ACCEPTABLE USE POLICY

Reviewed 2020
To be reviewed 2021

RATIONALE

New Pastures Primary School aims to become a learning school by allowing staff, volunteers, visitor, governors and pupil's access to the rich information and resources available on the Internet, together with the development of appropriate skills to use such resources. These skills will be fundamental in the society our pupils will be entering.

PURPOSES

1. To allow all users to access and use the Internet for educational purposes.
    *   This can include e-mail and World Wide Web facilities
    *   The school activities may include accessing the web sites to enhance curriculum subjects in the Foundation Stage, Key Stage 1 & 2 as appropriate to the age group
2. To provide a mechanism by which staff and pupils are protected from sites, information, and individuals, which would undermine the principles and aims of the school.
3. To provide guidance which is consistent, and in agreement with the Data Protection Act.
4. To protect school ICT systems from accidental and deliberate misuse that could put the security of the system or users at risk.
5. To provide guidance that is consistent with the acceptable procedures commonly used on the Internet, including those associated with 'netiquette', as well as, how to deal with such infringements.

GUIDELINES - ALL USERS

1. The schools Acceptable Use Policy(AUP) has been drawn up to protect all parties - the school, the staff, the pupils
2. The AUP has been written by the ICT Subject Coordinator, agreed by all staff and governors and will be reviewed on a yearly basis
3. Computers/laptops/iPads are available to all staff to enhance their professional activities, including teaching, research, administration and management and are all password protected.
4. The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet site visited
5. Access should only be made via the authorized account and password, which should not be made available to any other person (except the IT maintenance company)
6. Activities that threaten the integrity of the school I.C.T. system, or activity that attacks or corrupts other systems are forbidden
7. Users are responsible for all e-mail sent and for contracts made that may result in e-mail being received
8. As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for other letters
9. Do not state anything which could be interpreted as libel
10. Use for personal, financial gain, gambling, political purpose or advertising is forbidden
11. Copyright of material must be respected
12. Do not use personally-owned devices, such as mobile phones or cameras, to take photos or videos of pupils
13. If own mobile phone or device must be used for contacting pupils families within or outside of the school (in a professional capacity) then they will follow rules set out in this agreement, in the same way as if they were using school equipment.
14. Posting anonymous messages and forwarding chain letters is forbidden.
    Use of the network to access inappropriate materials such as pornographic, racist or offensive materials is forbidden. Access to inappropriate materials by staff may lead to immediate suspension, possibly leading to dismissal and involvement of police for very serious offences (These are levelled to the seriousness of the offence)

15. Personal details of any adults working in school or any pupil in school are not used

16. Do not use any photographs of pupils without written permission from parents or carers (see consent form in data collection file)
17. Guidance for Internet access will be displayed near computer systems and will be available to parents on request
18. Anti-virus protection is provided on all school computers
19. Staff must report accidental access to inappropriate materials to the headteacher immediately and recorded in E Safety log book

GUIDELINES - STAFF USERS

Internet safety awareness should be based on an ongoing programme of education within the school, and staff should not be excluded. In order to assist children and young people to stay safe when using the technologies, it is vital that staff are aware of the issues, both existing and emerging. Staff receive information and training on internet safety issues and new and emerging technologies on a regular basis

1. All members of staff need to be aware of possible misuse of online access and their responsibilities towards pupils
2. Staff will not be permitted to remove or copy sensitive or personal digital data from the school network unless the data storage device is encrypted and is transported securely for storage in a secure location
3. Staff will plan for pupil's use of the Internet to enrich and extend learning activities
4. Staff will select sites which will support learning outcomes as appropriate for the pupils age and maturity
5. Key Stage 2 pupils may send e-mails as part of a planned lesson under strict supervision
6. Pupils will not be allowed to access public chat rooms including those used as part of online games
7. Access to the Internet will be by teacher or adult demonstration. Pupils will have supervised access to specific approved online materials
8. Pupils are reminded of Internet safety rules regularly and as part of a yearly Safer Internet Day
9. Staff must not engage in any online activity that may compromise their professional responsibilities
10. New staff receive information on the school's acceptable use policy as part of their induction process and sign to confirm their acceptance of the terms

GUIDELINES – REMOTE LEARNING

1. Remote learning will only take place using recommended apps or websites. These apps and websites have been assessed and approved by the headteacher/a member of Senior Leadership Team (SLT).
2. Staff will only use approved professional accounts with learners and/or parents/carers.
3. Use of any personal accounts to communicate with learners and/or parents/carers is not permitted.
   - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with Mrs Belnavis. Designated Safeguarding Lead (DSL).
4. Staff will use work provided equipment where possible e.g. a school laptop or tablet.
   - If using personal devices, staff will ensure the relevant expectations relating to safeguarding and data security are followed e.g. using strong passwords, suitable levels of encryption, logging off or locking devices when not in use etc.
5. Online contact with learners and/or parents/carers will not take place outside of the operating times as defined by SLT:
   - Monday to Friday, between 9 am and 4pm.
6. Live streamed remote learning or pre-recorded sessions will only be held with approval and agreement from the headteacher/a member of SLT.
7. All remote learning and any other online communication will take place in line with current New Pastures Primary School confidentiality expectations as outlined in acceptable use policy.
8. Staff will not record lessons or meetings using personal equipment unless agreed and risk assessed by SLT and in line with our data protection policy requirements.
9. Only staff of New Pastures Primary will access school data/information.
10. Staff will model safe practice and moderate behaviour online during online/pre-recorded sessions as they would in the classroom.
11. When sharing videos and/or live streaming, participants are required to:
    a. wear appropriate dress.
    b. ensure backgrounds of videos are neutral (blurred if possible).
    c. ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.
12. Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

GUIDELINES – PUPILS

It is essential that all pupils are taught the relevant skills and strategies to remain safe when using the Internet and related technologies. This may be as discrete Internet safety lessons, as part of the computing curriculum, or embedded within all curriculum work wherever it is relevant. The requirement to raise awareness in children and young people of the risks associated with inappropriate contact via the Internet and content on the Internet is addressed as part of the wider duty of care to which all teachers are bound.

