Acceptable Use of ICT Policy

The Study Independent School and Nursery

Dear Parent/Guardian

THE STUDY SCHOOL COMPUTER AND INTERNET POLICY

As part of our school's curriculum pupils will be provided with supervised access to the Internet. We believe that use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. They will be able to obtain a rich variety of resources from around the globe to enhance their studies as they research information from museums, libraries, educational organisations and a range of other suitable web sites. They will also learn to exchange e-mails with pupils in partner schools.

Children will be introduced to a set of rules and taught how to use the Internet responsibly by using the safe environment of the Intranet. When they are given access to the Internet they will be supervised and directed towards specific curriculum activities and suitable web sites. However, the school cannot be held responsible for the nature or content of materials accessed through the Internet. The school will not be liable for any damages arising from your child's use of the Internet facilities.

Should you wish to seek further information regarding Internet use, you may find the following web sites useful:

http://www.thinkuknow.co.uk
http://www.phonebrain.org.uk/
http://www.bullying.co.uk/
https://www.getsafeonline.org/safeguarding-children
http://www.kidsmart.org.uk/

Online bullying is bullying through the use of communication technology like mobile phone text messages, e-mails or websites. This can take many forms for example:
· Sending threatening or abusive text messages or emails, personally or anonymously.
· Making insulting comments about someone on a website, social networking site (e.g.: Facebook or Instagram) or online diary (blog)
· Making or sharing derogatory or embarrassing videos of someone via mobile phone or email

The Study School has strict policies on Online-Bullying. Any pupils found to be bullying another pupil online will be investigated fully. If the incidents all occurred within school, then schools' disciplinary procedures will be used, and further, possibly external action taken if seen necessary.

If online bullying incidents occurred outside of school time, but were reported to school or noticed by school, then school will still assist in investigating the issue, involving external agencies if necessary.

I enclose a copy of the school's Acceptable use of ICT Policy and rules for using the Internet which I would ask you to read and acknowledge by signing and returning the final page.

Should you wish to discuss any aspect of our use of the Internet please telephone me to arrange an appointment.

Yours sincerely

Donna Brackstone-Drake
Head Teacher

Acceptable Use of ICT policy

Teaching and learning

Why Internet and digital communications are important
- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.

- Internet use is a part of the curriculum and a necessary tool for staff and pupils.

- The school Internet access is provided by BT and includes filtering appropriate to the age of pupils.

- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

- Pupils will be educated in the **SAFE** and effective use of the Internet. The 'Prevent Duty' means that we have a legal duty to stop children being drawn into terrorism; online radicalisation awareness is part of the Prevent strategy.

- Pupils will be shown how to publish and present information appropriately to a wider audience.

Pupils will be taught how to evaluate Internet content
- The school will seek to ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.

- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

- Pupils will be taught how to report unpleasant Internet content e.g., using the CEOP Report Abuse icon.

Managing Internet Access

Information system security
- School ICT systems security will be reviewed regularly.

- ESET antivirus software is updated automatically.

- Security strategies will be discussed with the ICT Support Technician (James Harrison) and the ICT Co-ordinator (Ciaran Mc Auley)

E-mail
- Pupils and staff may only use approved e-mail accounts on the school system.

- Pupils must immediately tell a teacher if they receive offensive e-mail.

- Pupils must not reveal personal details of themselves or others in e-mail communication or arrange to meet anyone without specific permission.

- Staff to pupil email communication must only take place via a school email address or from within the learning platform and will be monitored.

- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.

- The school will consider how e-mail from pupils to external bodies is presented and controlled.

- The forwarding of chain letters is not permitted.

Published content and the school web site
- The contact details on the Web site should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.

- Mr McAuley will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing photographs, images and work
- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified. The school will look to seek to use group photographs rather than full-face photos of individual children.

- Pupils' full names will be avoided on the Website, as appropriate, including in blogs, forums or wikis, particularly in association with photographs.

- Written permission from parents or carers will be obtained before photographs or images of pupils are published.

- Permission from adults will be obtained before their names, photographs or images of themselves are published.

- Parents should be clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories

- Staff will not keep images of children on personal devices e.g., memory sticks or use them for any use other than in school.

The Study School Use of digital images - photography and video

To comply with the Data Protection Act 2018, we need parents' permission before we can photograph or make recordings of their daughter / son.

We follow the following rules for any external use of digital images:

If the pupil is named, we avoid using their photograph.

If their photograph is used, we avoid naming the pupil.

➢ Where showcasing examples of pupil's work, we only use their first names, rather than their full names.
➢ If showcasing digital video work to an external audience, we take care to ensure that pupils are not referred to by name on the video, and that pupils' full names are not given in credits at the end of the film.
➢ Only images of pupils in suitable dress are used.
➢ Staff are not allowed to take photographs or videos on their personal equipment.

