

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.

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.

**Adopted by the Governing Body Reviewed: Autumn 2018
To Be Reviewed: Autumn 2019**