Duxford Church of England Community Primary School

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| Name of Policy | Acceptable Use, E-safety, Internet and Mobile Phones Policy |
| Date last reviewed | 2015 |
| Date to be reviewed | January 2017 |
| Governor Committee | Standards |
| Key Member of staff | Headteacher |
| Statutory | No |

**This policy is the amalgamation of previous school policies on the Internet, Acceptable use of the Internet by the whole school community and E-safety. It should be read in conjunction with the school's policies on Child Protection and Safeguarding, Data Protection, as well as the advice offered by Information Commissioners Office (ICO) and Cambridgeshire County Council.**

# Intentions of this policy

Information technology and internet use is seen as a valuable resource to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems. It is an essential element of 21st Century life for education, business and social interaction. The school has a duty to provide students with quality Internet access, and hardware and to ensure that pupils and staff can use the internet safely and responsibly as an integral part of all lessons in all subjects of the curriculum. Staff will be given relevant training and knowledge to teach pupils.

# Acceptable use

Networked resources, including internet access, are potentially available to pupils and staff in the school. **All** users are required to follow the conditions laid down in the policy. Any breach of these conditions may lead to withdrawal of the user's access, monitoring and/or retrospective investigation of the user's use of services, and in some instances could lead to criminal prosecution. Any breach of the conditions will also be considered a disciplinary matter.

These networked resources are intended for educational purposes, and may only be used for legal activities consistent with the rules of the school. Any expression of a personal view about the school matters in any electronic form of communication must be endorsed to that effect. Any use of the network that would bring the name of the school into disrepute is not allowed.

The school expects that staff will use new technologies as appropriate within the curriculum and that staff will provide guidance and instruction to pupils in the use of such resources. Independent pupil use of the internet or the school's intranet will only be permitted upon receipt of signed permission and agreement forms as laid out below. All computer systems will be regularly monitored to ensure that they are being used in a responsible fashion.

# Conditions of use

**Authorised access and filtering of the Internet.**
The school's Internet access is filtered to block unsuitable websites by the Cambridgeshire County Council ICT services. Pupils will be required to read and agree to comply by the school rules and Internet use. Staff will use official school email addresses to correspond about school matters and pupils will use the STARZ platform.

**Personal responsibility**
Access to the networked resources is a privilege, not a right. Users are responsible for their behaviour and communications. Staff and pupils will be expected to use the resources for the purposes for which they are made available. Users are to take due care with the physical security of hardware they are using. Users will accept personal responsibility for reporting any misuse of the network to member of staff responsible.

**Acceptable use**
Users are expected to utilize the network systems in a responsible manner. It is not possible to set a complete set of rules about what is and what is not acceptable but the pages on network etiquette and privacy together with unacceptable use provides some guidelines on the matter.

# Network etiquette and privacy

Users are expected to abide by the rules of network etiquette. These rules include, but are not limited to, the following:

- Be polite – never send or encourage others to send abusive messages.
- Use appropriate language – users should remember that they are representatives of the school on a global public system. Illegal activities of any kind are strictly forbidden.
- Do not use language that could be calculated to incite hatred against any ethnic, religious or other minority group.
- Privacy – do not reveal any personal information (for example home address, telephone number) about yourself or other users. Do not trespass into other users' files or folders.
- Password – do not reveal your password to anyone with the exception of pupils sharing their login details with their parents/carers so they can access the schools Virtual Learning Environment (VLE) - such as STARZ, at home. If you think someone has learned your password then contact member of staff responsible.
- Electronic mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the authorities. Do not send anonymous messages.
- Disruptions – do not use the network in any way that would disrupt use of the network by others.
- Pupils will not be allowed access to unsupervised and/or unauthorised chat rooms and should not attempt to gain access to them.
- Staff or pupils finding unsuitable websites through the school network should report the web address to the member of staff responsible.
- Do not introduce 'pen drives' into the network without having them checked for viruses.
- Do not attempt to visit websites that might be considered inappropriate. Such sites would include those relating to illegal activity. All sites visited leave evidence in the county network if not on the computer. Downloading some material is illegal and the police or other authorities may be called to investigate such use.
- Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to email.
- Files held on the school's network will be regularly checked by the member of staff responsible.
- It is the responsibility of the user (where appropriate) to take all reasonable steps to ensure compliance with the conditions set out in this policy document, and to ensure that unacceptable use of the internet or intranet does not occur.

