



Summerseat Methodist Primary School

Policy for the Acceptable Use of the Computer System

This policy was adopted by the Governing Body on 26th May 2010.

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 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 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 and Zentek Systems (The school's ICT Technical Support Service), all Internet activity is monitored by the system. All transgressions of this policy and/or use of obscene, racist or threatening language detected by the system must be reported to the Head Teacher.

Transgressions of this policy by children 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 this policy by staff will be reported to the Headteacher and will be dealt with according to the school's and LA's disciplinary policy, or through prosecution by law.

Internet Publishing Statement

The school wishes the school's web site and learning platform to reflect the diversity of activities, individuals and education that can be found at Summerseat Methodist 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 through the web site or learning platform, the following principles should be borne in mind:

- Photographic or video material will only be published on secure areas (with password protection) of the learning platform;

- 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 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 school's designated teacher for child protection.

Use of Portable Equipment

The school provides portable ICT equipment such as laptop computers 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 Head Teacher;
- Equipment such as laptop computers is encouraged to be taken offsite for use by staff in accordance with the Acceptable Use Statement and Internet Access Policy Statement. 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 long-term 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;
- 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 encouraged to bring mobile phones into school. 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. Any costs associated with making calls to the school for safety and information purposes can be re-claimed from the school.

Individual use of ICT resources – Agreements/eSafety Rules

- All pupils (as appropriate) should be made aware of the rules in the attached Acceptable Use Agreement;
- Children from year 2 upwards should annually sign a copy of the agreement that will be kept in their record file;
- All adults involved in the use of ICT 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 as part of their induction.

Primary Pupil Acceptable Use Agreement/eSafety Rules

- ☺ I will only use ICT 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 ICT passwords.
- ☺ I will only open/delete my own files.
- ☺ I will make sure that all ICT 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 anyone.
- ☺ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- ☺ I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my eSafety.



User Signature

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

Signature _____

Date _____

Full Name _____(printed)

Staff Acceptable Use Agreement/Code of Conduct

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 agreement 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 agreement and adhere at all times to its contents. Any concerns or clarification should be discussed with the Head Teacher.

- 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 Teacher 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 (e.g. communicating with pupils via social networking sites / chat rooms is not compatible with the professional role - this includes accepting pupils as "friends" on social networking sites).
- 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 Teacher or Governing Body.
- I will not install any hardware or software without permission of the Head Teacher.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- I will only use school cameras to take photographs of pupils and / or staff (i.e. staff must not use personal mobile phones to take photos for school).
- 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 the Headteacher.
- 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 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 ICT throughout the school

Signature _____

Date _____

Full Name _____

(printed)

Job title _____