

ICT and Acceptable Use Policy

Hawthorn Primary School



INDIVIDUALLY WE MATTER, TOGETHER WE SHINE

Approved by: Governing Board

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Next review due by: December 2021

Context

Hawthorn Primary School embraces the positive impact and educational benefits that can be achieved through appropriate use of the Internet and associated communications technologies. We are also aware that inappropriate or misguided use can expose both adults and young people to unacceptable risks and dangers. To that end, our school aims to provide a safe and secure environment which not only protects all people on the premises but also educates them on how to stay safe in the wider world.

Scope

This policy and related documents apply at all times to fixed and mobile technologies owned and supplied by the school and to personal devices owned by adults and young people while on the school premises.

Publicising online Safety

Effective communication across the school community is key to achieving the school vision for safe and responsible citizens. To achieve this, we will:

- Make this policy, and related documents, available on the school website at: www.hawthornprimaryschool.co.uk
- Introduce this policy, and related documents, to all stakeholders at appropriate times. This will be at least once a year or whenever it is updated.
- Post relevant online Safety information in all areas where computers, including our iPads are used
- Provide Online Safety information to parents.

Roles and Responsibilities

The Head and Governing Board have ultimate responsibility for establishing safe practice and managing online safety issues at our school. In addition, the Computing lead and ICT Technician (Haz technology contracted) will be points of contact for all online safety issues and will be responsible for day to day management.

All members of the school community have certain core responsibilities within and outside the school environment. They should:

- Use technology responsibly
- Accept responsibility for their use of technology
- Model best practice when using technology
- Report any incidents to the Computing lead
- Understand that network activity and online communications are monitored, including any personal and private communications made via the school e-mails.
- Be aware that in certain circumstances where unacceptable use is suspected, enhanced monitoring and procedures may come into action

Physical Environment / Security

Hawthorn Primary School endeavours to provide a safe environment for the whole community and we review both physical and network security regularly and monitor who has access to the system consulting with the LA where appropriate.

- Anti-virus software is installed on all computers and updated regularly

- Central filtering is provided and managed by Link2ICT. All staff and pupils understand that if an inappropriate site is discovered it must be reported to the Computing lead who will report it to the Link2ICT Service Desk to be blocked. All incidents will be recorded for audit purposes.
- Requests for changes to the filtering will be directed to the Computing lead in the first instance who will forward these on to Link2ICT or liaise with the Head as appropriate. Change requests will be recorded for audit purposes
- The school uses Policy Central as a secure and effective filtering device on all school owned desktops and laptops to ensure compliance with the Acceptable Use Policies.
- Pupils' and staff use is monitored by the Headteacher and Deputy Headteacher
- All staff members are issued with their own username and password for network access. Trainee teachers and long term supply staff are issued with temporary IDs and the details recorded. Other visitors will be issued with a temporary username/ password on request
- Early Years pupils use year group logon IDs for their network access
- Key stage 1 and Key Stage 2 pupils have their own username and unique password (accessible by Staff as and when appropriate).

Mobile / emerging technologies

- Teaching staff at the school are provided with a laptop for educational use and their own professional development. All staff members understand that the Acceptable Use Policy applies to this equipment at all times.
- To ensure the security of the school systems, personal equipment is currently not permitted to be connected to the school network.
- Staff understand that they should use their own mobile phones sensibly and in line with guidance in the Staff Handbook
- The Education and Inspections Act 2006 grants the Head the legal power to confiscate mobile devices where there is reasonable suspicion of misuse and the Head will exercise this right at her discretion
- Pictures / videos of staff and pupils should not be taken on personal devices.
- New technologies are evaluated and risk assessed for their educational benefits before they are introduced to the school community

E-mail

The school e-mail system is provided, filtered and monitored by Link2ICT and is governed by Birmingham City Council E-mail Use Policy

- All staff are given a school e-mail address and understand that this must be used for all professional communication
- Everyone in the school community understands that the e-mail system is monitored and should not be considered private communication
- Staff are allowed to access personal e-mail accounts on the school system outside directed time and understand that any messages sent using the school equipment should be in line with the Acceptable Use policy. In addition, they also understand that these messages will be scanned by the monitoring software

Published content

The Headteacher takes responsibility for content published to the school web site but delegates general editorial responsibility to other, named members of Staff. Staff are responsible for the editorial control of work provided for publication on the school's website and class pages/blogs.

