Adderley Primary School
Acceptable Use of Technology Policy
(Including Acceptable Internet Use)

2021-2023

This policy should be read with the;

- General Data Protection Regulations

Agreed by:	Governing Body	
Review date:	September 2023	

Aims

Information and communications technology (ICT) is an integral part of the way our school works, and is a critical resource for pupils, staff (including senior leadership teams), governors, volunteers and visitors. It supports teaching and learning, pastoral and administrative functions of the school.

However, the ICT resources and facilities our school uses also pose risks to data protection, online safety and safeguarding.

This policy aims to:

> Set guidelines and rules on the use of school ICT resources for staff, pupils, parents and governors

> Establish clear expectations for the way all members of the school community engage with each other online

> Support the school's policy on data protection, online safety and safeguarding

> Prevent disruption to the school through the misuse, or attempted misuse, of ICT systems

> Support the school in teaching pupils safe and effective internet and ICT use

This policy covers all users of our school's ICT facilities, including governors, staff, pupils, volunteers, contractors and visitors.

Our school's 'Acceptable Use' policy is part of the school's overall safeguarding and computing policies and will relate to other policies including those for behaviour.

This policy must be used in line with General Data Protection Regulations – GDPR

Relevant legislation and guidance

This policy refers to, and complies with, the following legislation and guidance:

- Data Protection Act 2018

- The General Data Protection Regulation

- Computer Misuse Act 1990

- Human Rights Act 1998

- The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000

- Education Act 2011

- Freedom of Information Act 2000

- The Education and Inspections Act 2006

- Keeping Children Safe in Education 2021

- Searching, screening and confiscation: advice for schools

- National Cyber Security Centre (NCSC)

- Education and Training (Welfare of Children Act) 2021

Definitions

- **"ICT facilities":** includes all facilities, systems and services including but not limited to network infrastructure, desktop computers, laptops, tablets, phones, music players or hardware, software, websites, web applications or services, and any device system or service which may become available in the future which is provided as part of the ICT service

- **"Users":** anyone authorised by the school to use the ICT facilities, including governors, staff, pupils, volunteers, contractors and visitors

- **"Personal use":** any use or activity not directly related to the users' employment, study or purpose

- **"Authorised personnel":** employees authorised by the school to perform systems administration and/or monitoring of the ICT facilities

- **"Materials":** files and data created using the ICT facilities including but not limited to documents, photos, audio, video, printed output, web pages, social networking sites and blogs

Unacceptable use

The following is considered unacceptable use of the school's ICT facilities by any member of the school community. Any breach of this policy may result in disciplinary or behaviour proceedings (see section 4.2 below).

Unacceptable use of the school's ICT facilities includes:

- Using the school's ICT facilities to breach intellectual property rights or copyright

- Using the school's ICT facilities to bully or harass someone else, or to promote unlawful discrimination

- Breaching the school's policies or procedures

- Any illegal conduct, or statements which are deemed to be advocating illegal activity

- Online gambling, inappropriate advertising, phishing and/or financial scams

- Accessing, creating, storing, linking to or sending material that is pornographic, offensive, obscene or otherwise inappropriate or harmful

- Consensual and non-consensual sharing of nude and semi-nude images and/or videos and/or livestreams (also known as sexting or youth-produced sexual imagery)

- Activity which defames or disparages the school, or risks bringing the school into disrepute

- Sharing confidential information about the school, its pupils, or other members of the school community

- Connecting any device to the school's ICT network without approval from authorised personnel

- Setting up any software, applications or web services on the school's network without approval by authorised personnel, or creating or using any program, tool or item of software designed to interfere with the functioning of the ICT facilities, accounts or data

- Gaining, or attempting to gain, access to restricted areas of the network, or to any password-protected information, without approval from authorised personnel

- Allowing, encouraging or enabling others to gain (or attempt to gain) unauthorised access to the school's ICT facilities

- Causing intentional damage to ICT facilities

- Removing, deleting or disposing of ICT equipment, systems, programs or information without permission by authorised personnel

- Causing a data breach by accessing, modifying, or sharing data (including personal data) to which a user is not supposed to have access, or without authorisation

- Using inappropriate or offensive language

- Promoting a private business, unless that business is directly related to the school

- Using websites or mechanisms to bypass the school's filtering mechanisms

- Engaging in content or conduct that is radicalised, extremist, racist, anti-Semitic or discriminatory in any other way

This is not an exhaustive list. The school reserves the right to amend this list at any time. The headteacher will use professional judgement to determine whether any act or behaviour not on the list above is considered unacceptable use of the school's ICT facilities.

