Savile Park Primary School Computing Acceptable Use Policy

Acceptable Use Statement
The computer system is owned by the school. "The computer system" means all computers and associated equipment belonging to the school, whether part of the school's integrated network or stand-alone, or taken offsite.

Professional use of the computer system is characterised by activities that provide children with appropriate learning experiences; or allow adults to enhance their own professional development. The school recognises that technologies such as the Internet and e-mail will have a profound effect on children's education and staff professional development in the coming years and the school's Internet Access Policy has been drawn up accordingly.

The installation of software or hardware unauthorised by the school, whether legitimately licensed or not is expressly forbidden.

The school reserves the right to examine or delete any files that may be held on its computer systems or to monitor any Internet sites visited.

All members of staff, students on placement, supply teachers etc. must sign a copy of this policy statement before a system login password is granted. All children must be made aware through class discussion of all the important issues relating to acceptable use, especially the monitoring of Internet use.

Internet Access Policy Statement
All Internet activity should be appropriate to staff professional activities or the children's education;

- Access is limited to the use of authorised accounts and passwords, which should not be made available to any other person – the use of personal email accounts on school ICT equipment is forbidden;

- The Internet may be accessed by staff and children throughout their hours in school;

- Activity that threatens the integrity of the school's computer systems, or that attacks or corrupts other systems, is prohibited;

- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received. Due regard should be paid to the content. The same professional levels of language should be applied as for letters and other media;

- Use of the school's Internet for personal financial gain (including the use of online auction sites), gambling, political purposes or advertising is prohibited;

- Copyright of materials must be respected. When using downloaded materials, including free materials, the Intellectual Property rights of the originator must be respected and credited. All material saved on the school's network is the property of the school and making unauthorised copies of materials contained thereon maybe in breach of the Data Protection Act, Individual Copyright or Intellectual Property Rights;

- Use of materials stored on the school's network for personal financial gain is prohibited;

- Posting anonymous messages and forwarding chain letters is prohibited;

- The use of the Internet, e-mail, or any other media to access inappropriate materials such as pornography, racist or any other offensive material is forbidden;

- All web activity is monitored, including the content of e-mail (by LA systems), therefore it is the responsibility of the user to ensure that they have logged off the system when they have completed their task;

- Children must not be given unsupervised access to the Internet. For the purposes of this policy, "supervised" means that the user is within direct sight of a responsible adult;

- All teachers within all year groups should be including Internet safety issues as part of their discussions on the responsible use of the school's computer systems;

- All children must understand that if they see an unacceptable image on a computer screen, they must turn the screen off and report immediately to a member of staff.

Internet and System Monitoring
Through the Local Authority, Schools Broadband and Primary Technology, all Internet activity is monitored by the system. It is the duty of the Computing coordinator to report any transgressions of the school's Internet policy and/or use of obscene, racist or threatening language detected by the system to the Head Teacher if they are not the same person.

All serious transgressions of the school's Internet Access Policy must be reported in writing to the Head Teacher.

Transgressions of Internet Policy and use of inappropriate language can be dealt with in a range of ways, including removal of Internet access rights; computer system access rights; meetings with parents or even exclusion; in accordance with the severity of the offence and the school's Behaviour Policy.

Breaches of Internet Access Policy by staff will be reported to the Head teacher and will be dealt with according to the school's and LEA's disciplinary policy, or through prosecution by law.

Internet Publishing Statement
The school wishes the school's web site to reflect the diversity of activities, individuals and education that can be found at Savile Park Primary School. However, the school recognises the potential for abuse that material published on the Internet may attract, no matter how small this risk may be. Therefore, when considering material for publication on the Internet, the following principles should be borne in mind:

- No video recording may be published without the written consent of the parents/legal guardian of the child concerned, and the child's own verbal consent;

- Surnames of children should not be published, especially in conjunction with photographic or video material;

- No link should be made between an individual and any home address (including simply street names);

- Where the person publishing material suspects that there may be child protection issues at stake then serious consideration must be taken as to whether that material may be published or not. In the case of a simple piece
  of artwork or writing, this may well be fine, but images of that child should not be published. If in any doubt at all, refer to the person responsible for child protection.

Use of Portable Equipment
The school provides portable ICT equipment such as laptop computers, IPAD's and digital cameras to enhance the children's education and to allow staff to make efficient use of such equipment to enhance their own professional activities.

Exactly the same principles of acceptable use apply as in the Acceptable Use Statement above.

