ICT and internet acceptable use policy

Hollins Grundy Primary School

Approved by:	Demi Allen	Date: October 2019
Last reviewed on:	September 2021	
Next review due by:	September 2022	

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1. Introduction and aims

ICT is an integral part of the way our school works, and is a critical resource for pupils, staff, governors, volunteers and visitors. It supports teaching and learning, pastoral and administrative functions of the school.

However, the ICT resources and facilities our school uses also pose risks to data protection, online safety and safeguarding.

This policy aims to:

> Set guidelines and rules on the use of school ICT resources for staff, pupils, parents and governors

> Establish clear expectations for the way all members of the school community engage with each other online

> Support the school's policy on data protection, online safety and safeguarding

> Prevent disruption to the school through the misuse, or attempted misuse, of ICT systems

> Support the school in teaching pupils safe and effective internet and ICT use

This policy covers all users of our school's ICT facilities, including governors, staff, pupils, volunteers, contractors and visitors.

Breaches of this policy may be dealt with under our disciplinary policy/behaviour policy/ E-safety policy.

2. 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

3. 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

4. Unacceptable use

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 (see section 4.2 below).

Unacceptable use of the school's ICT facilities includes:

> Using the school's ICT facilities to breach intellectual property rights or copyright

> Using the school's ICT facilities to bully or harass someone else, or to promote unlawful discrimination

> Breaching the school's policies or procedures

> Any illegal conduct, or statements which are deemed to be advocating illegal activity

> Accessing, creating, storing, linking to or sending material that is pornographic, offensive, obscene or otherwise inappropriate

> Activity which defames or disparages the school, or risks bringing the school into disrepute

> Sharing confidential information about the school, its pupils, or other members of the school community

> Connecting any device to the school's ICT network without approval from authorised personnel

> Setting up any software, applications or web services on the school's network without approval by authorised personnel, or creating or using any program, tool or item of software designed to interfere with the functioning of the ICT facilities, accounts or data

> Gaining, or attempting to gain, access to restricted areas of the network, or to any password-protected information, without approval from authorised personnel

> Allowing, encouraging, or enabling others to gain (or attempt to gain) unauthorised access to the school's ICT facilities

> Causing intentional damage to ICT facilities

> Removing, deleting or disposing of ICT equipment, systems, programs or information without permission by authorised personnel

> Causing 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

> Using inappropriate or offensive language

> Promoting a private business, unless that business is directly related to the school

> Using websites or mechanisms to bypass the school's filtering mechanisms

This is not an exhaustive list. The school reserves the right to amend this list at any time. Miss Allen (IT Coordinator), Mr Waddington (Head teacher) or any other member of staff will use professional judgement to determine whether any act or behaviour not on the list above is considered unacceptable use of the school's ICT facilities.

4.1 Exceptions from unacceptable use

Where the use of school ICT facilities is required for a purpose that would otherwise be considered an unacceptable use, exemptions to the policy may be granted at the headteacher's discretion.

The resources used by pupils in school are carefully chosen by the teacher and determined by curriculum policies. At Hollins Grundy we use Bury council's actively monitored and 'filtered' Internet Service, which minimises the chances of pupils encountering undesirable material by blocking access to sites which are considered to be inappropriate. The school has also chosen to purchase additional filtering software which aims to block unsuitable images and text. However, it is our belief that there is no present technical solution that can completely guarantee that pupils will not have access to unwanted Internet material. To this end we build internet safety lessons into our teaching for all year groups.

4.2 Sanctions

Pupils and staff who engage in any of the unacceptable activity listed above may face disciplinary action in line with the school's policies on behaviour/discipline/staff discipline/staff code of conduct.

Sanctions:

•   Violations of the above rules will result in a temporary or permanent ban on Internet use.

•   Additional disciplinary action may be added in line with existing school policies on inappropriate language or behaviour.

•   When applicable, police or local authorities may be involved.

4.3 Monitoring of school network and use of ICT facilities

The school reserves the right to monitor the use of its ICT facilities and network. This includes, but is not limited to, monitoring of:

> Internet sites visited

> Bandwidth usage

> User activity/access logs

> Any other electronic communications

Only authorised ICT staff may inspect, monitor, intercept, assess, record and disclose the above, to the extent permitted by law.

The school monitors ICT use in order to:

> Investigate compliance with school policies, procedures and standards

> Ensure effective school and ICT operation

> Prevent or detect crime

> Comply with a subject access request, Freedom of Information Act request, or any other legal obligation

5. Pupils

5.1 Access to ICT facilities

General

Pupils are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. General school rules apply.

The Internet is provided for pupils to conduct research and communicate with others. Parents' permission is required. Remember that access is a privilege, not a right and that access requires responsibility.

Computer storage areas such as pen drives and CDs will be treated like school trays/drawers. Staff may review files and communications to insure that users are using the system responsibly. Users should not expect that files stored on servers or disks would always be private.

During school, teachers will guide pupils toward appropriate materials. Outside of school, families bear responsibility for such guidance, as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Expectations of Pupils using the Internet

All pupils are expected to read and agree the Internet Agreement.

Pupils are only permitted to use school assigned email accounts. All email will be moderated and monitored by the class teacher. The use of unfiltered web-based email (such as Hotmail) is not permitted.Children must not to use any rude language in their email communications and contact only people they know or those the teacher has approved. They have been taught the rules of etiquette in email and are expected to follow them.

Pupils must ask permission before accessing the Internet and have a clear idea why they are using it.

