



Wallands Community Primary School

Staff/pupil/parent/Governor ICT Acceptable Use Agreement

Wallands Community Primary School provides a range of ICT resources which are available to all staff. In order to ensure the safety of both staff and pupils, it is important that all staff follow the guidelines detailed below. This policy applies to all staff of the school, regardless of their use of ICT systems.

School Email

Every member of staff is provided with a school email address. The email system can be accessed from both the school computers, and via the internet from any computer. Wherever possible, all school related communication must be via the school email address.

The sending of emails is subject to the following rules:

- Language must not include swear words or be offensive or abusive.
- Emails or attachments of a pornographic, illegal, violent, sexist or racist nature are not permitted.
- Sending of attachments which contain copyright material to which the school does not have distribution rights is not permitted.
- The use of personal email addresses by staff for any official school/setting business is not permitted.
- The forwarding of any chain messages/emails etc. is not permitted. Spam or junk mail will be blocked and reported to the email provider.
- Any electronic communication which contains any content which could be subject to data protection legislation (e.g. sensitive or personal information) will only be sent using secure and encrypted email.
- Emails should never contain children's full names either in the subject line or the main body of the text. Initials should be used wherever possible.
- Access to school /setting email systems will always take place in accordance to data protection legislation and in line with other appropriate school/setting policies e.g. confidentiality.
- Members of the community must immediately tell a designated member of staff if they receive offensive communication and this will be recorded in the school safeguarding files/records.
- Staff will be encouraged to develop an appropriate work life balance when responding to email.
- Email sent to external organisations should be written carefully and checked before sending, in the same way as a letter written on school headed paper would be.
- School email addresses and other official contact details will not be used for setting up personal social media accounts.

Internet Access

The school provides internet access for all staff and pupils in order to allow access to the wide range of content available. The school's internet connection is filtered, meaning that a large amount of inappropriate material is not accessible. However, on occasions it may be possible to view a website which is inappropriate for use in a school. In this case the website must be reported immediately to the E-Safety leader (Jacob Clay). All members of staff need to understand that that they cannot rely on filtering alone to safeguard children and supervision, classroom management and education about safe and responsible use is essential.

- Supervision of pupils will be appropriate to their age and ability
- At Early Years Foundation Stage and Key Stage 1 pupils' access to the Internet will be by adult demonstration or directly supervised access to specific and approved online materials which supports the learning outcomes planned for the pupils' age and ability.
- At Key Stage 2 pupils will be supervised. Pupils will use age-appropriate search engines and online tools and online activities will be teacher-directed where necessary. Children will be directed to online material and resources which support the learning outcomes planned for the pupils' age and ability.
- It is not permitted to attempt to access, on any device, pornographic, illegal, sexist, violent, racist or inappropriate material in school.
- The use of live chat rooms is not permitted.
- Members of the ICT Support Team have access to an unfiltered internet connection. Access is still only permitted to appropriate websites, unless directly instructed by the Headteacher.
- The use of online real-time chat rooms is banned.
- No member of staff may download any software from the internet for installation onto a school computer system without first consulting with a member of the ICT Support Services Team.

Personal use of Equipment

The ICT provisions provided by the school are for work relating to the school. However, the school acknowledges that, on occasion it may be necessary to use the ICT equipment for personal use. This is permitted provided that:

- Any activity carried out on them complies with the other terms of this policy.
- No personal applications are loaded onto any computers.
- Any activity completed on school equipment does not result in personal gain for the member of staff involved.
- The removal of ICT equipment from the school site for personal use is only permitted with the consent of the Headteacher. The exception to this is any equipment assigned to, and signed for by individual members of staff e.g. laptops
- No technical support is provided by the school for problems arising as a result of personal work on the equipment.

Digital cameras

The school encourages the use of digital cameras and video equipment; however staff should be aware of the following guidelines:

- Photos should only be named with the pupil's name if they are to be accessible in school only. Photos for the website or press must only include the child's first name.

- The use of personal digital cameras in school is not permitted, including those which are integrated into mobile phones.
- All photos should be downloaded to the school network
- The use of mobile phones for taking photos of pupils is not permitted.

Security

- Each member of staff is allocated a username and password.
- Staff are responsible for ensuring their password remains confidential and their account is secure.
- Under no circumstances should a pupil be allowed to use a staff computer account, unless being directly supervised by the account owner.
- When any computer is left unattended, it must either be logged off or locked. No member of staff may use a computer which is found logged on as someone else - it must be immediately logged off.
- Passwords must be regularly changed.
- Staff will only access areas of the schools computer systems to which they have authorised access.

