



# The Federation of Bedenham and Holbrook Primary Schools



## IT: Acceptable Use Policy

Sept 2016

An acceptable use policy (AUP) is a contract between children and their parents, guardians or carers, and the school. It describes the ways in which the Internet can and cannot be used.

An AUP provides a framework for safe and appropriate use of the Internet in school and guidance for children and parents about use of the Internet at home. It ensures the safety of our children by protecting them from unacceptable materials, whilst allowing full access to all resources, to enhance the teaching and learning opportunities at Bedenham and Holbrook Primary School.

### To whom does the AUP apply?

- Governors
- Senior Leaders
- Teachers
- Teaching Assistants
- Lunchtime Supervisory Assistants
- Other adult members of staff
- Parents
- Children.

*The policy should also be displayed around the school so that casual users are aware of the rules.*

It is the responsibility of the Governing body, the head teacher, teachers and support staff to agree to and follow the acceptable use policy. Children and parents should be made aware of the content and follow internet rules.

Staff must also follow the 'Use of ICT Resources: Advice for School Staff – See Attached.

### Disclaimer

In common with other media such as books, magazines and video, some material via the internet is unsuitable for children. The school will take all reasonable precautions to ensure that users only access appropriate material. However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Although the risk is minimal, neither the school, nor HCC can accept liability for the material accessed, or any consequences of internet use.

### Guidelines for safe and effective Internet use

At Bedenham and Holbrook Primary Schools we feel it is essential that children develop confidence using the internet in a safe environment. All computers in school have access to the internet. No child is able to access the internet unsupervised. A LA filter, for inappropriate material, covers all school computers with internet access (HCC Firewall).

All children, irrespective of race, gender, ability, religion, ethnic group or culture, will have equal access to the ICT capabilities and internet through timetabled curriculum opportunities.

The children will not be allowed to access any chat rooms or news groups.

To ensure children find using the internet a rewarding experience that enhances their quality of learning, teachers will:

- Provide opportunities for children to use book marked websites, under supervision, to eliminate problems with quantity of information or inappropriate material.
- Ensure children are provided with clear learning objectives in order that using the internet is a purposeful activity which enriches and extends learning.
- Report any unsuitable sites (URL address and content) to the internet service provider via the IT manager.
- Ensure that the use of internet derived materials by staff and children complies with copyright law (1988 Designs Patents and Copyright Act).
- Store downloaded materials externally (e.g. memory stick) to reduce the risk of viruses and to ensure that inappropriate material is not stored on school equipment.
- Only use the internet for school work.

### **Management of e-mail**

Some staff have a professional school email account – name@bedenham.hants.sch.uk and name@holbrook.hants.sch.uk

Children can message each other via the Learning Platform and staff can message each other too. This is in accordance with the Learning Platform Agreement.

All e-mail should be used strictly for professional and school based communication only. It may be viewed at any time by the Headteacher or IT manager.

### **Management of the School Website**

Bedenham and Holbrook Primary Schools current website provides information about the schools to inform current and prospective parents, children and staff.

The following safety guidelines are adhered to, in order to ensure the school website is informative and reflects the school ethos, whilst not compromising on school safety or the personal safety of the children or staff.

- No detailed information or maps/plans of the school will be published.
- Any photographs published will not be accompanied by names
- Children's names might be published for example to celebrate achievement but these will not be accompanied by photographs
- The **Executive Headteacher** will take overall editorial responsibility and ensure content is accurate and appropriate.
- The copyright of all material must be held within the school, or be attributed to the owner where permission to reproduce has been obtained.

## **Monitoring**

The Executive Headteacher will ensure the internet policy is implemented and compliance with the policy monitored. All staff must sign the policy, thereby agreeing to adhere to it. Instances of internet misuse can result in dismissal and the possession of certain types of unsuitable material can lead to prosecution by the police (1990 Computer Misuse Act).

The school will work in partnership with parents, the LA, DfE and the internet service provider to ensure systems to protect children are reviewed and improved.

## **System Security**

The Federation of Bedenham and Holbrook Primary School is aware that the internet is a connection to the outside world and that could compromise system performance or threaten system or user security. The following guidelines are adhered to:

- Virus protection is installed and updated regularly.
- Personal data sent over the internet will be encrypted or otherwise secured.
- Personal removable USB sticks and hard drives may not be brought into school without permission and must be virus checked.
- Files held on school networks are regularly checked.
- The technicians/IT Leader will ensure that the system has the capacity to take increased traffic caused by internet use.

## **Complaints**

The Executive Headteacher is responsible for dealing with any complaints or incidents related to the internet, be it staff or children's misuse.

This policy has been written in accordance with

Becta guidelines

1998 Data Protection Act

1990 Computer Misuse Act

1988 Copyright, Designs and Patents Act

Agreed at the Governing Body Meeting on: 20 March 2012 Minute Reference: 8c  
Reviewed 10<sup>th</sup> October 2016 FGB Minute ref: 8e

To be reviewed: Sept 2018

Chair of governors:



Heads of School



## **Use of IT Resources: Advice for School staff**

### ***TO BE READ IN CONJUNCTION WITH THE ACCEPTABLE USE POLICY***

Whilst the wide range of IT systems and resources available to staff, both in school and outside of school, have irrefutable advantages, there are also potential risks that staff must be aware of. Ultimately if staff use IT resources inappropriately, this may become a matter for a police or social care investigation and/or a disciplinary issue which could lead to their dismissal. Staff should also be aware that this extends to inappropriate use of IT outside of school

This Dos and Don'ts list has been written as a guidance document for school staff. Whilst it is not fully comprehensive of every circumstance that may arise, it indicates the types of behaviours and actions that staff should not display or undertake as well as those that they should in order to protect themselves from risk.

