



Bacon Garth Primary School

Acceptable Use Policy

Person Responsible for Implementation and Monitoring: Headteacher

ACCEPTABLE USE POLICY

General Aims and Objectives

The Internet provides a valuable contribution to enhancing learning and understanding in all areas of the school curriculum. As a result, it has become an important part of the educational environment. A vast range of opportunities are presented by new and emerging technologies.

Due to the open nature of the Internet, there is some material which is unsuitable for children. It is essential that schools have an Acceptable Use Policy in order to keep the school community, including staff and children safe whilst working online. We will ensure that children are protected from such information by:

- Having an Acceptable Use (Internet Safety) Policy, outlining acceptable use of the Internet
- Using security software
- Limiting internet features
- Teaching children to use the facility sensibly
- Supervising internet usage
- Having rules for safe internet usage
- Personal, Social, Health, Economic Education (PSHE)
- Internet Safety Day/ workshop

This policy sets out what the school considers as 'Acceptable Use' of the Internet for all users of our computer network. It must be noted, however, that neither the school nor the Internet Service Provider (ISP) can guarantee complete safety from inappropriate materials.

Acceptable Use Statement

All staff are required to sign the Acceptable Internet Use Statement. If volunteers / visitors are required to use our computer network, they will also need to read this policy and sign the Acceptable Internet Use Statement. We periodically check that all members of our school community have complied with this. Parents /

Carers / Guardians are required to read and sign the Acceptable Internet Use Statement for Pupils on their behalf.

These documents have been drawn up to protect anyone using the internet and our computer network. These documents have been reviewed and revised regularly.

Bacon Garth Primary School share personal data (e.g. name, date of birth) with third-party companies for the use of specific software packages, e.g. times table rock stars. In order to comply with GDPR 2018, authorisation is required to process personal data in this way.

Bacon Garth Primary School seek assurance from all third-party companies of their compliance with GDPR; this is done through the collation of their privacy notices. We have established records of processing activity which restrict the flow of data through the organisation and monitor against any risks associated with the processing of personal data.

For staff / volunteers / visitors

The Acceptable Internet Use Statement for Adults in School, signed by staff is kept in the school office. By signing the statement, users agree to adhere to the principles within this policy; failure to do so may result in disciplinary action, in line with the relevant policies. This is an important part of our staff induction process.

For pupils The Acceptable Internet Use Statement for Pupils is to be signed by parents / guardians / carers and is retained with all other permission declarations in the school office.

The main devices the children use at school are computers and I-Pads/tablets and these are always connected to the internet. The computing curriculum content involves children needing to use internet programs such as Scratch and Google Drive. Pupils who do not have The Acceptable Internet Use Statement signed will not be allowed to access the Internet. This will mean that pupils will not be able to use the devices stated above and will not be able to access all statutory content of the computing curriculum. In this case children will be able to use non-internet connected laptops to access programs such as Microsoft Word and Excel. These pupils will not be allowed to have any 'free' access to the internet and all computer activities will have to be monitored.

Where a pupil does not have an Acceptable Internet Use Statement in place, the parent / guardian / carer of the pupil will be contacted by the Head teacher to discuss the reasons why permission has not been granted.

Copies of both of these statements are attached to this policy and copies are available from the school office.

The Head teacher will monitor signed Acceptable Internet Use statements for all users.

The school reserves the right to routinely monitor internet usage and will maintain logs of internet activities as a means of ensuring compliance with this policy. Staff and pupils, irrespective of whether or not they themselves are authorised internet users, are required to inform the appropriate manager if they become aware of, or suspect, the school's internet facilities are being misused.

Acceptable Use / Rules

The following are the school's rules for internet safety. These rules will help to keep everyone safe and are to be displayed in every classroom and the Computing Suite.

