computer in the school; our school currently does not permit staff or pupils to access information stored on the school ICT system when they are away from school.

7.2 All staff and junior children have their own username and password. Infant children and guest users share common usernames.

7.3 Staff should change their password regularly to maintain security of their accounts, which provide access to sensitive information.

7.4 Pupils do not have the ability to change their password, and a record of their password is held by the class teacher.

7.5 The passwords for common/shared usernames (i.e. the infant class username and guest username) are changed periodically.

7.6 The passwords and usernames used to access email accounts via Outlook are different to those used in school to access the ICT system. Outlook account passwords are changed periodically.

8 Legal Considerations

8.1 Certain behaviour is clearly illegal such as using a computer to perpetrate credit card fraud, to spread viruses, to hack into other computers, or to download copyrighted materials. Such issues are covered by the Computer Misuse Act 1990, the Data Protection Act 1998 and copyright legislation.

8.2 All adult users of our school ICT equipment are made aware that the use of any equipment, system, network or account for any form of illegal activity is strictly forbidden.

8.3 We take steps in our lesson planning to teach our children about what is right and wrong. We consider possible scenarios of providing pupil access to ICT facilities that might have legal implications, and work through methods of preventing them, or strategies for dealing with them should they arise.

9 Sanctions

9.1 Our school will employ appropriate and fair systems for dealing with deliberate misuse of computer systems, both internal and external.

9.2 Depending on the seriousness of the offence, internal sanctions might range from first warnings to temporary bans from using the ICT resources, to involvement of parents and guardians and in extreme cases, permanent exclusion.

9.3 Most offences are likely to be pupils simply playing around, to see what they can do. For more serious violations, it may be necessary to involve the police.

10 Promoting and Maintaining Awareness

10.1 The acceptable use policy is published on the school website. It is also provided to all new staff who join the school.

10.2 We ask parents to sign a permission form each year, where they agree to support these rules and accept that our policies and procedures mitigate the risks involved with internet and computer use to an extent where the benefits outweigh the risks.

11 Acceptable Use of ICT at Home

11.1 Although acceptable use policies are a little formal for home use, our parents are encouraged to discuss and agree some sensible points with their children. Sensible steps include keeping in touch with what children are doing with their computers and devices, by asking them to show which sites they have visited and talking about what they learned there.

11.2 Talking to children about what is, and what isn't, acceptable use of the internet will help them to form balanced opinions and set standards that they will apply to any new material they meet, whether at home or at school.

11.3 If parents want support or advice, they are encouraged to talk to staff at any time. We also publish useful information on our website (in the Parents section), including links to useful websites.

12 Personal Mobiles

12.1 Employees are not permitted to make/receive calls/texts during work time. (Excluding break times)

12.2 Staff should ensure that mobile phones are turned off or on silent at all times while on school premises. They should be kept in a locker or bag and not be left on display.

12.3 In the event that an employee has a particular reason, for a specified period of time they may request via the Headteacher that they leave their phone on during working hours. In this instance, mobiles phones will be left in the school office.

12.4 Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images.

12.5 Mobile phones should not be used in a space where children are present, unless it is an emergency or for school use.

12.6 Personal mobile phones are taken on trips and to the sports field and are used in the event of an emergency.