# Unacceptable use

Examples of unacceptable use include but are not limited to the following:

- Users must log in with their own user ID and password, where applicable, and must not share this information with other users with the exception of pupils asked to sharing their login details with their parents/carers so they can access the schools Virtual Learning Environment (VLE) - such as the STARZ, at home. They must also log off after their session has finished.
- Users finding machines logged on under other user's username should log off the machine whether they intend to use it or not.
- Accessing or creating, transmitting, displaying or publishing any material (for example images, sounds or data) that is likely to cause offence, inconvenience or needless anxiety. The County Council have filters in place to block emails containing language that is or may be deemed to be offensive.
- Accessing or creating, transmitting or publishing any defamatory material.
- Receiving, sending or publishing material that violates copyright law. This includes through video conferencing and web broadcasting.
- Receiving, sending or publishing material that violates Data Protection Act or breaching the security this act requires for personal data. Transmitting unsolicited material to other users (including those on other networks).
- Unauthorised access to data and resources on the school network system or other systems.
- User action that would cause corruption or destruction of other users' data, or violate the privacy of other users, or intentionally waste time or resources on the network or elsewhere.

# Additional guidelines

- Users must comply with the acceptable use policy of any other networks that they access.
- Users must not download software without approval.

**Services**
There will be no warranties of any kind, whether expressed or implied, for the network service offered by the school. The school will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the network is at your own risk.

**Network security**
Users are expected to inform member of staff responsible immediately if a security problem is identified. Do not demonstrate this problem to other users. Users must log in with their own user ID and password, where applicable, and must not share this information with other users. Users identified as a security risk will be denied access to the network.

**Physical security**
Staff users are expected to ensure that portable ICT equipment such as laptops, digital still and video cameras are securely locked away when they are not being used. Items that need to be left over breaks and lunchtimes for example will need to be physically protected by locks and or alarms.

**Wilful damage**
Any malicious attempt to harm or destroy any equipment or data of another user or network connected to the school system will result in loss of access, disciplinary action and, if appropriate, legal referral. This includes the creation or uploading of computer viruses. The use of software from unauthorised sources is prohibited.

**Media publications**
Named images of pupils (for example in photographs, videos, web broadcasting, TV presentations, and web pages) must not be published under any circumstances. Written permission from parents or carers will be obtained at the beginning of the academic year, before photographs of pupils are published in school, on the school website or used for publicity by newspapers, magazines etc. (See Appendix 1for the standard consent form). Parents/Carers and others attending school events/trips will also be asked to sign a form agreeing that any photos they take will be for their own use and not to put these onto any social media site. (Appendix 2)

Pupils' work will only be published (for example photographs, videos, TV presentations, web pages) if parental consent has been given.

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## Appendix 1 – beginning of year letter for photographs in school

Dear Parents and Carers

**Photographs in school**

We would be grateful if you could indicate on the form below whether you are happy for the school or the media to use photos or films of your children undertaking school activities. This form will be kept on file for this academic year, so that we don't have to ask for permission every time a particular photography issue arises. We do refer to the forms regularly and follow them closely, so please do give your responses careful consideration. If your circumstances change during the year, please do ask for a new form.

Please complete a separate form for each child. Many thanks for your co-operation.

Yours sincerely

Debbie Gould
*Headteacher*
Name of child …….. Class …….