Children will:

- Only use their own login and password. Not access other people's files.
- Only use devices for school work.
- Be aware that removable storage (such as memory pens) will be automatically virus checked by the school network.
- Only use the internet when instructed to by a member of staff.
- Only access websites that have been checked and approved by a member of staff or whilst being supervised by a member of staff.
- Not give their home address / telephone number or make arrangements to meet people over the internet.
- Tell a member of staff if they see anything online that they are unhappy with.
- Not download anything from the internet, unless instructed to do so by a member of staff.

The school reserves the right to keep a detailed log of computer files and internet sites visited. If inappropriate use of the internet / network is discovered, the child may no longer be able to use school devices. If this is the case, parents will be contacted immediately.

Staff will:

- Access the computer network using only his/her own username and password. If there are any problems with a login, this must be reported to an ICT Technician.
- Avoid activity that threatens the integrity of school ICT systems. Removable storages (such as memory pens) will be automatically checked when used on the school network. Teaching staff will only use encrypted hard-drives (provided by the school) for saving sensitive school information.

- Ensure that all internet sites used should be appropriate to staff professional activity. Users will recognise materials that are inappropriate and should expect to have their access removed.
- Be responsible for all email sent and for contacts, including using the same levels of language and content that would be applied to other methods of communication.
- Not post anonymous messages or forward chain email messages.
- Be permitted to use the internet for legitimate private interests, excluding personal email, providing school use is not compromised and is not done during teaching time
- Not use the computer network / internet for financial gain, gambling, political purposes or advertising.
- Not use school resources for personal printing, unless prior authorisation has been received from the Headteacher.

Examples of misuse could include excessive personal or inappropriate use of the Internet, personal use during normal working hours, downloading dangerous or inappropriate executable files or accessing non-work related streaming media. This list is not exhaustive. Any identified misuse will be investigated and could result in action under the school's disciplinary policy and procedure.

Staff are expected to log out/ off a computer when not in use to prevent unauthorised access of sensitive information.

Unacceptable Use

The following relates to the LA policy on Acceptable Use for council employees. It is illegal to create, access, copy, store, transmit or publish any material which falls into the following categories:

- National security: information on bomb-making, illegal drug production, terrorist activities.
- Protection of Minors: inappropriate forms of marketing, displays of violence or pornography.
- Protection of Human Dignity: incitement to racial hatred or racial discrimination, harassment.
- Economic Security: fraud, instructions on pirating credit cards.
- Information Security: malicious hacking.
- Protection of Privacy: unauthorised communication of personal data, electronic harassment.
- Protection of Reputation: libel, unlawful comparative advertising.
- Intellectual Property: unauthorised distribution of copyrighted works, e.g. software or music.

If staff, children or visitors are found to infringe these guidelines, then the incident will be reported to the Head Teacher and/or the Computing Subject Leader

as soon as possible. Access will then be removed / restricted, depending on the nature of the incident.

Acceptable Use of School Devices - Staff

Where staff have a school device, the device remains the property of Bacon Garth Primary School. Use of personal devices is not permitted on the school network, unless prior arrangement has been made with the Headteacher.

Inappropriate use of devices may expose the school to unnecessary risks including virus attacks, compromise of network systems and services, financial and legal issues.

Staff should take good care of school devices and take all reasonable precautions to ensure that they are not damaged, lost or stolen. Negligence in the care of devices or failure to report loss / damage may result in disciplinary action against the staff member concerned.

Staff using school devices will:

- Always transport devices in the protective case / bag supplied.
- In order to prolong battery life, devices should only be plugged in to a mains power source when the battery is running low. A warning can be set up to let you know when to do this.
- Not leave devices in unsupervised areas, for examples, vehicles or unlocked rooms (outside of school).
- Bring devices in to school regularly to be updated and virus checked.
- Devices must not be used by non-school employees.
- Any personal use of devices is expected to be in the employee's own time.
- Be aware that files stored on devices are subject to monitoring by the Headteacher / Computing Coordinator/ICT technician. We reserve the right to audit correct usage of school devices at any time. Individuals may be held responsible for any breach of policy, illegally held software, or breach of copyright legislation.