### **General issues**

#### **Do**

- ensure that you do not breach any restrictions that there may be on your use of school resources, systems or resources
- ensure that where a password is required for access to a system, that it is not inappropriately disclosed
- respect copyright and intellectual property rights
- ensure that you have approval for any personal use of the school's IT resources and facilities
- be aware that the school's systems will be monitored and recorded to ensure policy compliance
- ensure you comply with the requirements of the Data Protection Act when using personal data
- ensure personal data is stored safely and securely whether kept on site, taken off site or accessed remotely
- report any suspected misuse or concerns that you have regarding the school's systems, resources and equipment to the Head or designated manager and/or Child Protection Liaison Officer as appropriate
- be aware that a breach of your school's Acceptable Use Policy will be a disciplinary matter and in some cases, may lead to dismissal
- ensure that any equipment provided for use at home is not accessed by anyone not approved to use it

#### **Don't**

- access or use any systems, resources or equipment without being sure that you have permission to do so
- access or use any systems or resources or equipment for any purpose that you don't have permission to use the system, resources or equipment for
- compromise any confidentiality requirements in relation to material and resources accessed through IT systems
- use systems, resources or equipment for personal use without having approval to do so
- use other people's log on and password details to access school systems and resources
- download, upload or install any hardware or software without approval
- take personal data off of school site without approval
- use removable storage devices to store personal data
- use school systems for personal financial gain, gambling, political activity or advertising
- communicate with parents and pupils outside of normal working hours unless absolutely necessary

## **Use of email, the internet, school and HCC intranets**

### **Do**

- alert your Head or designated manager if you receive inappropriate content via email
- be aware that the school's email system will be monitored and recorded to ensure policy compliance
- ensure that your email communications are compatible with your professional role
- give full consideration as to whether it is appropriate to communicate with pupils or parents via email, or whether another communication mechanism (which may be more secure and where messages are less open to misinterpretation) is more appropriate
- be aware that the school may intercept emails where it believes that there is inappropriate use
- seek support to block spam
- alert your Head or designated manager if you accidentally access a website with inappropriate content
- be aware that a website log is recorded by the school and will be monitored to ensure policy compliance

### **Don't**

- send via email or download from email, any inappropriate content
- send messages that could be misinterpreted or misunderstood
- use personal email addresses to communicate with pupils or parents
- send messages in the heat of the moment
- send messages that may be construed as defamatory, discriminatory, derogatory, offensive or rude
- use email systems to communicate with parents or pupils unless approved to do so
- download attachments from emails without being sure of the security and content of the attachment
- forward email messages without the sender's consent unless the matter relates to a safeguarding concern or other serious matter which must be brought to a senior manager's attention
- access or download inappropriate content (material which is illegal, obscene, libellous, offensive or threatening) from the internet or upload such content to the school or HCC intranet
- upload any material onto the school website that doesn't meet style requirements and without approval

## **Use of telephones, mobile telephones and instant messaging**

### **Do**

- ensure that your communications are compatible with your professional role
- ensure that you comply with your school's policy on use of personal mobile telephones *ie they should not be used in the presence of pupils and should not be on your person when working with pupil. Lunchtime staff may have them in their packs for emergency use only. They should be taken on school visits for emergency and contact use only.*
- ensure that you reimburse your school for personal telephone calls as required

### **Don't**

- send messages that could be misinterpreted or misunderstood
- excessively use the school's telephone system for personal calls
- use personal or school mobile telephones when driving
- use the camera function on personal or school mobile telephones to take images of colleagues, pupils or of the school

## **Use of cameras and recording equipment**

### **Do**

- ensure that where recording equipment is to be used, approval has been given to do so
- ensure that material recorded is stored appropriately and destroyed in accordance with the school's policy

### **Don't**

- bring personal recording equipment into school without the prior approval of the Head.
- inappropriately access, view, share or use material recorded other than for the purposes for which it has been recorded

## **Use of social networking sites**

### **Do**

- ensure that you understand how any site you use operates and therefore the risks associated with using the site
- consider carefully who you accept as friends on a social networking site
- report to your Headteacher any incidents where a pupil has sought to become your friend through a social networking site
- take care when publishing information about yourself and images of yourself on line – assume that anything you release will end up in the public domain
- ask yourself about whether you would feel comfortable about a current or prospective employer, colleague, pupil or parent viewing the content of your page
- follow school procedures for contacting parents and/or pupils
- only contact pupils and/or parents via school based computer systems
- Behave professionally at all times

### **Don't**

- spend excessive time utilising social networking sites while at work
- accept friendship requests from pupils or parents – you may be giving them access to personal information, and allowing them to contact you inappropriately
- put information or images on line of colleagues unless you have a signed statement from them giving you permission
- post anything including images that may be interpreted as slanderous or put colleagues in an unprofessional light ,
- post anything including images that may be interpreted as slanderous to pupils or parents including photos and videos
- put information or images on line or share them with colleagues, pupils, or parents (either on or off site)
- use social networking sites to contact parents and/or pupils