- Equipment may be in the care of a specific individual, but it is expected that all staff may wish to benefit from the use of a laptop computer and access should be negotiated with the individual concerned. Any difficulties should be referred to the Computing co-ordinator;

- Equipment such as laptop computers are encouraged to be taken offsite for use by staff in accordance with the Acceptable Use Statement and Internet Access Policy and that the equipment is fully insured from the moment it leaves the school premises. Note: our school insurance policy provides cover for equipment taken offsite, provided it is looked after with due care, i.e. not left in view on a car seat etc;

- Any costs generated by the user at home, such as phone bills, printer cartridge etc. are the responsibility of the user;

- Where a member of staff is likely to be away from school through illness, professional development (such as secondment etc.) or maternity leave, arrangements must be made for any portable equipment in their care to be returned for school. In the event of illness, it is up to the school to collect the equipment if the individual is unable to return it;

- If an individual leaves the employment of the school, any equipment must be returned;

- Where information has been downloaded from the internet, or copied from another computer, wherever possible, it must be emailed to school to ensure that it undergoes anti-virus scanning. If this proves to be impossible, (due to file size, technical difficulty etc.) express permission must be sought from the Computing co-ordinator prior to the data being transferred;

- No software, whether licensed or not, may be installed on laptops in the care of teachers as the school does not own or control the licences for such software;

Mobile Phones
- Pupils are not allowed to bring mobile phones into school, accept with written consent from the Head teacher. Any pupil found with a mobile phone will be asked to leave it in the main office or with the Head Teacher for safe keeping. It will be returned at the end of the school day;

- Staff may have mobile phones in school, but they must be turned off in lessons and all staff must not make or accept calls during times in classrooms or when working with pupils in other areas of the school.

- Mobile phones can be taken on all outside visits from the school so that contact with the school is maintained at all times. Staff should let the administrative assistant know their mobile phone number in these cases. Any costs associated with making calls to the school for safety and information purposes can be re-claimed from the school.

Individual use of Computing resources – Agreements/eSafety Rules
- All pupils (as appropriate) should be made aware of the rules in the attached Acceptable Use Agreement and should sign a copy of the agreement that will be kept in their record file.

- All adults involved in the use of Computing resources in or through the school should be made aware of the rules in the attached Acceptable Use Agreement and should sign a copy of the agreement

Primary Pupil Acceptable Use Agreement/eSafety Rules

☺ I will only use Computing in school for school purposes.

☺ I will only use my class email address or my own school email address when emailing.

☺ I will only open email attachments from people I know, or who my teacher has approved.

☺ I will not tell other people my Computing passwords.

☺ I will only open/delete my own files.

☺ I will make sure that all Computing contact with other children and adults is responsible, polite and sensible.

☺ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.

☺ I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.

☺ I will be responsible for my behaviour when using Computing because I know that these rules are to keep me safe.

☺ I know that my use of the Internet can be checked and that my parent/ carer contacted if a member of school staff is concerned about my eSafety.

Please keep this sheet.

E Learning Acceptable Use

These rules are to keep you safe whilst using E-Learning Resources and stop you doing anything that could be unkind to others, or break the rules.

- I will only use my own username or password to log on.

- I will keep my username and password secret.

- I will not give personal details (like my home address or mobile phone number), or the personal details of any other person, to anyone online.

- I will only download, use or upload material when an adult at school tells me I may.

- I will always look away while other people are logging on.
- I will not try to change anything that other people have put on.

- I will be polite and understand that other people might have different views and opinions to my own. I will not use rude or unkind words.

- If I see anything that breaks any of these rules I will tell an adult at school immediately.

- I will only use E-Learning resources to help me with my learning.

- Please read these rules carefully. By using E-learning resources supplied by the school you are promising to keep all of these rules.

  Please sign this sheet and return to Mrs Oldridge at school.

User Signature

I agree to follow this code of conduct and to support the safe use of Computing throughout the school.

Pupil Signature……………………………………………………………………………. Date …………………

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

Class…………………………………………….

Parent/carer Signature………………………………………………………………………………………

Staff Acceptable Use Agreement/Code of Conduct

Computing 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 Computing. 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 Head Teacher/Computing Co-ordinator.

➢ I will only use the school's email / Internet / Intranet and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
➢ I will comply with the Computing 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 only use the approved, secure email system(s) for any school business.
➢ I will ensure that personal data (such as data held on Integris) 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 Computing Co-ordinator/Head Teacher
➢ 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 inline 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 Head Teacher.
➢ I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Head teacher.
➢ 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 Computing and related technologies.
- I will not upload content that is inappropriate, offensive or even illegal to my online spaces at school or personal, or post material that could damage the reputations or the reputations of others, or breach intellectual property rights.
- I am aware that posting inappropriate comments to the profiles of others can result in bullying or humiliation for the person, or potential charges of libel for the perpetrator.

User Signature

I agree to follow this code of conduct and to support the safe use of Computing throughout the school

Signature ………………………………… Date …………………

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

Job title . . . .