Examples of how digital photography and video may be used include:

• Children being photographed (by the classroom teacher, teaching assistant or another child) as part of a learning activity, e.g., photographing children at work and then sharing the pictures on the interactive whiteboard in the classroom allowing the children to see their work and make improvements.
• A child's image for presentation purposes around the school;
  e.g., in school wall displays and presentations to capture images around the school or in the local area as part of a project or lesson.
• A child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators;
  e.g., within a DVD or a document sharing good practice; in our school prospectus or school website. In rare events, children's image could appear in the media if a newspaper photographer or television film crew attend an event.

Note: If we, or you, actually wanted your child's image linked to their name we would contact you separately for permission, e.g., if your child won a national competition and wanted to be named in local or government literature.

Social networking and personal publishing on the school learning platform
• The school will control access to social networking sites and consider how to educate pupils in their safe use e.g., use of passwords.

• Newsgroups will be blocked unless a specific use is approved.

• All users will be advised never to give out personal details of any kind which may identify them, anybody else or their location.

• Pupils must not place personal photos on any social network space provided in the school learning platform without permission.

• Pupils, parents and staff will be advised on the safe use of social network spaces.

• Pupils will be advised to use nicknames and avatars when using social networking sites.

Managing filtering
• The school will work in partnership with the ICT technician, James Harrison, to ensure systems to protect pupils are reviewed and improved. WebTitan is the software installed. This is a curated content filter which places blocks on the network.

- If staff or pupils come across unsuitable on-line materials, the site must be reported to the nominated member of staff.

- The school will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing emerging technologies
- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

Other devices
- Mobile phones and associated cameras will not be used during lessons or formal school time. Mobile 'phones will not be used to take photographs of pupils. Taking photographs at any time without the subject's consent is prohibited (Appendix 2).

- The sending of abusive, offensive or inappropriate material is forbidden.

- Staff should not share personal telephone numbers with pupils and parents. (A school phone will be provided for staff where contact with pupils is required).

Protecting personal data
Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 2018.

Policy Decisions

Authorising Internet access
- All staff must read and sign the 'Staff Code of Conduct for ICT' on appointment, before using any school ICT resource (Appendix 1).

- The school will maintain a current record of all staff and pupils who are granted access to school ICT systems.

- Parents will be asked to sign and return a consent form (Appendix 2).

- Pupils must agree to comply with the Responsible Internet Use statement before being granted Internet access (Appendix 3).

- Any person not directly employed by the school will be asked to sign an 'acceptable use of school ICT resources' form before being allowed to access the Internet on the school site.

Assessing risks
- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school can accept liability for the material accessed, or any consequences of Internet access.

- The school will audit ICT use to establish if the Acceptable Use of ICT policy is adequate and that the implementation of the Acceptable Use of ICT policy is appropriate and effective.

Online bullying

Online bullying is bullying through the use of communication technology like mobile phone text messages, e-mails or websites. This can take many forms for example:

· Sending threatening or abusive text messages or emails, personally or anonymously
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If online bullying incidents occurred outside of school time, but were reported to school or noticed by school, then school will still assist in investigating the issue, involving external agencies if necessary.

Handling E-safety complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff.

- Any complaint about staff misuse must be referred to the Head Teacher.

- Complaints of a safeguarding nature must be referred to the Head Teacher and dealt with in accordance with school child protection procedures.

- Pupils and parents will be informed of the complaint's procedure.

- Pupils and parents will be informed of consequences for pupils misusing the Internet.

Community use of the Internet

- All use of the school Internet connection by community and other organisations shall be in accordance with the school Acceptable Use of ICT policy.

Communications Policy

Introducing the Acceptable Use of ICT policy to pupils

- Appropriate elements of the Acceptable Use of ICT policy will be shared with pupils.

- E-safety rules will be posted in all networked rooms.

- Pupils will be informed that network and Internet use will be monitored.

- Curriculum opportunities to gain awareness of E-safety issues and how best to deal with them will be provided for pupils.

Staff and the Acceptable Use of ICT policy
- All staff will be given the School Acceptable Use of ICT Policy and its importance explained.

- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

- Staff who manage filtering systems or monitor ICT use will be supervised by senior management and have clear procedures for reporting issues.

Enlisting parents' support
- Parents' and carers' attention will be drawn to the Acceptable Use of ICT Policy in newsletters, the school brochure and on the school web site.

- Parents and carers will from time to time be provided with additional information on E-safety.

- The school will ask all new parents to sign the parent /pupil agreement when they register their child with the school.

- Parents and carers will be reminded that they must not publish any images or comments of performances and other community events on social network sites before and after each event.

