

# KINDERLEY PRIMARY SCHOOL

## Acceptable use of ICT Policy



***Kinderley school is a place of learning, where we believe ‘the sky is not the limit, it’s just the beginning’. Everyone is valued and positively encouraged to achieve their full potential in a safe and caring environment.***

Signed:

Val Palmer (Chair)

Mrs Claire Scullion (Headteacher)

Date: 30th June 2021

Review date: Summer 2024

## **Intention and Aims:**

### **Introduction**

The internet, messaging services and mobile phones are now indispensable tools for all school teaching staff, head teacher and administrators. While they offer huge potential benefits to improving work efficiency and effectiveness if properly used, they also pose significant risks for the school. This Acceptable Use Policy provides staff with guidance on how to make the best use of these technologies whilst understanding potential dangers. In addition to the following guidelines, the policy for use of mobile phones in school must be followed.

### **Pupil use of the school’s internet and Messaging services**

Staff will at all times work to maximise the safety of pupils within their care, supervising their use of the internet and messaging services. All internet access is filtered through a proxy server, to screen out undesirable sites at source, however unsuitable sites can slip through. Staff should then make a note of the web address and report this to the head teacher who will arrange for an email to be sent to the ICT service informing them of the site so that future access can be prevented.

Staff should prepare to use internet and messaging services with pupils by:

- Ensuring awareness of the relevant internet and e-mail/messaging based skills that pupils are being taught
- Using sites known to be child safe saved to ‘Favourites’ whenever possible
- Checking any open searches in advance to ensure they are aware of the risks, particularly for an ‘image’ search because pictures are not always easy to filter out
- Teaching pupils to use the internet responsibly and speak to their teacher, parents or carers if they feel unsure or unsafe while using it
- Teaching pupils not to use any personal information such as name or address at any time when using the internet or e-mailing an unknown person or organisation, and the reasons why this could be unsafe
- Teaching pupils to involve teachers, parents and carers whenever they are communicating with people that they do not know
- Teaching pupils that web sources could be unreliable and inaccurate and to check their information against other sources and not to rely on just one information source
- Encouraging parents to be aware the risks of internet and e-mail use in order that they can take precautions at home

### **School website and use of images**

The most serious risk to pupils using the internet involves the possibility of someone being hurt, exploited or abused as a result of personal information being disclosed online. Pictures, names, addresses, ages or information about a child’s likes or dislikes can be used to trace, contact and meet a pupil with the intention of causing harm. The risk to children may not be immediate, since there can be a long period of building up a relationship, known as the ‘grooming process’.

The school believes that the taking and use of images (photos and videos) is a very positive part of recording school life and the individual achievements of pupils and therefore is generally not to be discouraged. The school website / Class Dojo increases pupil self-esteem and provides information to parents and the community. However, in a minority of cases, a parent may have genuine reasons for not wanting their child to appear in a photo or video e.g. personal safety or concern about the potential manipulation or use of images.

The purpose of this policy is to establish clear guidelines for staff, volunteers and parents regarding the use of images. Images taken of children during school or at events fall into two categories:

1. Images for official school use which are subject to the Data Protection Act (2018). These images are taken for use by the school e.g. prospectus, marketing, website, school twitter, decorative purposes and require parental consent. (Appendix A)
2. Images taken for personal use, e.g. by parents at school events. These are not subject to the Data Protection Act (2018) and as such cannot be used for commercial purposes, put into the press, onto websites or in any other public domain without the express written permission of all individuals (or their legal guardians) that appear in the image.

As each pupil joins the school a consent form (Appendix A) will be given to all parents. Should parents decline consent a list will be made available to staff to ensure that the request for exclusion is adhered to within the capabilities of the school. It is school policy that images will not be accompanied by names. Care must also be exercised that the filename of a photograph does not inadvertently identify a child. Accompanying text should also not name any children photographed.

Care should be taken in choosing activities that are to be photographed, all photographs of children should be general. Photos should be taken in such a way as to ensure that the individual identity of a child is protected. Should any image be accidentally taken that is then deemed unsuitable the image should be shredded or erased.

