Townley School and Pre-School Policy Front Sheet

POLICY DOCUMENT	Acceptable Use Policy
Policy Number	1
Type of Policy –	Statutory
Governor Committee	Full Governing Body
Approval Date	March 2023
Review Frequency	Annual
Date of next review	March 2024
Publication Date	March 2024
Chair of Governing Body signature	
Publish on School Website	Yes
Purpose of Policy	Policy Review
Supporting documents if applicable	
Chair of Governing Body signature	
Date	

Townley School and Pre-School

Acceptable Use Policy

Background

The internet and email are now indispensable tools for all School teaching staff, managers, administrators and pupils. The use of these exciting and innovative technology tools in school and at home has been shown to raise educational standards and promote pupil achievement yet while they offer huge potential benefits to improving work efficiency and effectiveness if properly applied, they also pose significant risks for the School. All who work with technology should have an entitlement to be safe at all times.

This acceptable use/online safety policy provides staff at Townley School with guidance on how to make best use of these technologies whilst understanding the potential dangers. It also gives guidance on how pupils should be using the internet/email at school and how they are taught about online safety. It applies to all users of the School's IT systems.

Pupils' Access to the Internet

Townley School use a Cambridgeshire County Council "filtered" Internet Service (Lightspeed/Smoothwall), which will minimise the chances of pupils encountering undesirable material. Townley School will normally only allow children to use the Internet when there is a responsible adult present to supervise. However it is unrealistic to suppose that the teacher's attention will always be directed toward the computer screen. Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils, the expectation we have of pupils.

Teachers will have access to pupils' emails and other Internet related files and will check these on a regular basis to ensure expectations of behaviour are being met.

Expectations of Pupils using the Internet

• All pupils are expected to read and agree the Internet Agreement.

• At Townley, we expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and the language they use.

• Pupils using the Internet are expected to avoid deliberately seeking out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher.

• Pupils are expected to use inoffensive language in their email communications and only contact only people they know or those the teacher has approved. It is forbidden to be involved in sending chain letters.

• Pupils must ask permission before accessing the Internet.

• Pupils will not access social networking sites unless expressly permitted by the school or as part of a specific learning activity.

• Pupils should not access other people's files unless permission has been given.

• Computers should only be used for schoolwork and homework unless permission has been granted otherwise.

• No program files may be downloaded to the computer from the Internet. This is to prevent corruption of data and avoid viruses.

• No programs on disc or other portable media should be brought in from home for use in school.

• Homework completed at home may be brought in on portable media, but this will have to be virus scanned by the class teacher before use.

• Personal printing is not allowed on our network.

• No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made unless this is part of an approved school project.

• Uploading and downloading of non-approved software is not permitted.

• Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources.

For my professional and personal safety, I understand that:

- I will ensure that my on-line activity does not compromise my professional responsibilities, nor bring the school into disrepute.
- My use of technology can be monitored.
- When communicating professionally I will ONLY use the technology provided by the school unless I seek permission from the school management
- I will not pursue or respond to personal communication through social networks from children/young people in the school, their mother/father/carer.
- I will seek permission should I need to use the school's technology for my personal use.

For the safety of others:

- I will not access, copy, remove or otherwise alter any other user's files, without authorisation.
- I will communicate with others in a professional manner.
- I will share other's personal data only with their permission.
- I understand that any images I publish will be with the owner's permission and follow the school's code of conduct.
- I will use ONLY the school's equipment to record any digital and video images, unless I have permission to do otherwise.

For the safety of the School, I understand that:

- I will not try to access anything illegal, harmful or inappropriate.
- It is my responsibility to immediately report any illegal, harmful or inappropriate incident.
- I will not share my online personal information (e.g. social networking profiles) with the children and young people in my care.
- I will not deliberately bypass any systems designed to keep the school safer.
- Where personal data is transferred, externally, it will be encrypted.
- I understand that data protection policy requires that any personal 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 the school's policy to disclose such information to an appropriate authority.
- Personal passwords and those of other users will be kept confidential.
- I will not download anything that I do not have the right to use.