The Importance of the Internet and Technology to access it in Schools

The purpose of Internet access in school is to raise standards of attainment and achievement, to support the professional work of staff and to enhance the school's management and information (MIS) systems. Access to the Internet is a vital tool for staff and pupils. It is therefore a requirement as part of safeguarding and GDPR for children and staff to always take responsible and mature approach.

How the use of Technology Benefits the School

A number of studies and government projects have indicated the benefits to be gained through the appropriate use of the Internet in education.

These benefits include:
- Access to world-wide educational resources including museums and art galleries.
- The ability to share pupil information between educational establishments.
- Inclusion in government initiatives such as the BGfL and NGfL.
- Information and cultural exchanges between pupils world-wide.
- Discussion with experts in many fields for pupils and staff.
- Staff professional development - access to educational materials and good curriculum practice.
- Communication with the advisory and support services, professional associations and colleagues.
- Improved access to technical support.
- Exchange of curriculum and administration data with the LA, DfE and other organisations.

Using the Technology to provide effective learning

Teachers, parents and pupils need to develop good practice in using the Internet as tool for teaching and learning. There is a fine balance between encouraging autonomous learning and maintaining adequate supervision. Systems that ensure Internet use is as safe as possible will enable increased use and the quality of that use is a critical factor. Internet access is provided by the Entrust (Link2ICT) and provides a service designed for pupils. This includes filtering system that is appropriate to the age of pupils.

- Internet access will be planned to enrich and extend learning activities.
- Access levels will be reviewed to reflect the curriculum requirement.
- Pupils will be given clear objectives for Internet use.
- Staff will select sites that will support the learning outcomes planned for pupils' age and maturity.

- Approved sites will be bookmarked, listed or copied to the school network.
- Pupils will be educated in taking responsibility for Internet access.

How pupils will be taught to assess Internet content and use technology

Pupils in school are unlikely to see inappropriate content in books due to selection by publishers and teachers. This level of control is not so straightforward with Internet-based materials. Therefore, teaching should be widened to incorporate Internet content issues, for instance the value and credibility of Web materials in relationship to other media. The tendency to use the Web when better information may be obtained from books will need to be challenged.

- Pupils will be taught ways to validate information before accepting that it is necessarily true.
- Pupils will be taught to acknowledge the source of information and observe copyright when using Internet material for their own use.
- Pupils will be made aware that the writer of an e-mail or the author of a Web page might not be the person claimed.
- Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

Access to school ICT facilities and materials

The school's network manager manages access to the school's ICT facilities and materials for school staff. That includes, but is not limited to:

- Computers, tablets, mobile phones and other devices
- Access permissions for certain programmes or files

Staff will be provided with unique log-in/account information and passwords that they must use when accessing the school's ICT facilities.

Staff who have access to files they are not authorised to view or edit, or who need their access permissions updated or changed, should contact the network manager.

The management of e-mail

E-mail is an essential means of communication within education. The government is encouraging the ownership of personal e-mail accounts for both teachers and pupils, but care needs to be taken that the implications for the school and for the pupil are appreciated. Once e-mail is available it is difficult to control its content nevertheless, e-mail content should not be considered private. Software to restrict incoming and outgoing e-mail to a list of approved establishments is being considered as the filtering of e-mail for unsuitable content and viruses is now possible. The school uses the Local Authority 'Office 365' email platform for staff and pupils.

Staff emails

The school provides each member of staff with an email address.

This email account should be used for work purposes only. Staff should enable multi-factor authentication on their email accounts.

All work-related business should be conducted using the email address the school has provided.

Staff must not share their personal email addresses with parents and pupils, and must not send any work-related materials using their personal email account.

Staff must take care with the content of all email messages, as incorrect or improper statements can give rise to claims for discrimination, harassment, defamation, breach of confidentiality or breach of contract.