We encourage press coverage where this builds confidence, pupil esteem or positive images in the community but will refuse if we feel it is not in the best interests of the school or will breach privacy. Consent for any events which the press are invited to photograph individuals is gained in advance via the form (Appendix A) signed by parents when children enter school. Images taken by journalists or others who attend the school without invitation are not allowed.

### **Use of the school's internet and e-mail service**

The school wishes to encourage the use of e-mail and the internet by staff in support of their work and the use of these facilities should be appropriate to the work, standards and ethos of the school. The use of the school's internet/cloud and e-mail systems is not provided as a right to any of their users. They may be withdrawn from any user who does not conform to this Acceptable Use Policy. The school is responsible for authorising any user of its internet or e-mail facilities, and should monitor their use. Any member of staff who commits a serious offence in the use of the schools internet service may be subject to the school's staff disciplinary procedures. Any user, adult or pupil, who breaks the law in respect of using the schools internet service may be reported to the police.

Staff should never:

- Pass on, make obvious or leave in an insecure place any passwords associated with using the internet, e-mail and computer system.
- Provide personal details or contact details of their own, or any other person, to internet sites including weblogs, forums or chat rooms. Exceptions should be checked with the head teacher. At all times comply with the Data Protection Act.

If any unacceptable site or material is seen as a result of an innocent internet query, unsolicited pop-up window or in any other way, it should be reported to the head teacher or

the ICT Service Helpline 0300 300 0000 or e-mail [support@theictservice.org.uk](mailto:support@theictservice.org.uk). Action can then be taken to block the site or material.

Staff using a school laptop or other device off the school site, at home or elsewhere, will still have to abide by the school internet Acceptable Use Policy. Colleagues will be aware that the misuse of such devices for activity not agreed by the school may be breaking the law under the *Computer Misuse Act (1990)*. School laptops remain the property of the school and are provided solely for the purpose of assisting staff in fulfilling their professional duties. They should not be used to store personal information or photographs. Staff should not allow family or friends to use their laptop and must ensure that passwords that enable use of the equipment are kept securely and not divulged. Staff should not upload programs to their school laptop without prior permission.

Staff or approved adult school users should at all times abide by the copyright laws in respect of documents and materials downloaded from the internet.

Staff should never upload an image to a web site without complying with the Guidance for schools and other establishments on the use of images.

Virus protection software is installed and updated regularly. Staff or administrative users should protect the school from computer virus attack or technical disruption when downloading any programs or executable files from the internet. Attached program files with a file extension of “exe”, “com” or “bat” should not be opened unless it has come from a trusted source. All such files must be thoroughly virus checked.

Memory sticks should not be brought in or used in school.

The school's email system should not be used by any user for the sending of personal mail unconnected with school work or activity unless specifically approved by the head teacher.

The content of any e-mail or an attachment should be treated in the same way as any other paper based letter or document from a legal point of view. The laws of the land apply equally to electronic messages and documents as they do to paper documents, including the laws relating to defamation, copyright, obscenity, fraudulent misrepresentation, freedom of information, and wrongful discrimination. An e-mail can easily be passed on electronically to others should any recipient decide to do so. Sending an email from the school email account is similar to sending a letter on school letter headed paper and should not be done in any way to bring discredit or embarrassment to the school or local authority. Unless authorised to do so, an email should not be sent to any supplier that could be interpreted as creating a contract in any way. Within the law, a user could send an e-mail containing wording which may form a legally binding contract.

Any email received by a member of staff or pupil which is regarded as illegal or offensive should be reported to the head teacher immediately. To safeguard against viruses, e-mails or e-mail attachments that look in any way suspicious should not be opened, but referred to the head teacher or the ICT Service Helpline. Chain letter messaging services should not be opened or forwarded.

Staff using social networking sites should not bring themselves, or the school, into disrepute. Steps can be taken to ensure this by reviewing privacy settings, and ensuring images and/or messages are discrete, and do not breach confidentiality rules. They should not add parents of pupils at Kinderley, current or ex-pupils onto their ‘site’ as friends. This avoids a potential ‘conflict of interest’ situation and maintains the parent/teacher trust and respect.