I give permission for the following (please tick those you are happy with):

☐ Photographs for use within school

☐ Films for use within school

☐ Filming of school productions which may be sold to parents

☐ Photographs on the school website (no names will be used)

☐ Photographs in newspapers

☐ Images on television

The media often ask if they may print/use children's names. We try to avoid this where at all possible, but please indicate here whether you are happy for your child's name to be used:

☐ Yes ☐ No

**In returning this form I agree that any photos or other images that I take at school events which include images of children other than my own child(ren) will be for my personal use only and that I will not publish the images on social or other media.**

Signed_____

Date_____

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**Appendix 2 – Event/trip photograph declaration**

## PHOTOGRAPHY AND VIDEOING OF

## Event……

## Date: ……

We have been advised that parents may take photographs or make video recordings of school productions for their own private use without breaching the Data Protection Act. They are, of course, not permitted to take photographs or make video recordings for any kind of commercial purpose. **Do not place any photos on social media please.**

Please could you sign below to indicate that you comply with these requirements.

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Any photographs or video recording I make today will be for my private use only and will not be placed on any form of social media.

Name …….  Signature ……..

Name …….  Signature ……..

Name …….  Signature ……..

Name …….  Signature ……..

Name …….  Signature ……..

Name …….  Signature …….

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Appendix 3

**Mobile Phone Policy**

Duxford C of E Community Primary School is committed to ensuring the safety of children in its care. We recognise the importance of mobile phones in school for communication purposes, but are aware that casual or inappropriate use of mobile phones in the school could pose a risk to children.

**Staff personal mobile phones**

- Staff will not carry personal mobile phones while working. This protects staff from being distracted from their work and from allegations of inappropriate use. Their phones will be kept in an agreed area in school – in their lockers or bags.
- If staff have a break time during their working hours, they may use their mobile phones during these times in an agreed area not used by children e.g. in the school office/staff room.
- Staff should not take photos of the children with their mobile phones in any circumstances.
- Where it is essential for staff to make a personal call during a session, they should (in agreement with their line manager) make this in an agreed area not used by children.
- Staff must give the school telephone number to their next of kin, in case it is necessary for the staff member to be contacted, in an emergency, during teaching hours.
- A school mobile phone will be taken on whole-group outings in accordance with guidance.

**All visiting teachers, governors and others coming to school to work with children**

Visitors coming into school to work with children, e.g. music teachers, sports teachers, parent volunteers working in classes, therapists, psychologists, must leave their mobile phones in the office when they sign in. This also applies to governors. The mobile phones will be kept in a locked drawer and should be retrieved on leaving.

**Children**

Children are not allowed to bring mobile phones into the school.

**The School notes the following Ofsted advice**

'Mobile phones may be used in school, as long as their use is appropriate. The use of a mobile phone must not detract from the quality of supervision and care of children'.

'If inspectors observe, or become aware of, staff using a mobile phone for non-essential purposes they will consider drawing this to the attention of the manager, supervisor or registered provider. They will also consider if the staff member was meeting the needs of the children, when using the telephone and consider the impact on inspection judgements, including setting an action.'

**Exceptional circumstances**

It may be necessary to use a mobile phone to communicate with other staff or request help or assistance when outdoors, although staff should use the school walkie-talkies as a rule. The use of a mobile phones in these circumstances may be permitted by the headteacher in exceptional circumstances.

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# Responsible Internet and Computer Use

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

1 I will ask permission before entering any Web site, unless my teacher has already approved that site or its address is stored on the Intranet.

2 I will only use the specified search engines as and when directed by my teacher.

3 I will not enter Internet chat rooms or leave messages on bulletin boards.

4 If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.

5 I will not download and install files or software from the Internet.

6 I will never reveal or insert my personal details, and home address or telephone numbers on the web or in dialogue with other Internet users.

7 I will only e-mail people I know, or my teacher has approved.

8 I will always be polite and use appropriate language when sending e-mails.

9 I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.

10 I will not intentionally take copyrighted material from the Internet.

11 I will not look at or delete other people's files.

12 I will only use my own log –in codes or passwords to access the computer network.

13 I will not bring floppy disks/CD Roms into school without permission.

14 I know that the school may check my computer files and may monitor the Internet sites I visit.

15 **I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.**