ICT Acceptance Use Policy: Staff and Pupils

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1. Introduction

The internet is a valuable resource that can raise educational standards by offering both pupils and teachers opportunities to search for information from a very wide range of sources based throughout the world. However, some of the information to be found on the internet will be inappropriate for pupils and we feel it is important to have a policy in place that takes this issue into account. The school has a duty to ensure that before using the internet with pupils, staff have had the opportunity to discuss how they will deal sensitively with inappropriate use. The following policy helps to define appropriate and acceptable use by both staff and pupils. The implementation of this policy is the responsibility of all members of staff.

2. The Internet in School

The Internet is powerful technology. We realise that it must play an important role in any learning environment. Through the internet, teachers are able to find information on topics they may be teaching, worksheets that have been written by other teachers and newsgroups of a particular interest to the school, and they will be able to share ideas with teachers around the region, nationally and internationally too. It provides an e-mail address to members of staff to enable them to keep in ready contact with other staff members and schools. It also provides access to Class Dojo where teachers can inform parents of information as well as parents contacting teachers directly.

3. The Internet in the Curriculum

The use of the Internet in the curriculum needs careful planning, and it should not be assumed that the children have the skills and knowledge of how to work safely in an online environment – for example, how to use search engines safely. Therefore, if the internet is to be used, the teacher should ensure that these points are covered in the interests of accessibility, and also of safety.

4. School Website

Norwich Road Academy has a website, Facebook, Instagram and Twitter page and there are photographs which contain images of the children included in the content. Children in photographs are not be identifiable by name (ie. there will not be any captions containing the children's names alongside photographs). If a child's name is mentioned elsewhere (for example, because of some work that is displayed on the website), only the first name will be used and it will not be linked to any photograph of the child or any other personal details. The school does not publish personal email addresses of pupils or staff on the school website.

5. Roles and responsibilities

E-safety is recognised as an essential aspect of strategic leadership in this school and the Principal, with the support of Governors, aims to embed safe practices into the culture of the school. All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following school e-safety procedures. Central to this is that pupils feel able to report any bullying, abuse or inappropriate materials. As the children progress through the school there is a gradual progression in access to the internet. Pupils will be made aware of unacceptable use of the internet without teachers being too explicit (as this may encourage some children to disobey the rules). The rules for using the internet will be made clear to all pupils and children will have to sign the Rules for Responsible Internet Use (see appendix)

prior to using the internet. They will be made aware that if they feel that the rules do not apply to them and therefore decline to sign the agreement, then this will result in an instant loss of access to the internet. The rules apply to staff as well as pupils and staff (including temporary and regular supply teachers) will be asked to sign the Acceptable Use of the Internet form annually.

6. Monitoring

It is the role of the Computing coordinator to monitor and evaluate the overall effectiveness of internet use throughout the school and s/he will do this on a regular basis. Each teacher will be responsible for monitoring the use of the internet within their classroom and ensure that unacceptable material is not accessed. The Coordinator has responsibility for checking that no inappropriate material is on the school system and the children are made aware that teachers have access to all their folders of work.

7. Managing the school network

The computer system / network is owned by the school and is made available to pupils to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet or email activity on the network, or perform any other activities that the school may see fit.

8. Personal Use

The computers, electronic media and services provided by the school are primarily for educational use to assist staff in the performance of their job. Limited or incidental use of electronic media for personal purposes is acceptable, and all such use should be done in a manner that does not negatively affect the system's use for their educational purposes. However, staff are expected to demonstrate a sense of responsibility and not abuse this privilege. Norwich Road Academy expects any staff using social media sites to ensure that their use is conducive to their professional status. They should not mention the school by name or in passing, or discuss individuals or groups within the school, or compromise the school values. In addition, staff must ensure that any private blogs, bulletin boards, websites etc. which they create, or actively contribute to, do not compromise, and are not confused with, their professional role. Staff must ensure that any engagement in any online activities does not compromise their professional responsibilities.

Norwich Road Academy Rules for Responsible Internet Use by Pupils

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us to be fair to others.

• I will ask permission from a member of staff before using the Internet.

• I will not access other people's folders without permission.

• I will only use ICT systems in school, including the internet, email, digital video, mobile technologies, etc, for school purposes.

• I will not download or install software on school technologies.

• I will open email attachments from people I know are safe.

• I will only log on to the school network/ learning platform with my own user name and password.

• I will follow the school's ICT security system and not reveal my passwords to anyone and change them regularly.

• I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible.

• I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.

• I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher. • I will not copy other people's work and say that it is my own.

• I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher. • Images of pupils and/ or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission.

• I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring into disrepute.

• I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community. • I will not attempt to bypass the internet filtering system.

• I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.

• I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/ carer may be contacted. • I understand that the school may check my computer files and may monitor the Internet sites I visit. The school cannot accept any responsibility for access to the internet outside of school even if children are researching a topic related to school.

The school cannot accept any responsibility for access to the internet outside of school even if children are researching a topic related to school.

Dear Parent/ Carer,

ICT including the internet, learning platforms, ClassDojo and mobile technologies has become an important part of learning in our school. We expect all pupils to be safe and responsible when using any ICT. It is essential that pupils are aware of e-safety and know how to stay safe when using any ICT.

Pupils are expected to read and discuss this agreement with their parent or carer and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with the School.

Please return the bottom section of this form to school for filing.

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 Pupil and Parent/ carer signature

We have discussed this document and …………………………….……….........(pupil name)

agrees to follow the E-safety rules and to support the safe and responsible use of ICT at Norwich Road Academy.

Parent/ Carer name ⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯

Parent/Carer signature ⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯

Pupil Signature ⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯

Class ⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯ Date ⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯

NORWICH ROAD ACADEMY ACCEPTABLE USE STATEMENT (FOR STAFF)

The computer system is owned by the school and is made available to staff to enhance their professional activities, including teaching, research, administration and management. The school's Internet Access Policy has been 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 system or to monitor any Internet sites visited.

All staff (including supply and temporary) requiring Internet access should sign a copy of this Acceptable Use Statement and return it to the ICT coordinator for approval.

• I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Principal.

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

• I will ensure that all electronic communications with pupils and staff are compatible with my professional role.

• I will not give out my own personal details, such as mobile phone number and personal email address, to pupils.

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

• I will ensure that personal data (such as data held on Pupil Asset) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.

• I will not install any hardware of software without permission of the Principal.

• I will only open email attachments from sources I know to be safe.

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

• Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer or member of staff.

• I understand that all my use of the Internet and other related technologies can be monitored, logged and made available, on request, to the Principal.

• I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.

• I will respect copyright and intellectual property rights.

• I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.

• I will support and promote the school's Online Safety Policy and help pupils to be safe and responsible in their use of ICT and related technologies.

- Access to the internet and school server should only be made via the authorised account and password, which should not be made available to any other person.

- It is the responsibility of staff members to make the Computing coordinator aware of occasions when passwords cease to become private.

- Staff should ensure that high levels of data-protection are adhered to at all times. This means locking computers whilst leaving the room and ensuring any external storage devices are encrypted and password protected.

- Issued laptops are for staff use only.

- 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 emails sent and for contacts made that may result in email being received.

- Use for personal financial gain, gambling, political purposes, online shopping or advertising is forbidden.

- 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.

- I understand this forms part of the terms and conditions set out in my contract of employment.

User Signature

- I agree to follow this Code of Conduct and to support the safe use of ICT throughout the school.

Any breaches in the operation of the requirements laid out in this Acceptable Use Statement will result in the Disciplinary Policy being invoked.

Full name: _____

Signed: _____

Date: _____