Email messages are required to be disclosed in legal proceedings or in response to requests from individuals under the Data Protection Act 2018 in the same way as paper documents. Deletion from a user's inbox does not mean that an email cannot be recovered for the purposes of disclosure. All email messages should be treated as potentially retrievable.

Staff must take extra care when sending sensitive or confidential information by email. Any attachments containing sensitive or confidential information should be encrypted so that the information is only accessible by the intended recipient.

If staff receive an email in error, the sender should be informed and the email deleted. If the email contains sensitive or confidential information, the user must not make use of that information or disclose that information.

If staff send an email in error that contains the personal information of another person, they must inform the network manager immediately and follow our data breach procedure.

Staff must not give their personal phone numbers to parents or pupils. Staff must use phones provided by the school to conduct all work-related business.

School phones must not be used for personal matters.

Staff who are provided with mobile phones as equipment for their role must abide by the same rules for ICT acceptable use.

Pupil emails

- For remote learning purposes, pupils will be given individual Teams accounts which have email capabilities however, the email function will be disabled by the schools ICT Team. Pupils will use Purple Mash emails, for relevant National Curriculum topics.
- E-mail must only be used in school for educational purposes.
- Pupils **will not** be allowed to access personal e-mail from the school system.
- Pupils may **only** send e-mail as part of planned lessons.
- In-coming pupil e-mail will be regarded as public and must be monitored by teachers.
- All received pupil e-mail must be examined by the teacher.
- The forwarding of chain/spam or viral materials will be banned, as will the use of instant messaging or chat rooms.
- Chat and social media programs will not be allowed.

The management of the school's web site

Adderley Primary School is currently creating a school web site. A Web site can celebrate pupils' work, promote the school and publish resources for projects or homework. Ground rules are important to ensure that the Web site reflects the school's ethos, and that information is accurate and well presented. As the school's Web site can be accessed by anyone on the Internet, the security of staff and pupils must be considered carefully. While any risks might be small, the parents' perception of risk has been considered in the devising of this policy.

- The Head Teacher/SLT will delegate editorial responsibility to members of staff to ensure that content is accurate, and quality of presentation is maintained.
- Pupils will be made aware that the quality of their work published on the Web needs to reflect the diversity of the audience.

- All material must be the author's own work, or where permission to reproduce has been obtained, clearly marked with the copyright owner's name.
- The point of contact on the web site should be the school address and telephone number. Home information or individual e-mail identities **will not** be published.
- Photographs must not identify individual pupils. Group shots or pictures will be used in preference to individual "passport" style images.
- Full names will not be used anywhere on the Web site, particularly alongside photographs.
- Written permission from parents will be sought before photographs or pupils work are published on the school web site.

The management of school social media accounts

The school has official Twitter and Youtube accounts, managed by limited, authorised staff. Staff members who have not been authorised to manage, or post to, the account, must not access, or attempt to access the account.

The school has guidelines for what can and cannot be posted on its social media accounts. Those who are authorised to manage the account must ensure they always abide by these guidelines.

The availability of other Internet applications

The Internet is the underlying technology, but new applications are being developed to use this ability to communicate, such as Chat, Newsgroups and webcams. Many of these facilities have great potential for education, for instance pupils exchanging live text, speech or video with a similar class in another location around the country or world, at low cost. However, most new applications start without the needs of young users being considered, particularly the area of security.

- Pupils will not be allowed to access public chat rooms, instant messaging or social media sites/apps.
- Pupils will not be allowed to access newsgroups.
- New facilities will be thoroughly tested before pupils are given access.

The authorisation of Internet access

In school, all staff and all pupils will be granted access to the Internet. However, it has been decided and agreed by the SLT that short term/daily supply teachers will **NOT** be asked to take Computing lessons and that staff should plan other activities.

- Internet access is a necessary part of statutory curriculum. It is an entitlement for pupils as long as it is used responsibly.
- Internet access will be granted to a whole class as part of the scheme of work, after a suitable education in the responsible use of the Internet.
- Parents will be informed that pupils will be provided with supervised Internet access.

The assessment of risk when using the Internet in school

The school will address the issue that it is difficult to remove completely the risk that pupils might access unsuitable materials via the school system. In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils.

