School Policy Document
ICT Acceptable Use Policy

Date Adopted by Full Governing board:	March 2019
Last reviewed on:	March 2019
Next review due by:	April 2022

Why is the use of ICT systems so important to our pupils and staff?

- The purpose of ICT in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.
- ICT use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- ICT and Internet access is an entitlement for students who show a responsible and mature approach to its use.
- ICT and the Internet are essential elements in 21st century life for education, business and social interaction. The school has a duty to provide students with quality ICT systems and Internet access as part of their learning experience, to ensure they are prepared for the real world.

How does the use of ICT systems benefit education?

Benefits of using the ICT in education include:

- Access to world-wide educational resources including museums and art galleries.
- Access to The London Grid for Learning (LGfL).
- Inclusion in government initiatives such as the DfES ICT in Schools and the Virtual Teacher Centre (VTC) http://vtc.ngfl.gov.uk.
- Educational and cultural exchanges between pupils world-wide.
- Cultural, vocational, social and leisure use in libraries, clubs and at home.
- Access to experts in many fields for pupils and staff.
- Staff professional development through access to national developments, educational materials and good curriculum practice.
- Communication with support services, professional associations and colleagues.
- Improved access to technical support including remote management of networks.
- Exchange of curriculum and administration data with the LA and DfES.
- Mentoring of pupils and providing peer support for them and teachers.
- Develop E-safety skills to ensure children are equipped to identity and tackle dangers online.

How will the use of ICT enhance learning?

- The school's ICT systems and Internet access will be designed expressly for educational use and will include filtering appropriate to the age of pupils.
- Pupils will be taught what ICT use is acceptable and what is not and given clear objectives for Internet use.
- ICT use and Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Staff should guide and monitor pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of ICT and the Internet in research, including the skills of knowledge location, retrieval and evaluation.

How will pupils learn to evaluate Internet content?

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to Beebug via the ICT co-ordinator or person designated by the Headteacher.
- Schools should 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 to acknowledge the source of information used and to respect copyright when using Internet material in their own work.
- Training should be available to staff in the evaluation of web materials and methods of developing students' critical attitudes.

How will email be managed?
- Pupils may only use approved email accounts on the school system (dbprimary/ TTrockstars/ Mathletics).
- Pupils must immediately tell a teacher if they receive offensive email (whistle blow system on dbprimary).
- Pupils must not reveal details of themselves or others in email communication, such as address or telephone number, or arrange to meet anyone.
- Access in school to external personal email accounts may be blocked.
- Email sent to an external organisation should be written carefully. Staff to only use lgfl mail for professional use, not personal.
- The forwarding of chain letters is not permitted.

How should the school's web site content be managed?
- The point of contact on the web site should be the school address, school email and telephone number. Staff or pupils' home information will not be published.
- Web site photographs that include pupils will be selected carefully.
- Pupils' full names will not be used anywhere on the web site, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school web site.
- The Headteacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

Can chat, newsgroups and email lists be made safe?

- Newsgroups and email lists will not be made available to pupils unless an educational requirement for their use has been demonstrated.
- Pupils will not be allowed access to public or unregulated chat rooms (only dbprimary, which is monitored).
- Children should use only regulated educational chat environments. This use will be supervised and the importance of chat room safety emphasised.

How can emerging ICT systems and Internet applications be managed?

- Emerging technologies will be examined for educational benefit

How will ICT systems and Internet access be authorised?

- The school will keep a record of all staff and pupils who are granted ICT and Internet access. The record will be kept up-to-date, e.g. staff may leave or a pupil's access be withdrawn.
- Parents will be informed that pupils will be provided with supervised ICT network and Internet access.
- Parents will be asked to sign and return a consent form.
- The school will use software such as Securus to monitor pupil and staff use of the school's ICT systems, warning them of unacceptable use and providing senior staff with irrefutable evidence of misuse which can lead to the withdrawal of access to the school's ICT systems. If serious misuse is detected, the Local Authority or Police may be informed.

Commented [j1]: Do we still do this?

Commented [j2]: What software do we use?

How will the risks of ICT use be assessed?

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor the LA can accept liability for the material accessed, or any consequences of Internet access.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The Headteacher will ensure this policy is implemented and compliance is monitored.

How will Internet content filtering be managed?

