All Saints CE (VC) First School

Policy on
Acceptable Use

Date: January 2015
Reviewed: January 2016
Reviewed: January 2017
Reviewed: January 2018
Reviewed: January 2019
Reviewed: January 2021
Reviewed: January 2023
To be reviewed: January 2025

Introduction

School staff will prepare appropriate procedures for implementing this policy and for reviewing and evaluating its effect on teaching and learning.

Internet use includes accessing the Internet and the use of electronic mail. The school encourages use by pupils of the Internet, together with the development of appropriate skills to analyse and evaluate resources found on it. These skills will be fundamental in the society our pupils will be entering.

When necessary, staff will consult the Computing co-ordinator for advice on Internet content, training and appropriate teaching levels consistent with the school's Computing scheme of work.

Pupil access to the Internet

Pupils will be informed by staff of their rights and responsibilities as users. Pupils will not be allowed undirected use of the Internet. Staff will provide pupils with links to sites which have been reviewed and evaluated prior to use. Staff must remain vigilant when their pupils are using the internet in order to ensure that offensive or irrelevant materials are not accessed. As with printed materials, parents and carers are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources. Individual users of the internet in school are responsible for their own behaviour and communications over the internet.

Social Networking

The use of personal social networking sites will not be permitted in school. Sending messages by e-mail or by any other means will only be undertaken as part of a whole class or group project, with the knowledge and supervision of the class teacher.

Staff access to the Internet

School staff have access in school to the internet for preparation of materials and the exchange of information for professional purposes. Staff should not download any material in breach of copyright (or any other) law or of such a size as to take up an unreasonable amount of space on our servers. The school will provide a secure e-mail address for professional use to all members of staff. All users of the network must be aware that their user area, including their internet use history, may be accessed by network administrators and files may be removed.

School Procedures

Web Filtering
In addition to the filtering provided by the Local Authority the school has its own system for filtering individual websites. Any member of the school community can bring a website which causes them concern to the attention of the Computing Coordinator who can arrange for that site to be blocked in school.

Monitoring
All activity on both curriculum and admin computers/laptops will be monitored using the software package SECURUS. The images collected with be viewed and graded weekly by the Headteacher or Deputy Designated Safeguarding lead. Any images of concern will be brought to the attention of the individual involved and dealt with in accordance with school policy and procedures.

School Rules
The school has developed a set of guidelines for computer use including the use of the internet. These rules will be explained to all pupils, and kept under review. Any new staff will receive e-safety induction.

All members of staff are responsible for explaining to pupils the rules and their implications. All members of staff need to be aware of possible misuses of on-line access and their responsibilities towards pupils.

Pupil Guidelines for Computer Use
General (to be explained at an age-appropriate level)
The internet is provided for pupils to find information, practice skills and communicate with others under the supervision of their class teacher. Access is a privilege, not a right and that access requires responsibility. Unauthorised use of the internet or use of unauthorised websites will not be tolerated.

Individual users of the internet are responsible for their behaviour and communications over the network. Users are expected to comply with school standards. During school, teachers will guide pupils toward appropriate websites, outside of school, families bear responsibility for such guidance.

Staff may review files and communications stored in User Areas to ensure that users are using the system responsibly. Users should not expect that files stored on servers or disks would always be private.

Acceptable Use Agreement – Adults

All Saints CE (VC) First School
Adult Acceptable Use Agreement / E-Safety Rules

ICT and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the school Computing co-ordinator.

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal email address, to pupils.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body.
- I will not install any hardware of software without permission of the E-safety coordinator and take responsibility for ensuring that software and resources are appropriately licensed.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/carer, member of staff or Headteacher.
- I understand that all my use of the Internet and other related technologies will be monitored and logged and can be made available, on request, to my Line Manager or Headteacher.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.
- I will only use my personal digital camera, ipad, mobile phone when authorised to do so by the Headteacher.

User Signature

I agree to follow this code of conduct and to support the safe use of ICT throughout the school. I am aware that failure to comply with the Acceptable Use Policy can result in disciplinary action.

Signature ………………………………………… Date ……………………

Full Name…………………………………………………………………(printed)