Email

Email is recognised as a proper and important method of communication at Bacon Garth Primary School but should not be used as a way of avoiding traditional means of communication.

For example, email should not be used to impart information that should be exchanged face-to-face:

- discussing concerns regarding pupil behaviour progress or behaviour with a parent.
- discussing management issues concerning an employee's performance or conduct.

Staff should not:

- Sign up to mailing lists or newsletters unless they are work related.
- Use their school email address as a primary address for making purchase of goods and services from the internet.
- Use their school email address in eBay, PayPal, Amazon (or similar) to pay for personal purchases.

Staff who receive emails deemed inappropriate or excessive should contact their line manager in the first instance and, where appropriate, inform the originator of the inappropriateness of the email.

Acceptable Use Policy

Staff should note that email is a primary method for transferring viruses, malicious programs and copyright material.

Employees who receive messages informing them of viruses or other security threats must inform their line manager for advice. Most messages of this nature are hoaxes, designed to disrupt email services by generating unnecessary traffic. There may also be hacking attempts, virus attachments and phishing. Staff are advised not to click on any links within unknown emails.

The Headteacher and Office staff (with @eastriding.gov.uk email addresses) are required to send any suspicious emails to ERYC Spam Control. The school email address is shared by admin staff and the Headteacher; this is controlled by the Business Manager. No other school email addresses will be shared.

Email Etiquette

DO

- Consider the message you want to convey.
- Always use plain English.
- Make sure that the language and style of writing is appropriate for the recipient.
- Type directly into the message box, where appropriate.
- Ensure that the mailing list is relevant and current and double check before sending.
- Use a strong subject line to allow easy understanding of the subject matter.
- Proofread emails prior to sending; if you are uncertain about the content, get it read by someone else.
- Use spell check before sending.
- Use automatic signatures.
- Delete unwanted messages immediately.
- Keep messages remaining in your inbox to a minimum.

- Use blind copying (BCC) sparingly and only when essential.
- Consider the environment before printing emails.

Don't

- Use email to break bad news or to discuss tense or confusing information.
- Use 'text speak' or acronyms.
- Use attachments when the detail in the attachment could be typed directly into the message box.
- Send emails to people who do not require it.
- Write the whole message in capital letters, as it is generally seen as SHOUTING.
- Do not include humorous remarks, jokes or sarcasm as they may not be interpreted as intended.
- Use return receipts unless it is absolutely necessary. It can be considered annoying and an invasion of privacy.
- Use emoticons (keyboard character combinations that convey an emotion when viewed sideways, e.g. =:-))
- Respond to 'All' and 'With History' unless necessary and remember to delete unwanted attachments.
- Give anyone your login details / grant access to your personal emails.

Social Networking

The term 'social media / networking' is commonly given to websites and online tools which allows users to interact with each other in some way - by sharing information, opinions, knowledge and interests. Examples include Facebook, Twitter, Snapchat, Instagram, YouTube, Blogger, Pinterest, etc. although this list is not exhaustive.

Access to social media during work time for personal use is not permitted. Employees are responsible for any content they publish and must not publish content relating to Bacon Garth Primary School / East Riding of Yorkshire Council.

Computer Misuse Act 1990

The Computer Misuse Act identifies three specific offences:

1. Unauthorised access to computer material
2. Unauthorised access with intent to commit or facilitate the commission of further offences
3. Unauthorised modification of computer material

It should be noted that breach of this Act could result in criminal proceedings. A copy of the Computer Misuse Act is available for consulting in public libraries.

ACCEPTABLE INTERNET USE STATEMENT FOR ADULTS IN SCHOOL

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 Acceptable Use Policy has been drawn up to protect all parties - adults and the school. By signing the statement, users agree to adhere to the principles within this policy; failure to do so may result in disciplinary action, in line with the relevant policies.