- The school will hold the copyright for any material published on the school web site or will obtain permission from the copyright holder prior to publishing with appropriate attribution.

- The school encourages the use of e-mail to contact the school via the school office
- The school does not publish any contact details for the pupils

Digital Media

We respect the privacy of the school community and will obtain written permission from staff, parents, carers or pupils before any images or video are published or distributed outside the school.

- Photographs that are to be published will not identify any individual pupil by name
- Pupil's full names will not be published outside the school environment

Social Networking and online communication

The school currently does not allow access to social networking sites.

Guidance is provided to the school community on how to use these sites safely and appropriately. This includes

- Being selective about publishing personal information
- not publishing information relating to the school community
- how to set appropriate privacy settings
- how to report issues or inappropriate content

Unmoderated chat sites present an unacceptable level of risk and are blocked in school. Pupils are given age appropriate advice and guidance around the use of such sites as the need arises.

Any external matters evolving from a social networking site will not be supported by the school.

Educational Use

School staff model appropriate use of school resources including the internet.

- All activities using the internet, including homework and independent research topics, will be tested first to minimise the risk of exposure to inappropriate material
- Where appropriate, links to specific web sites will be provided instead of open searching for information
- Teachers will be responsible for their own classroom management when using ICT equipment and will remind pupils of the Acceptable Use Policies before any activity.

Data Security / Data Protection

Personal data will be recorded, processed, transferred and made available in line with the Data Protection Act 2018.

Data is stored on the school systems and transferred in accordance with the Birmingham Education Service advice and guidelines.

Equal Opportunities

Regardless of ability, gender or cultural background, e-safety is an issue which applies to all staff, children and visitors.

Responding to incidents

Inappropriate use of the school resources will be dealt with in line with other school policies e.g. Behaviour, Anti-Bullying and Safeguarding/Child Protection Policy.

- Any suspected illegal activity will be reported directly to the police. The Link2ICT Service Desk will also be informed to ensure that the Local Authority can provide appropriate support for the school
- Third party complaints, or from parents concerning activity that occurs outside the normal school day, should be referred directly to the Headteacher
- Breaches of this policy by staff will be investigated by the Headteacher. Action will be taken under Birmingham City Council's Disciplinary Policy where a breach of professional conduct is identified. Incidents will be fully investigated and appropriate records made on personal files with the ultimate sanction of summary dismissal reserved for the most serious of cases involving gross misconduct.
- Pupil policy breaches relating to bullying, drugs misuse, abuse and suicide must be reported to the DSL and action taken in line with school anti-bullying and child protection policies. There may be occasions when the police must be involved.
- Serious breaches of this policy by pupils will be treated as any other serious breach of conduct in line with Hawthorn Primary School's Behaviour Policy. For all serious breaches, the incident will be fully investigated, and appropriate records made on personal files with the ultimate sanction of exclusion reserved for the most serious of cases.
- Minor pupil offenses, such as being off-task visiting games or other websites will be handled by the teacher in situ by invoking the behaviour policy.
- The Education and Inspections Act 2006 grants the Head the legal power to take action against incidents affecting the school that occur outside the normal school day and this right will be exercised where it is considered appropriate.