Pupils using the Internet are expected not to deliberately seek out offensive materials. Should any such material be encountered accidentally, or if any child finds themselves uncomfortable or upset by anything they discover on the Internet, they will turn off the monitor immediately and report it immediately to the supervising adult. (Any adult should report it to the ICT coordinator or Head Teacher immediately. Arrangements can then be made to request that site is blocked/filtered.

Pupil Rules

Learning Online

I will show respect for myself through my actions. I will only access online learning via my own username. I will only use appropriate language and images on the Internet. I will not post inappropriate personal information about my life, experiences family or friends.

Respect Others

I will show respect to others. I will not use electronic media to bully, harass or stalk other people. I will not visit sites that are rude, racist or that are otherwise inappropriate. I will not abuse my access privileges and I will not enter other people's private spaces or work areas.

Protect Others

 I will not forward any materials (including emails and images) that the school would deem inappropriate.

6. Parents

6.1 Access to ICT facilities and materials

Parents do not have access to the school's ICT facilities as a matter of course.

However, parents working for, or with, the school in an official capacity (for instance, as a volunteer or as a member of the PTA) may be granted an appropriate level of access, or be permitted to use the school's facilities at the headteacher's discretion.

Where parents are granted access in this way, they must abide by the staff acceptable use policy as it applies to staff.

6.2 Communicating with or about the school online

We believe it is important to model for pupils, and help them learn, how to communicate respectfully with, and about, others online.

Parents play a vital role in helping model this behaviour for their children, especially when communicating with the school through our website and social media channels.

We ask parents to sign the agreement in appendix 2.

7. Data security

The school takes steps to protect the security of its computing resources, data and user accounts. However, the school cannot guarantee security. Staff, pupils, parents and others who use the school's ICT facilities should use safe computing practices at all times.

7.1 Data protection

All personal data must be processed and stored in line with data protection regulations and the school's data protection policy.

7.2 Access to facilities and materials

All users of the school's ICT facilities will have clearly defined access rights to school systems, files and devices.

These access rights are managed by Demi Allen (IT Coordinator)

Users should always log out of systems and lock their equipment when they are not in use to avoid any unauthorised access. Equipment and systems should always be logged out of and closed down completely at the end of each session.

7.3 Encryption

The school ensures that its devices and systems have an appropriate level of encryption.

7.4 Parents and visitors

Parents and visitors to the school will not be permitted to use the school's wifi unless specific authorisation is granted by the headteacher.

The headteacher will only grant authorisation if:

> Parents are working with the school in an official capacity (e.g. as a volunteer or as a member of the PTA)

> Visitors need to access the school's wifi in order to fulfil the purpose of their visit (for instance, to access materials stored on personal devices as part of a presentation or lesson plan)

8. Monitoring and review

Mr Waddington and Miss Allen monitor the implementation of this policy, including ensuring that it is updated to reflect the needs and circumstances of the school.

This policy will be reviewed every year.

The governing board is responsible for approving this policy.

9. Related policies

This policy should be read alongside the school's policies on:

- Safeguarding and child protection
- Behaviour
- Data protection

Acceptable use of the internet: agreement for parents and carers
Name of parent/carer: **Name of child:**
Online channels are an important way for parents/carers to communicate with, or about, our school. The school uses the following channels: • Our official Facebook page • Our official Twitter page • Email/text groups for parents (for school announcements and information) Parents/carers also set up independent channels to help them stay on top of what's happening in their child's class. For example, class/year Facebook groups, email groups, or chats (through apps such as WhatsApp).
When communicating with the school via official communication channels, or using private/independent channels to talk about the school, I will: • Be respectful towards members of staff, and the school, at all times • Be respectful of other parents/carers and children • Direct any complaints or concerns through the school's official channels, so they can be dealt with in line with the school's complaints procedure I will not: • Use private groups, the school's Facebook page, or personal social media to complain about or criticise members of staff. This is not constructive and the school can't improve or address issues if they aren't raised in an appropriate way • Use private groups, the school's Facebook page, or personal social media to complain about, or try to resolve, a behaviour issue involving other pupils. I will contact the school and speak to the appropriate member of staff if I'm aware of a specific behaviour issue or incident • Upload or share photos or videos on social media of any child other than my own, unless I have the permission of other children's parents/carers

Signed:	**Date:**

Appendix 2: Acceptable use agreement for pupils

<table>
<tr><td colspan="3">Acceptable use of the school's ICT facilities and internet: agreement for pupils and parents/carers</td></tr>
<tr><td colspan="3">Name of pupil:</td></tr>
<tr><td colspan="3">

When I use the school's ICT facilities (like computers and equipment) and get on the internet in school, I will not:

- Use them without asking a teacher first, or without a teacher in the room with me
- Use them to break school rules
- Go on any inappropriate websites
- Go on Facebook or other social networking sites (unless my teacher said I could as part of a lesson)
- Use chat rooms
- Open any attachments in emails, or click any links in emails, without checking with a teacher first
- Use mean or rude language when talking to other people online or in emails
- Share my password with others or log in using someone else's name or password
- Bully other people

I understand that the school will check the websites I visit and how I use the school's computers and equipment. This is so that they can help keep me safe and make sure I'm following the rules.

I will tell a teacher or a member of staff I know immediately if I find anything on a school computer or online that upsets me, or that I know is mean or wrong.

I will always be responsible when I use the school's ICT systems and internet.

I understand that the school can discipline me if I do certain unacceptable things online, even if I'm not in school when I do them.

</td></tr>
<tr><td colspan="2">Signed (pupil):</td><td>Date:</td></tr>
<tr><td colspan="3">

Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

</td></tr>
<tr><td colspan="2">Signed (parent/carer):</td><td>Date:</td></tr>
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