- The school will work in partnership with parents, the LA, DfES and the Curriculum Support Partner to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL and content will be reported to the Curriculum Support Partner by the ICT coordinator.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- The school, in discussion with the filtering provider, will select filtering strategies where appropriate. The filtering strategy will be selected to suit the age and curriculum requirements of the pupils.

How will the policy be introduced to pupils?
- Rules for ICT systems and Internet access will be displayed in the computing suites using the 'Rights Respecting' language.
- Pupils will be informed that computer and Internet use will be monitored.
- Instruction in responsible and safe use of the ICT systems will precede access to them.
- A module on responsible Internet use will be included in the PSHE programme.

How will staff be consulted?
- All staff must accept the terms of the 'Responsible ICT System Use' statement before using any ICT resource provided by the school.
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the School ICT Systems Policy, and its importance explained.
- Staff should be aware that computer and Internet traffic could be monitored and traced to the individual user. Discretion and professional conduct is essential. The monitoring of ICT systems and Internet use is a sensitive matter.
- Staff development in safe and responsible ICT systems and Internet use, and on the school Internet policy will be provided as required.

How will ICT system security be maintained?
- The school ICT systems will be reviewed regularly with regard to security and misuse.
- Virus protection and anti-spyware will be installed and updated regularly.
- Security strategies will be discussed with the LA, particularly where a wide area network connection is being planned.
- Personal data sent over the Internet will be encrypted or otherwise secured.
- Use of portable media will be reviewed.
- Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to emails.
- Files held on the school's network will be regularly checked for unsuitable content.
- Staff and pupils will be made aware that files and communications on the school ICT equipment are not private and may be reviewed.
- The school will arrange for a selective search of the network server's hard drive to be carried out on a regular basis to monitor images in users' folders.
- The school will arrange for the hard drives in staff laptops and other PCs to be reviewed on a regular

basis to monitor images and email communications.

- Software to monitor users' keystrokes, Internet access and disk activity on computers and laptops, whether connected to the network or not, will be installed.
- Any data regarding the school or children must be kept on an encrypted drive. Data can only be taken off of the school site on an encrypted drive.

How will the school deal with complaints about Internet use?

- Responsibility for handling incidents will be delegated to the headteacher or the ICT leader
- Any complaint about staff misuse must be referred to the Headteacher; the Child Protection Officer may also need to be informed.
- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils will need to work in partnership with staff to resolve issues.
- As with drugs issues, there may be occasions when the Police must be contacted. Early contact could be made to establish the legal position and discuss strategies.
- Sanctions for misuse of the school's ICT systems include:
  - interview / counselling by senior staff
  - informing parents or carers;
  - removal of Internet or computer access for a period.

How will the school enlist parents' support?

- Parents' attention will be drawn to the school's "Policy for The Acceptable Use of ICT Systems".
- Internet issues will be handled sensitively to inform parents without undue alarm.

Search engine and inappropriate images

- Access to images will be restricted by using the 'safe search' option within the search engine, although this is not completely safe. It is recognised that when pupils or staff use a search engine for images they may find inappropriate pictures.

The school has written Our ICT Acceptable Use of ICT Systems, building on the Local Authority and government guidance. It has been agreed by the senior management and approved by governors and will be reviewed annually.

Parents' permission letter – draft text

Xth January 20XX

Dear Parent,

Acceptable use of the Internet and ICT Systems permission form

As part of the school's ICT programme we offer pupils supervised access to the Internet. The school's speed of access to this network has been upgraded and is now at a very high speed.

Before being allowed to use the Internet and our ICT systems, all pupils must obtain parental permission. I invite you to sign and return the enclosed form as evidence of your approval and their acceptance of the school rules on this matter.

Access to the Internet through the school's ICT system will enable our pupils to explore thousands of libraries, databases and similar pages of information while exchanging messages with other Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

Whilst our aim for Internet and computer use is to improve learning and teaching, pupils may find ways to access other materials as well. However, we believe that the benefits to pupils from access to the Internet exceed the disadvantages. But ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end the school supports and respects each family's right to decide whether or not to apply for access.

During the school day, teachers will guide pupils toward appropriate materials and acceptable use of computers. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as newspapers, magazines, television, telephones, films, radio and other carriers of potentially offensive media.

We would be grateful if you could read the enclosed guidance documents and then complete the permission form that follows.

Yours sincerely,

X

Headteacher

Pupil's Internet and school network permission form (2019)

Please complete and return this form to the Headteacher.