Appendix 1

Pupils Acceptable Use Policy

Early Years and KS1 (2-7 years)

- I only use the internet when a responsible adult is with me
- I only click on links and buttons when I know what they do
- I keep my personal information and passwords safe online
- I only send messages online which are polite and friendly
- I know the school can see what I am doing online
- I have read and talked about these rules with my parents/carers
- I always tell an adult/teacher in school if something online makes me feel unhappy or worried
- I can visit www.thinkuknow.co.uk and other website links (through our school website www.hawthornprimaryschool.co.uk)to learn more about keeping safe online

Appendix 2

Pupils Acceptable Use Policy

KS2 (7-11 years)

- I always ask permission from an adult before using the internet
- I only use websites and search engines that my teacher has chosen
- I use my school computers for school work unless I have permission otherwise
- I know that not everything or everyone online is honest or truthful and will check content on other sources like other websites, books or with a trusted adult
- I only talk with and open messages from people I know and I only click on links if I know they are safe
- I always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened
- I only send messages which are polite and friendly
- I keep my personal information safe and private online
- I will keep my passwords safe and not share them with anyone
- I will not access or change other people's files or information
- I will only post pictures or videos on the Internet (e.g. the class page or the blogs) if they are appropriate and if I have permission
- I will only change the settings on the computer if a teacher at Hawthorn Primary School has allowed me to
- I understand that the school's internet filter is there to protect me, and I will not try to bypass it.
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult
- I know that my use of school computers and Internet access will be monitored
- I take real care when using portable devices at Hawthorn, such as the school i-pads.
- If I see anything online that I shouldn't or that makes me feel worried or upset, then I will minimise the page and tell an adult straight away. I have read and talked about these rules with my parents/carers
- If I am aware of anyone being unsafe with technology, then I will report it to a teacher
- I can visit www.thinkuknow.co.uk and www.childline.org.uk and other website links (through our school website www.hawthornprimaryschool.co.uk to learn more about keeping safe online

Appendix 3

Letter About Acceptable Use Policy

Dear Parent/Carer

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. While at Hawthorn Primary School, your child will have the opportunity to access a wide range of information and communication technology (ICT) resources. This includes access to: Computers, laptops and other digital devices

- Internet which may include search engines and educational websites
- The School website
- Email
- Games consoles and other games based technologies
- Digital cameras, web cams and video cameras
- Recorders and Dictaphones

Hawthorn Primary School recognises the essential and important contribution that technology plays in promoting children's learning and development and offers a fantastic range of positive activities and experiences. However, we also recognise there are potential risks involved when using online technology and therefore have developed online e-Safety policies and procedures alongside the schools safeguarding measures.

The school takes responsibility for your child's online safety very seriously and, as such, we ensure that pupils are educated about safe use of technology and will take every reasonable precaution to ensure that pupils cannot access inappropriate materials whilst using school equipment. However, no system can be guaranteed to be 100% safe and the school cannot be held responsible for the content of materials accessed through the internet and the school is not liable for any damages arising from use of the school's internet and ICT facilities.

Full details of the school's Acceptable Use Policy and e-Safety Policy are available on the school website or on request.

We request that all parents/carers support the schools approach to e-Safety by role modelling safe and positive online behaviour for their child and by discussing online safety with them whenever they access technology at home. Parents/carers can visit the school website's (www.hawthornprimaryschool.co.uk) for more information about the school's approach to e-Safety as well as to access useful links to support both you and your child in keeping safe online at home. Parents/carers may also like to visit www.thinkuknow.co.uk, www.childnet.com, www.nspcc.org.uk/onlinesafety, www.saferinternet.org.uk and www.internetmatters.org for more information about keeping children safe online

Whilst the school monitors and manages technology use in school we believe that children themselves have an important role in developing responsible online behaviours. In order to support the school in developing your child's knowledge and understanding about e-Safety, we request that you read the attached Acceptable Use Policy with your child and that you and your child discuss the content and return the attached slip. Hopefully, you will also find this Acceptable Use Policy provides you with an opportunity for conversations between you and your child about safe and appropriate use of the technology, both at school and at home.

Should you wish to discuss the matter further, please do not hesitate to contact the school online safety leader Mrs S Abraham, school computing lead Mrs V Gore or class teacher.