File Storage

Each member of staff has access to their own personal area on the network, as well as access to shared network drives.

- Any school related work should be stored on one of these network drives.
- Personal files are not permitted on the network areas. Staff are responsible for ensuring they have rights for the storage of any file in their area, for example copyright music files.
- Any files stored on removable media must be stored in accordance with the information access and security policy, summarised as follows:
- If information/data has to be transferred it must be saved on an encrypted, password protected, storage device.
- No school data is to be stored on a home computer, or un-encrypted storage device.
- No confidential, or school data which is subject to the Data Protection Act should be transferred off site unless it is sent by secure email.

Video Conferencing

If the school makes use of video conferencing facilities, conferences should be checked with the ESafety Leader, before organising with the third party.

Mobile Phones

Mobile phones are permitted in school, with the following restrictions:

- They are not to be used when members of staff are directly supervising or working with children. Whilst members of staff are working in the classroom they should be securely stored in a bag/ cupboard/locker.
- Mobile phone cameras are not to be used on the school site, or any school trips. The school provides digital cameras for this purpose.
- All phone contact with parents regarding school issues will be through the schools phones. Personal mobile numbers should never be given to parents at the school.

Social networking

Wallands Community Primary School has a Social Media Policy (section 3 of Online Safety Policy). The key requirements Page 5 of 9 for staff are as follows:

For the purposes of this section the term 'friends' is used to define any link created between the online profiles of two or more people.

- Members of staff are encouraged to set the highest of privacy levels when using social media sites
- All members of staff are advised not to communicate with or add as 'friends' any current or past children/pupils or current or past pupils' family members via any personal social media sites, applications or profiles. Any pre-existing relationships or exceptions that may compromise this will be discussed with Designated Safeguarding Lead and/or the Headteacher.
- No communication should take place between parents of pupils or pupils and staff members regarding any issues relating to the school or pupils using social networking sites.
- Members of staff will notify the Leadership/Management Team immediately if they consider that any content shared or posted via any information and communications technology, including emails or social networking sites conflicts with their role in the school/setting.
- Members of staff are encouraged not to identify themselves as employees of Wallands Community Primary School on their personal social networking accounts. This is to prevent information on these sites from being linked with the school/setting and also to safeguard the privacy of staff members and the wider community.
- No details or opinions relating to any pupil are to be published on any website.
- No opinions regarding another member of staff, which could cause offence, are to be posted.
- No communication should take place between pupils and staff members using any online service apart from the schools systems, where available.
- No photos or videos, which show pupils of the school who are not directly related to the person posting them, should be uploaded to any site other than the school's Website .
- No comment, images or other material may be posted anywhere, by any method that may bring the school or, the profession into disrepute.

The school disciplinary policy is available to the Executive Headteacher/Head of School to address any breach of this policy.

Staff Acceptable Use Agreement

As a school user of the network resources/ equipment I agree to follow the school rules (set out above) on its use. I will use the network/ equipment in a responsible way and observe all the restrictions explained in the school acceptable use policy. If I am in any doubt I will consult the ESafety leader (Jacob Clay or Debbie Collis).

- I agree to report any misuse of the network to the E-Safety leader.
- I agree to report any websites that are available on the school Internet that contain inappropriate material to the E-Safety leader.
- I agree to ensure that portable equipment such as cameras or laptops will be kept secured when not in use and to report any lapses in physical security to the E-Safety leader or Headteacher.

If I do not follow the rules, I understand that this may result in loss of access to these resources as well as other disciplinary action. I realise that staff under reasonable suspicion of misuse in terms of time or content may be placed under retrospective investigation or have their usage monitored.

Signed Date

Print name

Wallands Community Primary School

Pupil ICT Acceptable Use Agreement

Wallands Community Primary School provides a range of ICT resources which are available to pupils to help them learn and access the best online information to support their learning.

- We want pupils to use the ICT facilities safely, and with respect for themselves and other users.
- We want pupils to tell us if they have a problem and we will help to put it right.
- We hope that all our ICT users will develop safe practices that show respect for all other users. The school Anti-Bullying policy also refers to ICT use.
- This policy applies to all school-provided ICT equipment and to pupils' uses of ICT whether in school or not, and whether they occur inside or out of normal school hours.