- I will only use my personal device if I have permission and use it within the agreed rules
- I will inform the appropriate person if I find any damage or faults with technology.
- I will not attempt to install programs of any type on the devices belonging to the School, without permission

Use of school based equipment

- When using the school's ICT equipment and other information systems, I have understood and will comply with the following statements
- I will access the internet and other ICT systems using an individual username and password, which I will keep secure. I will ensure that I log out after each session and never allow other users to access the internet through my username and password. I will report any suspicion, or evidence that there has been a breach of my personal security in relation to access to the internet or ICT systems, to the e-safety coordinator.
- All passwords I create will be in accordance with the school e-safety Policy. I will ensure that I use a suitably complex password for access to the internet and ICT systems.
- I will not share my passwords.
- I will seek consent from the Headteacher prior to the use of any new technologies (hardware, software, cloud-based services) within school.
- I will not search for, download, upload or forward any content that is illegal or that could be considered an offence by another user. If I encounter any such material, I will report it immediately to Headteacher or senior teacher.
- I will take a professional and proactive approach to assessing the effectiveness of the internet content-filtering platform in relation to the educational content that can be viewed by the pupils in my care.
- I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the headteacher
- I understand my personal responsibilities in relation to the Data Protection Act and the privacy and disclosure of personal and sensitive confidential information.
- I will take reasonable precautions to ensure that any devices (laptops, tablets, cameras, removable media or phones) are stored in a secure manner when taken off site (car / home/ other location). Devices will not be left unattended in cars and will be signed in and out of school if they are not directly loaned to me.
- I will only use school-owned or provided portable storage (USB sticks, SSD cards, portable hard drives etc).
- I will ensure that any personal or sensitive information taken off site will be situated on a school-owned device with appropriate technical controls such as encryption/ password protection deployed.
- Any information asset, which I create from other information systems, which could be deemed as personal or sensitive will be stored on the school network and access controlled in a suitable manner in accordance with the school data protection controls. (For example, spread sheets/other documents created from information located within the school information management system).
- I will not download or install any software from the internet or from any other media which may compromise the school network or information situated on it without prior authorisation from the network manager.

- I understand that the use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the <u>Computer Misuse Act 1990</u> and breaches will be reported to the appropriate authorities.
- I understand that my files, communications and internet activity may be monitored and checked at all times to protect my own and others' safety, and action may be taken if deemed necessary to safeguard me or others.

Social Networking

- I must not talk about my professional role in any capacity when using personal social media such as Facebook, Twitter and YouTube or any other online publishing websites.
- I must not use social media tools to communicate with current or former pupils under the age of 18.
- I will not use any social media tools to communicate with parents unless approved in writing by the Head Teacher.
- I will set and maintain my profile on social networking sites to maximum privacy and give access to known friends only.
- Staff must not access social networking sites for personal use during school hours.
- If I experience any derogatory or slanderous comments relating to the school, colleagues or my professional status, I will take screenshots for evidence and escalate to the headteacher.

Managing digital content

- I will demonstrate professional, safe and responsible behaviour when creating, using and storing digital images, video and sound within school.
- I will only use school equipment to create digital images, video and sound. Digital images, video and sound will not be taken without the permission of participants; images and video will be of appropriate activities and participants will be in appropriate dress. No resources will be published online without the permission of the staff and pupils involved.
- Under no circumstances will I use any personally-owned equipment for video, sound or images without prior consent from a member of the Senior Leadership Team.
- When searching for images, video or sound clips, I will ensure that I or any pupils in my care are not in breach of any <u>copyright licencing</u>.
- I will ensure that any images, videos or sound clips of pupils are stored on the school network and never transferred to personally-owned equipment.
- I will ensure that any images taken on school-owned devices will be transferred to the school network (storage area/server) and deleted as soon as possible from the memory card.
- I will model safe and responsible behaviour in the creation and publishing of online content within the school learning platform and any other websites. In addition to this I will encourage colleagues and pupils to adopt similar safe behaviour in their personal use of blogs, wikis and online publishing sites.

