Acceptable Use Policy

Member(s) of staff responsible	Paul Hiatt
Governor responsible	Chair of committee
Sub-Committee responsible	Personnel committee
Date agreed with staff	3/12/14
Date discussed with pupils	Autumn assemblies
Date agreed at Sub-Committee	12/11/14
Date approved at Governing Body	24/11/14
Frequency of policy review	Annual
Date next review due	Sept 2015

Issue Number	Issue Date	Summary of changes
1.0	Jan 2008	Original Issue
2.0	Sept 2011	Reviewed, updated to be inline with current best practices
2.1	Sept 12	Review
2.2	Sept 13	Reviewed by PH, TC, GF
2.3	Nov 14	Reviewed

Document Version Control

Internet Acceptable Usage Policy

The statutory curriculum expects pupils to learn how to locate, retrieve and exchange information using ICT e.g. through web-based resources and Email. Home and social Internet use is also expanding and it is becoming an important part of learning and communication. At Warden Hill Primary School the Internet will be used as a tool for teaching and learning. Safety and security when using the Internet is a prime consideration for our school and this is addressed in the following policy. This policy has been agreed by the senior management and governors and is shared annually with all staff and some pupils. This policy is part of the ICT policy and is supported by the E-safety policy and filtering policy.

This policy applies to all users and administrators of the internet. At Warden Hill we follow guidelines suggested by SWGfL.

New technologies have become integral to the lives of children 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 pupils' learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

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.

For my professional and personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.

- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.

- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

- I will be professional in my communications and actions when using school ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.

- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.

- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. If I do these will be downloaded as soon as possible onto the school computers and deleted from my personal equipment. Where these images are published (eg on the school website) it will not be possible to identify by name, or other personal information, those who are featured.

- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.

- I will not engage in any on-line activity that may compromise my professional responsibilities.

- I will consider carefully who has access to any online personal profiles.

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:

- When I use my personal hand held / external devices (PDAs / laptops / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school

equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.

• I will 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 programmes.

• I will ensure that my data is regularly backed up, in accordance with relevant school policies.

• I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.

• I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

• I will not disable or cause any damage to school equipment, or the equipment belonging to others.

Users shall not:
Visit Internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:
pornography (including child abuse images)
promoting discrimination of any kind
promoting racial or religious hatred
promoting illegal acts
any other information which may be offensive to colleagues

Incidents which appear to involve deliberate access to Web sites, newsgroups and online groups that contain the following material will be reported to the police
Images of child abuse (images of children, apparently under 16 years old) involved in sexual activity or posed to be sexually provocative
Adult material that potentially breaches the Obscene Publications Act in the UK
Criminally racist material in the UK

Use the internet or other electronic means to threaten, tease or embarrass someone.

Use the internet through social networking sites or other public forums to make negative comments about the school, staff or pupils.

Use the school ICT facilities to run a private business.

Reveal or publicise confidential or proprietary information, which includes but is not limited to: financial information, personal information, databases and the information contained therein, computer/network access codes, and business relationships.

This policy is to be read in conjunction with the school's Safeguarding Policy and the document 'Guidance for Safer Working Practice for Adults working with Children and Young People'.