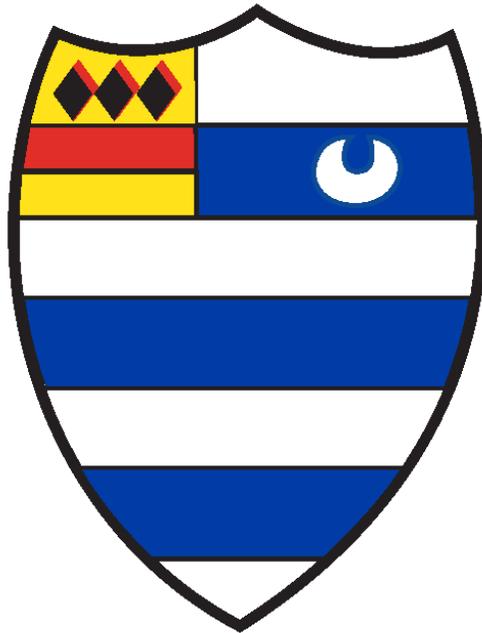


Stanford Junior and Infant School



ICT ACCEPTABLE USE POLICY & GUIDELINES

*“Living Together,
Learning Together”*

Approved by Policy committee:
Date of next Review:

January 2018
January 2019

Acceptable Use Statement

The computer system is owned by the school. "The computer system" means all computers and associated equipment belonging to the school, whether part of the school's integrated network or stand-alone, or taken offsite.

Professional use of the computer system is characterised by activities that provide children with appropriate learning experiences; or allow adults to enhance their own professional development. The school recognises that technologies such as the Internet and e-mail will have a profound effect on children's education and staff professional development in the coming years and the school's Internet Access Policy has been drawn up accordingly.

The installation of software or hardware unauthorised by the school, whether legitimately licensed or not, is expressly forbidden and the school reserves the right to examine or delete any files that may be held on its computer systems or to monitor any Internet sites visited. All children are made aware through class discussion of all the important issues relating to acceptable use, especially the monitoring of Internet use.

Internet Access Policy Statement

All web activity is monitored, including the content of e-mail. All Internet activity should be appropriate to staff professional activities or the children's education; Access is limited to the use of authorised accounts and passwords, which should not be made available to any other person.

The Internet may be accessed by staff and children throughout their hours in school; Activity that threatens the integrity of the school's computer systems, or that attacks or corrupts other systems, is prohibited; Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received. Due regard should be paid to the content. The same professional levels of language should be applied as for letters and other media.

Copyright of materials must be respected. When using downloaded materials, including free materials, the Intellectual Property rights of the originator must be respected and credited. Use of the school's Internet for personal financial gain (including the use of online auction sites), gambling, political purposes or advertising is not permitted. The use of the Internet, e-mail, or any other media to access inappropriate materials such as pornography, racist or any other offensive material is strictly forbidden.

Children must not be given unsupervised access to the Internet. The teaching of Internet safety is included in the school's Scheme of Work and all teachers within all year groups should include Internet safety issues as part of their discussions on the responsible use of the school's computer systems. All children must understand that if they see an unacceptable image on a computer screen, they must turn the screen off and report immediately to a member of staff.

Internet and System Monitoring

All Internet activity is monitored by the system. It is the duty of all members of staff to report any transgressions of the school's Internet policy and/or use of obscene, racist or threatening language detected by the system to the Headteacher.

Staff are responsible for the laptop they have been provided with and its use by anyone other than the staff member is purely at that staff member's risk. Any materials, sites accessed and e-mails sent by any person using the laptop are the sole responsibility of the staff member.

Transgressions of Internet Policy and use of inappropriate language can be dealt with in a range of ways, including removal of Internet access rights; computer system access rights; meetings with parents or even exclusion; in accordance with the severity of the offence and the school's Behaviour Policy. Breaches of Internet Access Policy by staff will be reported to the Headteacher and will be dealt with according to the school's and LEA's disciplinary policy, or through prosecution by law.