The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate material, including the use of strict filtering software 'Smoothwall Monitor' from Link2ICT. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that unsuitable material will never appear on a school machine. Neither the school nor Birmingham Local Authority can accept liability for the material accessed, or any consequences thereof.

- The use of computer systems without permission or for purposes not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- Staff, parents, governors and advisers will work to establish agreement that every reasonable measure is being taken.
- The Head Teacher will ensure that the policy is implemented effectively.

Ensuring safe Internet access

The Internet is a communications medium that is freely available to any person wishing to send e-mail or publish a Web site on almost any topic. Access to appropriate information should be encouraged but Internet access must be safe for all members of the school community from youngest pupil to teacher and administrative staff
The technical strategies being developed to restrict access to inappropriate material fall into two overlapping types (sometimes all referred to as filtering):
Blocking strategies remove access to a list of unsuitable sites or newsgroups. 'Smoothwall Monitor' contains an extensive list of blocked sites and monitors computer activity, blocking sites as appropriate. The school can also add inappropriate sites to this list.
Filtering examines the content of web pages or e-mail messages for unsuitable words. Blocking and/or filtering, as previously stated, is performed by 'Smoothwall Monitor'

- Pupils will be informed that Internet use will be supervised and monitored.
- The school will work in partnership with parents and the LA to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL (address) and content will be reported to the SLT and then to Link2ICT so that the site can be blocked.
- Any material that the school suspects is illegal will also be referred to the SLT.
- Any warnings flagged by 'Smoothwall Monitor' will be investigated, followed-up and recorded in line with safeguarding procedures.

The maintenance of security of the ICT systems

The Internet is a new connection to the outside world that could compromise system performance or threaten security.

- Security strategies will be put in place in line with LA procedures.
- The security of the whole system will be reviewed on an ongoing basis.
- Personal data **should not** be sent over the Internet from school except in CTF files.
- Virus protection and monitoring software will be installed and updated regularly on all machines.
- Use of e-mail to send and receive attachments will be monitored by 'Smoothwall Monitor'.
- Staff should not use school computers to access personal e-mail accounts, i.e. Hotmail, Yahoo mail.

The complaints procedure regarding Internet use

Prompt action is taken if a complaint is made or inappropriate use flagged. Transgressions of the rules could include minor as well as the potentially serious consequences and a range of sanctions will be devised, linked to the school's behaviour policy.

- Responsibility for handling incidents will be given to the SLT.
- Pupils and parents will be informed that computer use is monitored.
- Parents will always be informed when inappropriate ICT use occurs.
- Sanctions follow the school behaviour policy and can include banning children from using computers for a period of time.

Staff and pupil consultation about the Internet

It is very important that staff feel prepared for Internet use and consider that the school AUP is appropriate. Staff should be given opportunities to discuss the issues and develop appropriate teaching strategies.

- Rules for Internet access will be posted near computer systems. **The Rules for Responsible Internet Use** will be printed as posters.
- All staff including teachers, teaching assistants and other staff, will be have access to the AUP, and its importance explained.
- Parents' attention will be drawn to the Policy by letters explaining it.
- Teachers are responsible for discussing the acceptable use of school computers and the internet with their classes.

Enlisting parental support for the use of the Internet

Internet use in pupils' homes is increasing rapidly. Unless parents are aware of the dangers, pupils may have unrestricted access to the Internet. The school may be able to help parents plan appropriate, supervised use of the Internet at home.

- A careful balance between informing and alarming parents will be maintained.
- Demonstrations and practical Computing sessions for parents will be organised to encourage a partnership approach.
- Joint home/school guidelines on issues such as safe Internet use will be established.
- Suitable educational and leisure activities that make responsible use of the Internet will be developed with parents.

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ACCEPTABLE INTERNET USE STATEMENT FOR ALL SCHOOL STAFF

The computer systems are owned by the school and made available to pupils to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school has an AUP drawn up to protect all parties - the pupils, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer systems (including laptops or devices loaned to staff) or to monitor any Internet sites visited.