The following guidelines are considered 'Acceptable Use':

- Access the computer network using only his/her own username and password. If there are any problems with a login, this must be reported to the ICT Technician.
- Avoid activity that threatens the integrity of school ICT systems. Removable storages (such as memory pens) will be automatically checked when used on the school network. Teaching staff will only use encrypted hard-drives (provided by the school) for saving sensitive school information.
- Ensure that all internet sites used should be appropriate to staff professional activity. Users will recognise materials that are inappropriate and should expect to have their access removed.
- Be responsible for all email sent and for contacts, including using the same levels of language and content that would be applied to other methods of communication.
- Not post anonymous messages or forward chain email messages.
- Legitimate private interests may be followed, excluding use of personal email, providing school use is not compromised and is not done during teaching time - for non-classroom based staff, 'teaching time' refers to their main hours of work and this will be agreed in advance with the line manager.
- Not use the computer network / internet for financial gain, gambling, political purposes or advertising.
- Not use school resources for personal printing, unless prior authorisation has been received from the Headteacher.

Rules for Device Use:

- Abide by the Acceptable Use rules stated previously for correct use of the school's computer network, when using his/her school device.
- Always transport devices in the protective case / bag supplied.
- In order to prolong battery life, devices should only be plugged in to a mains power source when the battery is running low. A warning can be set up to let you know when to do this.
- Not leave devices in unsupervised areas, for examples, vehicles or unlocked rooms (outside of school).

- Bring devices in to school regularly to be updated and virus checked.
- Devices must not be used by non-school employees.
- Devices may be used for limited personal use subject to the restrictions contained in the Acceptable Use policy. Any personal use of devices is expected to be in the employee's own time.
- Be aware that files stored on devices are subject to monitoring by the Headteacher / Computing Coordinator/ ICT technician. We reserve the right to audit correct usage of school devices at any time. Individuals may be held responsible for any breach of policy, illegally held software, or breach of copyright legislation.



Bacon Garth Primary School Acceptable Use Policy (Staff)

I understand that personal data will be held and shared as appropriate, under GDPR regulations, with third-parties where it is necessary to access online services.

Signed

Full Name

Position

Date _____

ACCEPTABLE INTERNET USE STATEMENT FOR PUPILS

The school recognises that, under certain circumstances, the internet can give children access to undesirable information and images. We have done all that is possible to ensure children are protected from such information through the use of security software, limiting of features, supervising children whilst using the computers and teaching the children to use the facility sensibly. By doing this we have created a safe educational environment.

As part of this Acceptable Use Policy, there are a number of rules that we expect children to adhere to when using the internet. It is a requirement of our Acceptable Use Policy that all pupils must have permission from their parent/carer/guardian, in order to use the internet as directed by a member of staff at the school.

Rules for Responsible Internet Use

Children will:

- Only use their own login and password.
- Not access other people's files.
- Only use devices for school work.
- Be aware that removable storage (such as memory pens) will be automatically virus checked by the school network.
- Only use the internet when instructed to by a member of staff.
- Only access websites that have been checked and approved by a member of staff or whilst being supervised by a member of staff.
- Not give their home address / telephone number or make arrangements to meet people over the internet.
- Tell a member of staff if they see anything online that they are unhappy with.
- Not download anything from the internet, unless instructed to do so by a member of staff.



Bacon Garth Primary School

Acceptable Use Policy (pupils)

As the parent/carer of _____,

I understand that the use of electronic information services is designed for educational purposes. I understand that, whilst the Internet Service Provider operates a filtered service, it is impossible for Bacon Garth Primary School to restrict access to all controversial materials and will not hold the school responsible for materials acquired on the network. I also agree to report any misuse of the system to the school. I have read the Rules for Responsible Internet Use.

I understand that personal data will be held and shared as appropriate, under GDPR regulations, with third-parties to support the learning and progress of my child.

I hereby give my permission to Bacon Garth Primary School to permit my child access to electronic information services and I certify that the information given on this form is correct.

Signed: _____

Name: _____

Date: _____

Signed Pupil _____