Version control

Date of adoption of this policy	September 2018
Date of last review of this policy	September 2020
Date for next review of this policy	September 2021
Policy owner (SMT)	Head Teacher
Policy owner (Proprietor)	Proprietor

Appendix 1:

The Study School's Staff, Governor and Visitor Acceptable Use Agreement / ICT 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 policy is designed to ensure that all adult users are aware of their responsibilities when using any form of ICT. All such users are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with Ciaran Mc Auley

- I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras; email, social networking and that ICT use may also include personal ICT devices when used for school business.

- I understand that it is an offence to use a school ICT system and equipment for any purpose not permitted by its owner.

- I will only use the school's email / Internet / Intranet and any related technologies for uses permitted by the Head.

- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.

- I understand that I am responsible for all activity carried out under my username.

- I will ensure that all school generated electronic communications are appropriate and compatible with my role.

- I will only use the approved, secure email system(s) for any school business.

- I will ensure that all data is kept secure and is used appropriately and as authorised by the Head teacher. If in doubt I will seek clarification. This includes taking data off site.

- At school, I will not install any hardware or software without the permission of Mr. Mc Auley

- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.

- Images will only be taken, stored and used for purposes in line with school policy and with written consent of the parent, carer or adult subject. Images will not be distributed outside the school network/learning platform without the consent of the subject or of the parent/carer, and the permission of the Head teacher.

- I understand that my permitted use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Head teacher.

- I will respect copyright and intellectual property rights.

- I will not jeopardise the safety or wellbeing of any child or adult in the school through my use of ICT.

- I will report any incidents of concern regarding children's safety to the Designated Safety Officer or Head teacher.

User Signature

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

Full name :………………………………………………………….…(printed)

Role: …………………………………………………………………….

Signature:………………………………………….**Date:**……………………

Appendix 2

The Study School's Acceptable Use of ICT agreement form for parents and carers.

Pupil(s) name(s):
……………………………………………………………………………...

As the parent or legal guardian of the above pupil(s), I grant permission for my child to have access to use the Internet, Email and other ICT facilities at school.

I understand that my daughter or son when in Year One and above will sign a form each year to confirm that they will keep to the school's rules for responsible ICT use and understand that my son/daughter may be informed if the rules have to be changed during the year. I know that the latest copy of the Acceptable Use of ICT Policy is available at from the school office or on the school website and that further advice about safe use of the Internet can be found it the school's website.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using a filtered internet service, secure access to email, employing appropriate teaching practice and teaching e-safety skills to pupils.

I understand that the school can check my child's computer files, and the Internet sites they visit. I also know that the school may contact me if there are concerns about my son/daughter's e-safety or e-behaviour.

I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.

Use of digital images - photography and video: I agree to the school using photographs of my child or including them in video material, as described in the document 'Use of digital and video images'. I have read and understood this document. I understand that images will only be used to support learning activities or in publicity that reasonably promotes the work of the school, and for no other purpose.

Parent's Name: …………………………….

Signature:…………………………

Date: ………………………

Appendix 3:
The Study School's E-safety Rules

These E-safety Rules help to protect students and the school by describing acceptable computer use.

➢ I understand the school owns the computer network and learning platform and can set rules for its use to keep me safe.

➢ I will only use ICT systems in school, including the internet, email and digital pictures for school purposes.

➢ I will only log on with my own username and password.

➢ I will not share my passwords with anyone.

➢ I will only use my school email address at school.

➢ I will make sure that all messages are responsible, respectful and sensible.

➢ I will be responsible for my behaviour when using the Internet/learning platform. This includes resources and the language I use.

➢ I will use the forums on the school's learning platform for sharing information sensibly.

➢ I will not give out any personal information about myself or anyone else when using the internet.

➢ If I accidentally come across any material that makes me uncomfortable, I will report it to a teacher.

➢ I will not download or install software.

➢ I will respect the privacy and ownership of others' work on-line at all times.

➢ I understand the school may watch my use of the school's computer systems and learning platform.

➢ I understand that I will only be allowed to use the school equipment and systems by following these rules.

Pupil name: …………………………….......………………………………………….

Pupil signature:…………………………………**Date:**……

Simplified Rules for using the Computer at The Study School (Reception, Years 1 & 2)

I will only use any computer equipment when a teacher is in the room.

I will use the Interactive Whiteboards in class but must not look at the light from the projector.

I will listen carefully as my teacher tells me how to use the computer and I will follow their instructions.

I will only choose (icons) Pictures on the screen my teacher has told me to use.

If there is a problem, I will tell my teacher straight away.

I will treat all the computer equipment carefully.

Pupil name: …………………………….......…………………………………….

Pupil signature:…………………………………**Date:**……