While no technological solution can be 100 per cent effective in guaranteeing safety when using the Internet and related technologies, we can help to minimise the risks to pupils, particularly when supported by a clear acceptable use policy and appropriate Internet safety education. The school has a fire wall filtering system in place to prevent pupils from accessing inappropriate materials which are checked regularly. All security measures are reviewed regularly against the perceived risks to pupils and the latest technology available.

1. Pupils will only access the Internet under supervision of a member of staff
2. Pupils will only e-mail people that a member of staff has approved
3. Pupils will be made aware of the need to be polite and responsible when using social network sites and not attack, abuse or bully any staff, pupils or other people
4. Pupils will not give out their home address, telephone number (personal information) or pictures of other pupils or staff without prior permission
5. Pupils will be encouraged to report any unpleasant material or message sent to them to a member of staff, appropriate adult or CEOP
6. Pupils should take effective precautions when using social networking sites to ensure their own personal safety and protect against identity theft
7. Pupils will not bring in software from outside school such as data storage devices.
8. Pupils must not bring personal devices such as mobile phones to school, but in emergency situations they must be kept in a locked draw in the office until the end of the school day
9. Pupils are responsible for good behaviour on the Internet just as they are in school

GUIDELINES - PARENTS / CARERS

Parents have a key role to play in the Internet safety education of their children, through promoting Internet safety at home. ICT offers the opportunity for children and their parents to learn together, and Internet safety is an excellent topic that can encourage home-school links. Schools and parents / carers may wish to share good practice in order to further embed safety messages and achieve consistency between safety guidelines in the home and the school.

1. Internet access is a necessary part of the curriculum
2. Pupils need to learn how to use e-mail as part of the Primary curriculum
3. Suitable guidance and supervision will be provided by staff during access to the Internet for all pupils
4. The School Internet Access Provider operates a filtering system that restricts access to inappropriate materials which should enable pupils to use the Internet facility safely and securely
5. All staff are aware of the possible misuse of online access and their responsibilities towards the pupils in school
6. Whilst every endeavour is made to ensure that suitable restrictions are placed on appropriate materials, the school cannot be held responsible for the nature or content of materials accessed through the Internet
7. Outside of school, parents or carers bear the responsibility for such guidance as they would exercise with other information sources such as television, radio, the telephone, films and other potentially offensive media

See Computing and E Safety Policy

INTERNET USE AT NEW PASTURES PRIMARY SCHOOL

Dear Parents / Carers,

As part of your child's use of computers to support learning, we are providing supervised access to the Internet including e-mail for all children.   As safe access to the Internet is important to all of us, we have carefully laid down guidance for use of the Internet for your child.

Please read the guidance carefully. It briefly tells you why your child needs access to the Internet and how the staff in school will supervise access. It also tells you how you can help at home.

A copy of the Acceptable Use Policy is available in school.

If you need further information please make an appointment to see Mrs. P. Belnavis who will be happy to answer any questions you may have.

Yours Sincerely

P Belnavis

Head Teacher

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ICT has become part of the way we all work and entertain ourselves. Almost everything we do at school now involves the use of ICT for example:

- Online lesson research, teaching plans and resource materials
- Lesson delivery using an interactive whiteboard;
- Communication by e-mail;
- Document distribution and storage;
- Assessment information analysis;
- Production and editing of reports.

Through teaching Computing we equip children to participate in a world of rapidly changing technology. We enable them to find, explore, analyse, exchange and present information. We also help then develop the necessary skills for using information in a discriminating and effective way. This is a major part of enabling children to be confident, creative and independent learners.

Why we use the Internet at New Pastures Primary School

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4. All staff are aware of the possible misuse of online access and their responsibilities towards your child in school
5. Whilst every endeavour is made to ensure that suitable restrictions are placed on appropriate materials, the school cannot be held responsible for the nature of content of materials accessed through the Internet
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NEW PASTURES PRIMARY SCHOOL
ACCEPTABLE USE POLICY

ACCEPTABLE USE POLICY FOR ALL STAFF WORKING AT NEW PASTURES PRIMARY SCHOOL

I have read and agree to follow the guidance laid down in the AUP.

NAME	SIGNATURE	DATE

NEW PASTURES PRIMARY SCHOOL
ACCEPTABLE USE POLICY

ACCEPTABLE USE POLICY FOR NON-MEMBERS OF STAFF / VOLUNTEERS WORKING AT NEW PASTURES PRIMARY SCHOOL

I have read and agree to follow the guidance laid down in the AUP.

NAME	SIGNATURE	DATE

Acceptable Use Policy for I.C.T.

Policy – Rationale

Purposes

Guidelines – All users

Staff

Remote learning

Pupils

Parents / Carers

Letter to parents / carers

AUP Statement for pupils to be displayed

AUP Staff Agreement

AUP Non Staff members / Volunteers agreement