

# Laughton All Saints' C of E School

## ACCEPTABLE USE OF ICT AND THE INTERNET For Staff, Governors and Children



### OVERVIEW

ICT equipment and the internet offer incredible opportunities for promoting and extending learning. In this school we will make best use of these tools to promote excellence and enjoyment. With the use of ICT and the Internet comes risk. We will do all we can to ensure that the internet and ICT is used safely and acceptably by all in school for the purposes that we intend. Staff and learners will be trained in acceptable use and the school will monitor usage. This policy should be read in conjunction with the E-SAFETY AND SAFE INTERNET USAGE POLICY; SAFE USE OF SOCIAL MEDIA POLICY; ANTI BULLYING POLICY; MOBILE PHONE AND CAMERA POLICY; SAFEGUARDING AND CHILD PROTECTION POLICY and TEACHERS' STANDARDS 2012.

### OBJECTIVES

1. To ensure that on site and off site, ICT equipment and the internet are used in line with our E-safety and Safe Internet Usage Policies.
2. To ensure that all staff and learners understand what is acceptable use of ICT and the Internet.
3. To monitor devices to ensure that they have not been put to unacceptable use.
4. To ensure that all members of staff are personally responsible for acceptable use of any school equipment for which they are responsible.
5. To have a nominated member of the SLT who will have oversight of E-Safety, Acceptable Use of the Internet and Cyber Bullying.
6. To take immediate and prompt action to prevent misuse of ICT and keep a log of any e-safety issues or unacceptable usage.

### STRATEGIES

1. To train staff and learners in acceptable use of ICT and the Internet.
2. To monitor and supervise learners when they use ICT and the internet.
3. To monitor staff usage of ICT equipment and the internet.
4. To ensure that all staff and learners understand that the school's ICT equipment must only be used for its intended purpose and not for personal use.
5. To only allow authorised persons to have use of the school's equipment.
6. School equipment must not be used for accessing personal and social networking sites.
7. Personal, portable storage devices must not be attached to school equipment.
8. To take disciplinary action where this policy is breached and to take appropriate sanctions against those who breach it.
9. To act promptly if a discovery of inappropriate use found or if a disclosure is made.
10. To involve parents and any appropriate authorities where there is evidence of unacceptable use of ICT.
11. To ensure that passwords, ICT security and confidentiality are not breached and that all ICT is secure.
12. Staff must not use ICT to make social contact with pupils in this school or any other, nor should they allow any pupil to access to their personal or social websites in or out of school hours.
13. Pupils will not be allowed to have mobile ICT devices switched on whilst they are on school premises.
14. Any cyber bullying of staff or pupils, in or out of school, must be reported and then investigated rigorously, in conjunction with any relevant authority including the police if appropriate.

### *All Staff & Governors Acceptable Use Agreement / safety Rules*

- 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 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.
- I will not give out my own personal details, such as mobile phone number, personal e-mail address and social networking identities to pupils.
- I will only use the approved, secure e-mail system(s) for any school business.
- I will ensure that personal data (such as data held on MIS software) 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 sensitive data taken off site must be encrypted or saved onto password protected memory sticks.
- 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.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line 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 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 and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies.

### *Pupil Acceptable Use Agreement / safety Rules*

- I will only use ICT in school for school purposes.
- 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 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 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 safety

### **OUTCOME**

In this school we will do all that we can to ensure the acceptable use of ICT and the Internet to promote teaching, learning, excellence and enjoyment. This policy is written to promote the safety of all in our school.