## **Informing parents / carers**

Parents' attention will be drawn to this policy when obtaining parental consent before publication of pupils' photographs using the form in Appendix A and when signing to take photos or videos at events. The policy will also be available on the school's website.

### **How will the policy be introduced to pupils?**

Pupils will be reminded of the school rules about internet, e-mail and other messaging services through E-safety lessons, ordinary lesson time when the need arises. Rules for internet access will also be posted in classrooms (Appendix B).

### **Insurance**

If teachers choose to take their school allocated laptops home they will be covered whilst at home or during transit by school insurance, but not if left unattended.

Signed by Chair of Governors:

Date:

Signed by Head teacher:

Date:

Review Date:

## APPENDIX A

### KINDERLEY CP SCHOOL CONSENT FORM

#### Photography and the use of images.

Dear Parent or Guardian

During the course of the school year there may be opportunities to publicise some of the activities that your child is involved in. This may well involve filming or photographing children for use in the local media. As a school, we welcome these opportunities and hope that you do too. There may also be occasions when we arrange photography for our own purposes, such as displays and school brochures.

Photography or filming will only take place with the permission of the head teacher, and under the supervision of the teacher. When filming or photography is carried out by the news media, children will only be named if there is a particular reason to do so (e.g. they have won a prize), and home addresses will never be given out.

We believe that positive publicity benefits all involved with the school. Nevertheless, we will not involve your child without your consent. Please take a few minutes to fill in the form below. Images of your child held by the school can be viewed upon request. You may withdraw consent at any time. For further information please see the school's Acceptable use of ICT Policy.

Please note that brochures and newsletters will be available on the school website and photographs in the press may be on the newspaper website.

This permission will cover all your child's time at Kinderley Primary School. You may, at any time, contact the school in writing to make changes to your permission.

<b>Name of Child (Block Capitals):</b>			
<b>Name of person responsible for the child:</b>			
I have read the Acceptable Use of ICT Policy	<b>YES</b>	<b>NO</b>	
I give permission for my child to be photographed or videoed at school and for these images to be used on school displays, in learning activities, on Tapestry, Class Dojo, the school's website and on the school's promotional documents, in line with the policy			
My child's photograph can be published by the local newspaper in connection with a school event. I understand that some newspapers will not publish photographs unless the children are identified by name.			
<b>I give consent for pictures to be taken and used as indicated above.</b>			
<b>Signature of person responsible for the child:</b>			
<b>Relationship to the child:</b>			
<b>Date:</b>			

There may be other circumstances, falling outside the normal day to day activities of the school, in which pictures of children are requested. The school recognises that in such circumstances specific consent from parent or guardian will be required before the school can permit photography or filming of children.

**Please note that any photographs/videos taken at school events by parents, who include children other than their own, are for personal use only and should not be posted on internet sites.**



# Kinderley Primary School

## Responsible Internet Use

We use the school computers and internet connection for learning. These Rules will help us to be fair to others and keep everyone safe.

- Before entering any website I will ask permission, unless my teacher has already approved that site.
- On Accelerated Reader/Google Classroom, or any other site with personal logins, I will only use my own login and password, which I will keep secret. I will not use anyone else's login.
- I will only look at and edit files/work given to me and not view/edit other people's files without their permission.
- Memory Sticks must not be brought into school.
- Any work or messages I post whether on a website, social media, Google Classroom or Class Dojo, will be polite and sensible.
- When using any on-line facility, I understand that I must never give my personal or school details, or arrange to meet someone.
- I will not access any Internet Chat room but I may access Social Networking Sites with the permission and guidance of a member of staff.
- If I see anything I am unhappy with, or I receive messages I do not like, I will tell a teacher immediately.
- I understand that the school may check my computer files and may monitor the Internet sites I visit.
- I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.

The school may exercise its right by electronic means to monitor the use of the school's computer system, including the monitoring of the internet use, the interception of emails and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.