- Access should only be made via the authorised account and password that should not be made available to any other person.
- Sites and materials accessed must be appropriate to work in school. Users will recognise materials that are inappropriate and should expect to have their access removed.
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received.
- The same professional levels of language and content should be applied as for letters or other media, particularly as e-mail is often forwarded.
- Posting anonymous messages and forwarding chain/spam or viral emails is forbidden.
- Copyright of materials and intellectual property rights must be respected.
- All Internet use should be appropriate to staff professional activity or to children's' education. However please note that:-
  - ➤ Use for personal financial gain, gambling, political purposes or advertising is forbidden.
  - ➤ Closed discussion groups can be useful but the use of public chat rooms is not allowed.
  - ➤ Staff are asked to use school computers to check Office 365 e-mail only and **not** personal e-mail such as Hotmail or Yahoo.

Members of staff are reminded that they should not deliberately seek out inappropriate / offensive materials on the Internet and that they are subject to the LEA's recommended disciplinary procedures should they do so.

Staff should sign a copy of this Acceptable Internet Use Statement and return it to the ICT Leader.

Full name   _____   post   _____

Signed   _____   date   _____

Dear Parent/Carer,

Responsible Use of the Internet

As part of your child's learning and the development of ICT skills, Adderley Primary School is providing **supervised** access to the Internet including e-mail and learning websites (Purple Mash, Teams and TTrockstar Maths). We believe that the effect use of the Internet and email is worthwhile and is an essential skill for the children as they grow up.

Although there are concerns about pupils having access to undesirable materials, we have taken positive steps to reduce this risk in school. Our school Internet access provider, Link2ICT and Birmingham Grid for Learning operates a very strict filtering system that restricts access to inappropriate materials and websites. Purple Mash and Teams are monitored by class teachers and the SLT. Meetings on Teams are also recorded. There is no communication method on TTrockstar.

I enclose a copy of the Rules for Responsible Computer and Internet Use that we operate at Adderley Primary School.

Please would you read the attached rules, then sign and return the consent form so that your child may use the computers and Internet at school.

Should you wish to discuss any aspect of Internet use please contact the school.

Yours sincerely
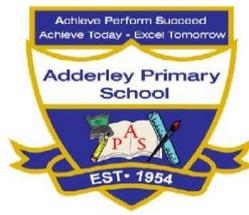
Head Teacher

Permission for Internet Access

I give permission for my child to use the internet whilst supervised at school. I have read the Rules for Responsible Internet Use.

Child's name: _____ Child's class: _____

Parent's name: _____ Signed: _____

(Please circle): I am   Father   Mother   Other:_____

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Rules for Responsible Computer and Internet Use

The school has installed computers and Internet access to help our learning.

These rules will keep everyone safe and help us be fair to others.

- **I will only use my own username and password.**

- **I will not open other people's files.**

- **I will use the computers only for schoolwork and homework.**

- **I will not bring USB sticks into school without permission from my teacher.**

- **I will ask permission from a member of staff before using a computer.**

- **I will not type inappropriate words or try and search for inappropriate websites.**

- **I understand that the school can check everything I type and the websites I visit.**

- **I will not try to look at my own email at school.**

- **To help protect other pupils and myself, I will tell a teacher if I see anything inappropriate.**

Acceptable use of the internet: agreement for parents and carers

Name of parent/carer:

Name of child:

Online channels are an important way for parents/carers to communicate with, or about, our school.

The school uses the following channels:

- Our official Twitter page: https://twitter.com/AdderleySchool
- Our official Youtube channel: https://www.youtube.com/channel/UCJgivEs34lKHdslZx_GLCew
- Email/text groups – Parentmail- for parents (for school announcements and information)

When communicating with the school via official communication channels, or using private/independent channels to talk about the school, I will:

- Be respectful towards members of staff, and the school, at all times
- Be respectful of other parents/carers and children
- Direct any complaints or concerns through the school's official channels, so they can be dealt with in line with the school's complaints procedure

I will not:

- Use private groups, the school's Facebook page, or personal social media to complain about or criticise members of staff. This is not constructive and the school can't improve or address issues if they aren't raised in an appropriate way
- Use private groups, the school's Facebook page, or personal social media to complain about, or try to resolve, a behaviour issue involving other pupils. I will contact the school and speak to the appropriate member of staff if I'm aware of a specific behaviour issue or incident
- Upload or share photos or videos on social media of any child other than my own, unless I have the permission of other children's parents/carers

| **Signed:** | **Date:** |