



Acceptable use of ICT policy

This policy covers the acceptable use of IT by staff, volunteers and pupils.

1. STAFF AND VOLUNTEERS

New technologies have become integral to the lives of pupils and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone.

These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- 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.

The school will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for *students / pupils* learning and will, in return, expect staff and volunteers to agree to be responsible users.

As a member of staff/ volunteer;

- I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.
- I recognise the value of the use of ICT for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of ICT.
- I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

Professional and personal safety, all staff and volunteers must;

- understand that the school has the right to monitor staff use of the ICT systems, email and other digital communications
- understand that the rules set out in this agreement also apply to use of school ICT systems (eg laptops, email, Mobile Applications etc) out of school.
- understand that the school ICT systems are primarily intended for educational use and staff will only use the systems for personal or recreational use within the policies and rules set down by the school.

- take great care not to give their username or password to anyone else, nor will staff try to use any other person's username and password.
- immediately report any illegal, inappropriate or harmful material or incident, that they become aware of, to the appropriate person (SLT)
- be professional in all communications and actions when using school ICT systems
- will not deliberately access, copy, remove or otherwise alter any other user's files, without express permission.
- communicate with others in a professional manner, staff will not use aggressive or inappropriate language
- ensure images taken on non-school equipment should only be downloaded using school equipment and then deleted from the original device. Staff must not use their personal equipment to record these images, unless they have permission to do so. Where these images are published (e.g. on the school website) it will not be possible to identify by name, or other personal information, those who are featured unless prior permission is given
- use chat and social networking sites in their own time and for personal use. Information shared should never compromise the school's duty to provide the highest possible standard of education or bring the school's reputation into disrepute.
- genuine concerns about any school matter should follow school current guidelines and policies e.g. whistle-blowing to resolve issues and not networking sites. Staff should report all contacts through networking sites which may concern them to the Senior Leadership Team.
- only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner
- not engage in any on-line activity that may compromise their 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:

- staff must 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 programs.
- staff must ensure that all data is regularly backed up via the cloud.
- staff must not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others. Staff must not try to use any programs or software that might allow them to bypass the filtering / security systems in place to prevent access to such materials.
- staff must not install or attempt to install programs of any type on a machine, or store programs on a computer, nor alter computer settings, without permission to do so.
- staff must not transport, hold, disclose or share personal information about themselves or others
- staff must understand that data protection policy requires that any staff or student / pupil data, will be kept private and confidential, except when it is deemed necessary and required by law or by school policy to disclose such information to an appropriate authority.
- staff must immediately report any damage or faults involving equipment or software, however this may have happened.
- If using cloud storage, staff will only use the Hwb secure cloud
- When using personal hand held / external devices (PDAs / laptops / mobile phones / USB devices, tablets etc) in school, staff must follow the rules set out in this agreement. This includes downloading photographs on school computers. staff must not use personal email addresses on the school ICT systems for pupils personal data.

Staff must understand that they are responsible for their actions in and out of school:

- Acceptable Use Policy applies not only to work and use of school ICT equipment in school, but also applies to the use of school ICT systems and equipment out of school.

- If staff fail to comply with this Acceptable Use Policy Agreement, they could be subject to 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.

Managing filtering

- The school works in partnership with parents, ITeach to ensure that systems to protect pupils are reviewed and improved.
- If staff or pupils come across unsuitable on-line materials, the URL address and content must be reported to the Internet Service Provider via the ICT/ safety Coordinator.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

2.PUPILS

St John Lloyd RC Primary School is committed to safeguarding and promoting the welfare of all pupils. All pupils use computer facilities including Internet access as an essential part of learning, as required by the curriculum for Wales. A list of pupils whose parents have not consented for Web publication of works and photographs will be held in the office for staff to refer to when appropriate.

Use of Internet and Email in School

As part of the school's information and communications technology (**ICT**) programme, we offer pupils supervised access to the **Internet** and email.

Various projects have proven the educational benefits of **Internet** and email access, which enable pupils to explore a wide range of information sources, and communicate and collaborate with other learners throughout the world. A filtering system is in operation, which restricts access to inappropriate materials, and this is supplemented by an **Internet safety** teaching unit for all pupils which teaches the safe and appropriate behaviours to adopt when using the **Internet**, email and other technologies.

Although **Internet** use is supervised and filtered within our school, families should be aware that some pupils may find ways to access material that is inaccurate, defamatory, illegal, or potentially offensive to some people. As with any other area, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources at home.

During school, teachers will guide students towards appropriate material. At home, families bear the same responsibility for guidance as they exercise with other information sources such as television, telephones, films and radio.

Electronic Communication Rules for Responsible Use

The school has installed computers with Internet access to help our learning. Pupils will;

- not access other people's files.
- only use the computers for school work and homework.
- not bring in any removable media, such as memory stick from outside school
- only access the system with their own identity and password
- ask permission from a member of staff before using the Internet.
- only email people they know or their teacher has approved.
- send messages that are polite and responsible.
- not share their home address or telephone number or arrange to meet someone.
- not disclose any other person's name, address or any of their personal details.
- report any unpleasant material or messages sent to them.
- understand that the school may check their computer files, including electronic mail messages, and may monitor the Internet sites that they visit.

3.HOW E SAFETY WILL BE TAUGHT

Introducing the e-Safety policy to pupils Cyber Safety- Being Safe online As part of our ICT scheme we covered through Digital Literacy. In these modules pupils will learn about going online and searching for information safely, using email in the correct way, keeping their personal information private, and are introduced to the concept of having ownership of their creative work. These modules are in line with current WA guidelines. We work in collaboration with both parents and our local community Police link.

4.PARENT/ CARERS RESPONSIBILITIES

- The school will ask new parents to sign the parent/pupil agreement when they register their child within school and a partnership in safety approach with parents encouraged.
- Internet use in pupils' homes is increasing rapidly, encouraged by offers of free access and continual media coverage. Unless parents are aware of the dangers, pupils may have unrestricted access to the Internet. The school will offer advice to parents on strategies available to control and monitor internet use at home.
- Parents are also advised to check if pupils' use elsewhere, such as libraries, is covered by an appropriate use policy.
- Parents'/Carers' attention will be drawn to the school's e-safety Policy in newsletters, the school prospectus and on the school website.
- Internet issues will be handled sensitively, and parents/carers will be advised accordingly