School Email

The school does not currently provide email access for pupils.

Internet Access

- The school provides internet access for all pupils in order to allow access to the wide range of content available to support learning.
- The school's internet connection is filtered, meaning that a large amount of inappropriate material is not accessible. However, on rare occasions it may be possible to view a website which is inappropriate for use in a school. In this case the website should be immediately reported to the class teacher by the pupil.
- The use of any online real-time chat rooms is banned.
- No attempt must be made to access personal email accounts whilst in school.
- Photos, videos and written information must not be uploaded to any website other than those provided and supervised by the school.
- No pupil is permitted to share any personal information with anyone on the internet unless specific permission is given by the class teacher.

Personal use of Equipment

The ICT provision provided by the school is provided for school work only. Only activities which have been assigned by the class teacher are permitted.

Digital cameras

- The school encourages the use of digital cameras by pupils, and provides specific cameras for this purpose.
- Cameras are only to be used under the direction of a member of staff.
- Photos and videos captured using the cameras should be appropriate, and not cause offence to anyone. Under no circumstances should acts of violence, invasion of privacy or any other infringement of the schools rules be recorded by a pupil.

Security

- Pupils are only allowed to access the system/ online applications through their own login.
- Pupils are not permitted to use a computer that is logged on as a member of staff, unless under direct supervision from that member of staff.
- Pupils must not leave any computer logged on when they are not using it.

- If a pupil believes their password for any application has been found out they must report it immediately to their class teacher.

File Storage

- Each pupil has their own area on the network, which should be used to store all of their work.
- All work stored should be appropriate for viewing in a school.
- The storage of music files, other than those created in school is not permitted.
- Pupils may not bring files into school from home (on USB) and put them on a school computer.

Video Conferencing

- If the school makes use of video conferencing facilities this will be arranged and supervised by the class teacher. This will always be with third party education providers, who provide content appropriate to the age range of the pupils. The video conferencing facilities should never be used by a pupil unsupervised.

Mobile Phones

- The School recognises that some parents wish their children to carry a mobile phone for a variety of reasons; however use of mobile phones by pupils is not permitted during school hours.
- Mobile phones must be handed in to the class teacher at the start of the day, to be securely stored until the end of the school day.
- If a pupil needs to contact a parent they will always be allowed to use a school phone.
- School staff may confiscate a mobile phone if they believe that it is being used to contravene the schools Anti Bullying Policy or could contain sexual imagery. The phone may be searched with the consent of the pupil or parent/carer and content deleted or requested to be deleted if appropriate. If appropriate the material may be handed over to the police.

Social Networking

Wallands Community Primary School recognises the rise in popularity of social networking sites, and the rapid development of sites specifically targeted at primary aged children.

- Pupils must not attempt to contact any members of staff or request to be 'friends' with them through any social networking site or personal email service.
- Pupils must not post derogatory comments about Wallands Community Primary School staff or pupils on social media sites.
- Parents should not contact staff regarding any school issue via a social networking site. All contact must be made through the school.

KS2 Pupil's ICT Agreement

I agree that:

- I will always have permission from a member of staff before using the internet.
- Any messages I send will be polite and responsible.
- I will not give my full name, home address, telephone number, any other personal information or arrange to meet anyone who tries to contact me under any circumstances.
- I will report any unpleasant material or messages sent to me, to my teacher immediately.
- I understand that the school will check my computer files and will monitor the internet sites that I visit.
- I will not access other people's files.
- I will only use my own username and password when accessing the school system or other password protected programmes.

Pupils Name Class.....

Signed Date.....

Parent's Agreement

I have read and understood the Schools ICT Acceptable use policy school and give permission for my son/daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed Date.....

KS1 / Reception Pupil's ICT Agreement

I agree that:

- I will ask an adult before using the computers.
- I will follow the instructions of the teacher when on the computer.
- I will not give my full name, home address, telephone number, any other personal information or arrange to meet anyone under any circumstances.
- I will tell my teacher if I see anything on the computer which I think I shouldn't have done.
- I understand that the teacher can check everything that is done on the computer.
- I will only open my own files.
- I will only use my own class' username and password.

Pupils Name Date.....

Signed Class

Parent's Agreement

I have read and understood the Schools ICT Acceptable use policy school and give permission for my son/daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed

Date.....