Yours sincerely,

Headteacher

Appendix 4

Parent/Carers Acceptable Use Policy 2020

- I have read and discussed the Acceptable Use Policy (attached) with my child
- I know that my child will receive e-safety education to help them understand the importance of safe use of technology and the internet, both in and out of school.
- I am aware that any internet and computer use using school equipment may be monitored for safety and security reasons and to safeguard both my child and the school's systems. This monitoring will take place in accordance with data protection and human rights legislation.
- I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task. I understand that the school cannot be held responsible for the content of materials accessed through the Internet and the school is not liable for any damages arising from use of the Internet facilities
- I understand that if the school has any concerns about my child's safety online, either at school or at home, then I will be contacted
- I understand that if my child does not abide by the school Acceptable Use Policy then sanctions will be applied in line with the schools behaviour policy. If the school believes that my child has committed a criminal offence then the Police will be contacted
- I, together with my child, will support the school's approach to online Safety and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community
- I know that I can speak to the school online safety lead (Mrs S Abraham), my child's teacher or the computing lead (Mrs V Gore) if I have any concerns about online safety
- I can visit the school website (www.hawthornprimaryschool.co.uk) for more information about the school's approach to e-Safety as well as to access useful links to support both myself and my child in keeping safe online at home
- I can visit www.thinkuknow.co.uk/parents, www.nspcc.org.uk/onlinesafety, www.internetmatters.org, www.saferinternet.org.uk and www.childnet.com for more information about keeping my child(ren) safe online
- I will support the school and my child by role modelling safe and positive online behaviour (such as sharing images, text and video responsibly) and by discussing online safety with them when they access technology at home

I have read the Parent Acceptable Use Policy.

Child's Name..... Class.....

Parents Name.....Parents Signature.....

Date.....

Appendix 5

Letter Re Acceptable Use Policy for Staff (AUP) 2020

Dear Colleague

Social media can blur the definitions of personal and working lives, so it is important that all members of staff take precautions in order to protect themselves both professionally and personally online.

Be very conscious of both your professional reputation and that of the school when you are online. All members of staff are strongly advised, in their own interests, to take steps to ensure that their personal information and content is not accessible to anybody who does not or should not have permission to access it. All staff must also be mindful that any content shared online cannot be guaranteed to be “private” and could potentially be seen by unintended audiences which may have consequences including civil, legal and disciplinary action being taken. Ensure that your privacy settings are set appropriately (many sites have a variety of options to choose from which change regularly and may be different on different devices) as it could lead to your content accidentally being shared with others.

Be very careful when publishing any information, personal contact details, video or images etc online; ask yourself if you would feel comfortable about a current or prospective employer, colleague, child in your care or parent/carer, viewing or sharing your content. If the answer is no, then consider if it should be posted online at all. It is very important to be aware that sometimes content shared online, even in jest, can be misread, misinterpreted or taken out of context, which can lead to complaints or allegations being made. Don't be afraid to be yourself online but do so respectfully. All staff must be aware that as professionals, we must be cautious to ensure that the content we post online does not bring the school or our professional role into disrepute.

If you have a social networking account, it is advised that you do not to accept pupils (past or present) or their parents/carers as “friends” on a personal account. You may be giving them access to your personal information and allowing them to contact you inappropriately through unregulated channels. They may also be giving you access to their personal information and activities which could cause safeguarding concerns. Please use your work provided email address or phone number to contact children and/or parents – this is essential in order to protect yourself as well as the wider community. If you have a pre-existing relationship with a child or parent/carer that may compromise this or have any queries or concerns about this then please speak to the online safety lead (Mrs S Abraham) /Deputy DSL's (Mrs S Zentani, Miss H Appleby).

I would like to remind all staff of our Acceptable Use Policy and the importance of maintaining professional boundaries online. Failure to follow this guidance and the school policy could lead to disciplinary action, so it is crucial that all staff understand how to protect themselves online. Please speak to the school computing lead (Mrs V Gore) or online safety lead /Designated Safeguarding Lead (Mrs S Abraham) for any further advice required.