Internet Publishing Statement

The school wishes the school's web site to reflect the diversity of activities, individuals and education that can be found at Stanford Junior and Infant School. However, the school recognises the potential for abuse that material published on the Internet may attract, no matter how small this risk may be. Therefore, when considering material for publication on the Internet, the following principles should be borne in mind:

- No video recording may be published without the written consent of the parents/legal guardian of the child concerned. Surnames of children should not be published, especially in conjunction with photographic or video material. No link should be made between an individual and any home address (including simply street names).
- Where the person publishing material suspects that there may be child protection issues at stake then serious consideration must be taken as to whether that material may be published or not. In the case of a simple piece of artwork or writing, this may well be fine, but images of that child should not be published. If in any doubt at all, refer to the person responsible for child protection.

Use of Portable Equipment

The school provides portable ICT equipment such as laptop computers, tablets and digital cameras to enhance the children's education and to allow staff to make efficient use of such equipment to enhance their own professional activities. Exactly the same principles of acceptable use apply as in the Acceptable Use Statement above.

All staff benefit from the use of a laptop computer. Certain equipment will remain in the care of the ICT Co-ordinator, and may be booked out for use according to staff requirements. Once equipment has been used, it should be returned to the resource area. Equipment such as laptop computers are encouraged to be taken offsite for use by staff in accordance with the Acceptable Use Statement and Internet Access Policy and that the equipment is fully insured

from the moment it leaves the school premises. Any costs generated by the user at home, such as phone bills, printer cartridge etc. are the responsibility of the user.

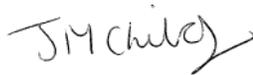
Where a member of staff is likely to be away from school through illness, professional development (such as secondment etc.) or maternity leave, arrangements must be made for any portable equipment in their care to be returned for school. If an individual leaves the employment of the school, any equipment must be returned.

Care, Maintenance and Proper Usage

Proper storage and care is essential to ensure the longevity of equipment and staff therefore have a responsibility to help ensure that all ICT equipment in school is looked after to a high standard. Each class has responsibility for its own set of tablet computers, as well as in many instances permanent in class IT provision for children with particular needs, such as laptops. Laptops stored in trolleys in a central location should be stored neatly at the end of a session, will all devices plugged in properly and the trolley plugged into the wall to ensure the devices are charged for the next user. This is *especially* important at the end of the morning session and at the end of the school day. Staff should formally book any additional laptops or tablets they require using the forms in the staffroom. This includes taking small numbers of each item (e.g. 2 to 3 laptops at a time), as this can impact on planned whole class teaching. This is especially important in the afternoons when most bespoke Computing sessions take place.

Signed By

Chair of Governors:



Date: 19th January 2018

Headteacher:



Date: 19th January 2018

Review Date	Amendments	Approved Date
January 2017	Annual Review and Update	January 2017
January 2018	Annual Review and Update	January 2019

ICT Acceptable Use Guidelines

For personal use:

- If you have one do not give anyone access to your login name or password.
- Do not open other people's files without express permission.
- Do not release personal details including phone numbers, fax numbers or personal e-mail addresses of any colleague or pupil over the Internet.
- Do not reproduce copyright materials without first getting permission from the owner. Many people will make their work freely available for education on request.
- Acknowledge sources on all resources used.
- Do not attempt to visit sites, which might be considered inappropriate, either in or out of school. All sites visited leave evidence on the computer. Downloading some material is illegal and the police or other authorities may be called to investigate such use.
- Use of school Internet access for business, profit, advertising or political purposes is strictly forbidden.

Personal E-mail

- High professional standards all occasions. E-mail should not be considered a private medium of communication.
- Do not include abusive language in your messages.
- Make sure nothing in the messages could be interpreted as libellous.

When using the Internet or e-mail with children

- Ensure children have permission from parents to use the internet.
- Remind children of the rules for using the Internet or e-mail.
- Watch for accidental access to inappropriate materials and report the offending site
- All children whose work is to be published on the internet must have parental permission.
- Report any breaches of the school's Internet policy to the ICT Co-ordinator/SLT.