Pupil statement

As a school user of the Internet and other computers, I agree to comply with the school rules on its use. I have read these rules that are included with this form, and will use the network in a responsible way. I will observe all the rules explained to me by the school.

Pupil's Signature _____   Date: _____

Parent / Guardian statement

As the parent or legal guardian of the pupil signing above, I grant permission for my son or daughter to use electronic mail (email) and the Internet. I understand that pupils will be held accountable for their own actions. I also understand that some materials on the Internet may be unacceptable and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing and exploring information and media.

Parent Name: _____

Parent Signature: _____ Date: _____

Name of Pupil:_____

Class: _____

Home Telephone: _____

Rules for responsible Internet and computer network 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 the system with my own username and password, which I will keep secret;
- I will not look at other people's files;
- I will only use the computers for school work and homework;
- I will not bring in a USB from outside school unless I have asked my teacher;
- I will ask permission from my teacher before using the Internet;
- I will only use e-mail if it has been approved by my teacher;
- The messages I send will be polite and responsible;
- I will not give my home address or telephone number, or arrange to meet anyone.
- I will report any unpleasant material or messages sent to me. I understand my report would be confidential and would help protect other pupils and myself;
- I understand the school may check my computer files and look at the Internet sites I visit.

Staff Agreement

The computer network and school funded portable computers are owned by the school and are made available to students to further their education and to staff to enhance their professional activities including teaching, research, administration and management.

The school's policy on The Acceptable use of ICT Systems has been drawn up to protect all parties – the students, the staff, and the school.

- Irresponsible use may result in the loss of Internet access and use of a school owned laptop.
- The school reserves the right to examine or delete any files that may be held on its computer network or portable computers or to monitor any Internet sites visited by staff and students.
- Staff and students requesting Internet access and use of the school's computer network should sign a copy of this Acceptable Internet and ICT Use Statement and return it to the school administration office.
- Access should only be made via the authorised username and password, which should not be made available to any other person.
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden.
- Users are responsible for all email sent and for contacts made that may result in email being received.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- Copyright of materials must be respected and sources acknowledged when used.
- Posting anonymous messages and forwarding chain letters is forbidden.
- As email can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media.
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.
- Only the school has the right to install software or hardware onto laptops and class computers. Staff will need to seek permission if they wish to install a necessary application.

Name:	_____

Signature:	_____ Date: ___ / ___ / ___

School name: <u>Pinner Park Primary School</u>

Aspects of existing legislation are relevant to the use of the Internet in schools and legal precedents are developing in the courts. The use of a computer system without permission, or for a purpose not agreed by the school, could constitute a criminal offence under the Computer Misuse Act 1990. In many cases, laws relating to copyright, libel, or incitement to racial hatred apply to the use of the Internet as they would in other forms of communication. Child protection legislation applies as do relevant laws on obscenity and indecency. Criminal charges can result from misuse of the Internet and ICT systems and teachers have a duty to provide protection for the pupils in their care.

In almost all cases pupils and teachers follow sensible behaviour and the Internet and school computer network are valuable additional resources for pupil learning and teacher preparation. However in the unlikely event that a pupil's or teacher's use of the Internet and/or school computer network is unacceptable, it is important that the school, its management and the Council are not liable for any legal action which might take place as a result of the action of these individuals and the reaction of parents, press or police.

Consequently, all Harrow schools are **strongly recommended** to implement and monitor a policy that includes signed pro forma on the acceptable use of the school's ICT systems.

Please remember that your school management and board of governors are potentially liable to legal action until these procedures are implemented.

Please provide appropriate information in the section below

We confirm that the school has received the Local Authority's *The Acceptable Use of ICT Systems – Advice and Guidance for Harrow Schools*.

Headteacher's signature: _____   Date: _____

Chair of Governors' signature: _____   Date: _____

Staff responsible for implementing the policy: Mr English & Ms Tait (Acting Headteacher), Mrs Edwards (Deputy Head), Senior Leadership Team and Mrs J. May & Ms M. Acquaye (ICT Leaders)

The School's governing body endorsed the policy and procedures for implementation of the *The Acceptable Use of ICT Systems – Advice and Guidance for Harrow Schools.*

Date of meeting: _____

Please photocopy for your records and return the completed pro forma to Geoff Wingrove (Director of Strategy – People First) at the Civic Centre.