Yours sincerely,

Headteacher

Appendix 6

Staff Acceptable Use Policy 2020 - 21

As a professional organisation with responsibility for children's safeguarding it is important that all staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the school's computer system in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using Information Communication Technology and the school systems, they are asked to read and sign this Acceptable Use Policy.

This is not an exhaustive list and all members of staff are reminded that ICT use should be consistent with the school ethos, other appropriate school policies, relevant national and local guidance and expectations, and the Law.

1. I understand that Information Systems and ICT at Hawthorn Primary School include networks, data and data storage, online and offline communication technologies and access devices. Examples include laptops, mobile phones, tablets, digital cameras, email and social media sites.
2. School owned information systems must be used appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
3. I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff and only for educational use. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.
4. I will respect system security and I will not disclose any password or security information and will use a 'strong' password (A strong password has numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system and is changed regularly).
5. I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the online safety Lead.
6. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 2018. This means that all personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online (only within countries or sites with suitable data protection controls that meet the EU and UK regulations) or accessed remotely (e.g. via VPN).
7. I will not keep or access professional documents which contain school-related sensitive or personal information (including images, files, videos, emails etc.) on any personal devices (such as laptops, mobile phones). In order to upload any work documents and files in a safe manner, I will use only password protected equipment or via VPN. I will protect the devices in my care from unapproved access or theft.
8. I will not store any personal information on the school computer system including any school laptop or similar device issued to members of staff that is unrelated to school activities, such as personal photographs, files or financial information.
9. I will respect copyright and intellectual property rights.
10. I have read and understood the school online safety policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces

11. I will report all incidents of concern regarding children's online safety and any accidental access, receipt of inappropriate materials, filtering breaches or unsuitable websites to the DSL/s/ online safety Lead as soon as possible.
12. I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware, or if I have lost any school related documents or files, then I will report this to the DSL/s/ online safety Lead as soon as possible.
13. My electronic communications with pupils, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny at all times. All communication will take place via school approved communication channels e.g. via a school provided email address or telephone number and not via personal devices or communication channels e.g. personal email, social networking or mobile phones. Any pre-existing relationships or situations that may compromise this will be discussed with the Leadership team and/or Head Teacher.
14. I will ensure that my online reputation and use of ICT and information systems are compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media/networking, gaming and any other devices or websites. I will take appropriate steps to protect myself online and will ensure that my use of ICT and internet will not undermine my professional role, interfere with my work duties and will be in accordance with the school AUP and the Law.
15. I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the County Council, into disrepute.
16. I will promote online safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.
17. If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with the DSL/ online safety Lead
18. I understand that my use of the information systems, Internet and email can be monitored through Policy Central and recorded to ensure policy compliance.

I have read and understood and agree to comply with the Staff Acceptable Use Policy.

Signed: Print Name: Date:

Accepted by: Print Name:

Appendix 7



Hawthorn Primary School

Stay Safe Online

Code of Conduct at Hawthorn

- 1) **Don't post any personal information online** - like your address, email address or mobile number.
- 2) **Think carefully before posting pictures or videos of yourself.** Once you've put a picture of yourself online most people can see it and may be able to download it, it's not just yours anymore. People may use that picture for other things.
- 3) **Keep your privacy settings as high as possible.** These are available in the Internet settings.
- 4) **Never give out your passwords.**
- 5) **Don't befriend people you don't know.** Just communicate with people you know while online.
- 6) **Don't meet up with people you've met online.** Speak to your parent, carer or teacher about people suggesting that they want to meet up with you.
- 7) **Remember that not everyone online is who they say they are.**
- 8) **Think carefully about what you say** before you post (or type) something online.
- 9) **Respect other people's views.** Even if you don't agree with someone else's views doesn't mean that you need to be rude.
- 10) **If you see something online that makes you feel uncomfortable, unsafe or worried:** leave the website, turn off your computer if you want to and tell a trusted adult immediately.