St Laurence Church Infant School

ICT and Internet Acceptable Use Policy

Approved By: Finance Staffing and Site Committee

Last Reviewed on: March 2021

Next review due by: March 2024

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This policy applies to all children, staff and other adults at St Laurence Church Infant School. It covers use of all ICT systems, including those taken off site. It is intended to ensure:

- that staff, other adults and children will be responsible users and stay safe whilst using the internet and other communications technologies for educational, personal and recreational use.
- that there are clear guidelines and expectations for the way all members of the school community engage with online.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of ICT in their everyday work.
- That the school's policies for data protection, online safety and safeguarding are supported

Breaches of this policy may be dealt with under the staff code of conduct.

Relevant legislation and guidance

This policy refers to, and complies with, the following legislation and guidance:

Data Protection Act 2018

The General Data Protection Regulation

Computer Misuse Act 1990

Human Rights Act 1998

The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000

Education Act 2011

Freedom of Information Act 2000

The Education and Inspections Act 2006

Keeping Children Safe in Education 2020

Searching, screening and confiscation: advice for schools

Definitions

"ICT facilities": includes all facilities, systems and services including but not limited to network infrastructure, desktop computers, laptops, tablets, phones, music players or hardware, software, websites, web applications or services, and any device system or service which may become available in the future which is provided as part of the ICT service

"Users": anyone authorised by the school to use the ICT facilities, including governors, staff, pupils, volunteers, contractors and visitors

"Personal use": any use or activity not directly related to the users' employment, study or purpose

"Authorised personnel": employees authorised by the school to perform systems administration and/or monitoring of the ICT facilities

"Materials": files and data created using the ICT facilities including but not limited to documents, photos, audio, video, printed output, web pages, social networking sites, and blogs

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The following principles apply:

The following is considered unacceptable use of the school's ICT facilities by any member of the school community. Any breach of this policy may result in disciplinary or behaviour proceedings:

- All obscene, offensive, illegal or inaccurate information is inappropriate information and should not be accessed, created, stored or linked.

- rights or copyright.

- The school's ICT facilities should not be used for any illegal conduct or statements which are deemed to be advocating illegal activity.

- The school's ICT facilities must not be used to bully or harass someone else, or to promote unlawful discrimination.

- Staff should not engage in activity which defames or disparages the school, or risks bringing the school into disrepute.

- Children should not feel or become uncomfortable, threatened or worried by material or information on websites or contained within e-mail

- Staff will be aware of the risks of virus corruption from internet downloads

- Although Birmingham, acting as our Service Provider through the BGfL+, provides the protection of a fire-wall, we understand that the prime responsibility of supervision of pupils' rests with teachers

- All e-mails accessed in school will be sent either to enquiry@stlrnci.bham.sch.uk or to staff school email address. All staff and other adults will be aware of the risks of virus corruption from e-mail attachments

- Children using ICT systems will be supervised at all times including break-time and lunch-time and out of hours activities, this includes the Library, Rainbow Room and classrooms

- All network files and histories of sites visited will be searched periodically for inappropriate use through Future Cloud

- No peripherals will be used before they are screened

- Members of the school community should not set up any software, applications or web services on the school's network without approval by authorised personnel, or create or use any program, tool or item of software designed to interfere with the functioning of the ICT facilities, accounts or data.

- Members of the school community should not gain, or attempt to gain, access to restricted areas of the network, or to any password-protected information, without approval from authorised personnel.

- Members of the school community should not cause a data breach by accessing, modifying, or sharing data (including personal data) to which a user is not supposed to have access, or without authorisation.

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- Class teachers will discuss the appropriate use of internet including e-mail with the children and teach responsible and safe use as part of the planned curriculum.

Acceptable Use Policy Agreement

For my professional and personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.

- I understand that the rules set out in this agreement also apply to use of school ICT systems out of school.

- I am responsible for the security of my passwords: I will not disclose my username or password to anyone else, nor will I use any other person's username and password.

- I will immediately report any illegal, inappropriate or harmful material or incident to the headteacher.

- I understand that the school ICT systems, including devices and email address are intended for educational use and will only be used for personal use subject to certain conditions set out below. Personal use of ICT facilities must not be overused or abused. The headteacher may withdraw permission for it at any time or restrict access at their discretion.

  Personal use is permitted provided that such use:

  - Does not take place during teaching time or when pupils are present

  - Does not constitute 'unacceptable use'

  - Does not interfere with their jobs, or prevent other staff or pupils from using the facilities for work or educational purposes

  - Staff may not use the school's ICT facilities to store personal non-work-related information or materials (such as music, videos, or photos).

  Staff should be aware that use of the school's ICT facilities for personal use may put personal communications within the scope of the school's ICT monitoring activities. Where breaches of this policy are found, disciplinary action may be taken.

- Staff are also permitted to use their personal devices for school related purposes in line with this policy.

I will be professional in my communications and actions when using school ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their permission.

- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.

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- I will be aware that incorrect or improper statements can give rise to claims for discrimination, harassment, defamation, breach of confidentiality or breach of contract.

- I will ensure that when I take and/or publish images of others I will only do so with their permission.

- Where images are published (e.g. on the school website or social media sites) it will not be possible to identify by name, or other personal information, those who are featured.

- I will only communicate with children and parents/carers using official school systems. Any such communication will be professional in tone and manner.

- I will not engage in any on-line activity that may compromise my professional responsibilities.

The school and the Local Authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- If I use any personal devices in school for personal use, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.

- I will not use personal email addresses on the school ICT systems.

- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.

- I will ensure that my data is regularly backed up.

- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.

- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.

- I will not disable or cause any damage to school equipment, or the equipment belonging to others.

I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely:

- I understand that any staff or pupil 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 school policy to disclose such information to an appropriate authority.

- I will not save RESTRICTED or PROTECTED documents except on the school network (which includes the BGfL 365 cloud). If working on these documents out of school via the cloud or via remote access I will not leave them visible to others.

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- I will immediately report any damage or faults involving equipment or software, however this may have happened.

- I will ensure I have permission to use the original work of others.

- Where work is protected by copyright, I will not download or distribute copies.

- I will take extra care when sending sensitive or confidential information by email. Any attachments containing sensitive or confidential information should be encrypted or password protected so that the information is only accessible by the intended recipient.

- If I send an email in error which contains the personal information of another person, I will inform the Date Protection Officer immediately and follow our data breach procedure.

I understand that I am responsible for my actions both in and out of school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in situations related to my employment by the school.

- I understand that I must not post material, either using school ICT systems or personal ICT systems, which damages the reputation of the school or which causes concern about my suitability to work with children and young people.

- I will ensure that any use of social media, either for work or personal purposes, is appropriate at all times.

- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I may be subject to allegations of misconduct or disciplinary action. This could include a warning, a suspension, referral to Governors and/or the Local Authority and, in the event of illegal activities, the involvement of the police.

Related policies

This policy should be read alongside the school's policies on:
- E-safety
- Safeguarding and child protection
- Staff discipline, conduct and grievance procedure
- Data protection
- Blended learning

I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (when carrying out communications related to the school) within these guidelines.

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Staff/Other Adult Name	
Signed	
Date	

Adopted by the Governing Body 16 November 2005

Reviewed   June 2008, May 2009, June 2010, June 2011, June 2012 , November 2015, October 2016, March 2018

Revised   June 2013, February 2017, February 2021

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