Email

- I will use my school email address, or Teams for all correspondence with staff or other agencies and I understand that any use of the school email system will be monitored and checked. I will under no circumstances use my private email account for any school-related business.
- Support Staff will use 'Letters Home' (eSchools platform) or a generic email to correspond with parents. It is preferable for teaching staff to use the same, although it is recognised this may not

always be possible. Where teaching staff use their school email address to communicate with parents they will need to consider the implications on their wellbeing.

- Communication between staff and pupils or members of the wider school community should be professional and related to school matters only.
- I will ensure that no posts made by me or by pupils in my care damage the reputation of my school.
- I will seek permission if I need to synchronise any school email account with a personally-owned handheld device.
- I will take care in opening any attachments sent by email. I will only open emails and associated attachments from trusted senders.
- Emails sent to external organisations will be written carefully and if necessary authorised before sending to protect myself. As and when I feel it necessary, I will carbon copy (cc) the head teacher, line manager or another suitable member of staff into the email.
- I will ensure that I manage my email account, delete unwanted emails and file those I need to keep in subject folders.
- I will access my school email account on a regular basis to ensure that I respond in a timely manner to communications that require my attention.

Mobile phones and devices

We want to ensure that all staff are aware of their professional responsibilities in relation to iPads and Laptops provided for staff use by the school. (Read in conjunction with Policy on Mobile Devices).

This AUP is not intended to unduly limit the ways in which members of staff teach or use ICT, but aims to ensure that the school and all members of staff comply with the appropriate legal responsibilities, the reputation of the school is maintained and the safety of all users is ensured.

- The iPad and/or Laptop has been provided by the school for professional use by staff and should not be used by anyone other than the member of staff, including family members
- All staff must set a passcode on their iPad and/or Laptop to prevent others from misusing it.
- ITunes account passwords should not be shared with anyone else.
- Passwords should not be shared -misuse of passwords, codes or other unauthorised access is not acceptable.
- Individual members of staff are accountable for any activity on their device
- Downloaded apps must be for educational use only e.g. using in school or testing for school.
- Use of websites etc. should echo the school's approach to acceptable use.
- Images of pupils should be transferred off the device to the school server before the iPad is taken off site, unless the prior approval of senior leaders has been sought (for example evidence for moderation maybe required to be taken to moderation, or using the device on school trips to take photographs).
- Personal images should not be stored on the devices.
- To prevent access to confidential information, staff iPads and/or Laptop should not be used by pupils unless the settings are changed (children login to their user on the laptop or the port changed on the iPad.)
- All material must adhere to the school ICT Responsible Use Policy. Under no circumstances must users send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.

- Illegal activities – use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity is not allowed.
- Cameras – users must use good judgment when using the camera. The user agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way.
- Posting of images/movie on the Internet into a public forum is strictly forbidden, without the express permission of a member of the Senior Leadership team.
- Individual users are responsible for the setting up and use of any home internet connection and no support will be provided for this by the school.

iPads Responsible use by everyone

- Protective covers/cases must be used at all times.
- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused-care should be taken to handle and hold the iPad safely and securely and avoid placing heavy objects (books, laptops, etc.) on top of the iPad.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.
- Do not subject the iPad to extreme heat or cold.

Learning and teaching

- In line with every child's legal entitlement I will ensure I teach an appropriate e-safety curriculum.
- I will support and promote the school e-safety policy at all times. I will model safe and responsible behaviour in pupils when using ICT to support learning and teaching.
- I will ensure that I am aware of my individual responsibilities relating to the safeguarding of children within the context of e-safety and know what to do in the event of misuse of technology by any member of the school community.
- I understand the importance of respecting and acknowledging copyright of materials found on the internet and will model best practice in the creation of my own resources at all times.
- I understand the need to follow the agreed protocol for Teams video calls with pupils and parents.

Safeguarding

- I understand that I am expected to immediately report any illegal, inappropriate or harmful material or incidents I become aware of, to the Designated Safeguarding Lead.
- I am aware that any queries or questions regarding safe and professional practice online either in school or off site should be raised with the Designated Safeguarding Lead or the Headteacher.
- I must not have 1:1 audio or video meetings with pupils unless they have been approved by the Headteacher .

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<u>Agreement</u>

- I have read and understood and agree to comply with this Staff ICT Acceptable Use Policy.
- I have read and understood the implications and my personal responsibilities in relation to the use of ICT equipment which is detailed within this policy.
- I understand that if I fail to comply with this Acceptable Use Policy agreement, I could be subject to disciplinary action

Name:
Role in School:
Signed:
Date:
Laptop/iPad Serial Number:
Date device returned to school:

Townley School and Pre-School

KS1 Acceptable Use Policy

I use Starz to help me to stay safe online www.yourschool.starz.org.uk

I will use the school's ICT equipment and tools (including computers, cameras, Teams, Starz etc.) for schoolwork and homework. If I need to use the school's computers for anything else, I will ask for permission first.

I will only use the internet, Teams and email when an adult is nearby.

I will not share my passwords with other people and will tell my teacher if I think someone else knows them.

I will ask an adult before opening an email from someone I don't know.

I will not share details about myself such as surname, phone number or home address.

I will ask if I need to look at other people's work on the computer.

I will try my hardest to only send messages which don't upset other people.

I will ask my teacher before using photos or video. If I see something on a screen which upsets me, I will always tell an adult.

I will do my best to follow these rules because I know they are there to keep me and my friends safe. If I don't follow these rules, I know that my teacher may stop me using technology at school and talk to my parents about how I use technology.

My name:

My signature:

I am signing below to show that I have discussed and will reinforce these rules with my child

Parent/Carer Name:

Parent/Carer signature: Date:

Townley School and Pre-School

KS2 Acceptable Use Policy

I use Starz to help me to stay safe online www.yourschool.starz.org.uk

I will use the school's ICT equipment and tools for schoolwork and homework. If I need to use the school's computers for anything else, I will ask for permission first.

I will only use the Internet if a teacher or teaching assistant is in the room with me.

I will only delete my own files unless my teacher gives me permission to delete someone else's. I will not look at other people's files without their permission.

I will keep my passwords private and tell an adult if I think someone else knows them. I know that my teacher can change my passwords if needed.

I will only open e-mail attachments from people who I know or an adult has approved. If I am unsure about an attachment or e-mail, I will ask an adult for help.

I will not give my own personal details such as surname, phone number or home address or any other personal details that could be used to identify me, my friends or my family. If I have to use an online name, I will make one up!

I will never post photographs or video clips of people I know without permission and never include names with photographs or videos.

I will never arrange to meet someone I have only ever previously met online. It could be dangerous.

I will not deliberately look for, save or send anything that could be unpleasant or upsetting. If I find anything via Internet, e-mail or mobile phone that is upsetting or makes me feel uncomfortable, I will tell a teacher or responsible adult.

I will do my best to follow these rules because I know they are there to keep me and my friends safe. If I don't follow these rules, my teacher may:

Speak to me about my behaviour.

Speak to my parents about my use of technology.

Remove me from online communities or groups.

Turn off my access for a little while.

Not allow me access to use laptops / computers to access the internet or particular programmes.

Take other action to keep me (and others) safe.

I am signing below to show that I understand and will try to abide by these rules

My name:

My signature:

I am signing below to show that I have discussed and will reinforce these rules with my child

Parent/Carer Name:

Parent/Carer signature:

Date: