Manorbrook Primary School

Aiming for Excellence

Acceptable Use of ICT Policy – Parent & Child Version

May 2023 edition

PLEASE READ THIS POLICY, THEN SIGN, DETACH AND RETURN THE FINAL PAGE

Introduction and aims

Information and communications technology (ICT) is an integral part of the way our school works, and is a critical resource for pupils, staff (including senior leadership teams), governors, volunteers and visitors. It supports teaching and learning, pastoral and administrative functions of the school. However, use of ICT can also pose risks to data protection, online safety and safeguarding.

This policy aims to:

- Set guidelines and rules on the use of school ICT resources for pupils and parents

- Establish clear expectations for the way all members of the school community engage with each other online

- Support the school's policy on data protection, and safeguarding (including online safety)

- Prevent disruption to the school through the misuse, or attempted misuse, of ICT systems

- Support the school in teaching pupils safe and effective internet and ICT use

This policy covers all use of the school's ICT facilities by pupils and parents. Breaches of this policy by children may be dealt with under our behaviour policy.

Relevant legislation and guidance

This policy refers to, and complies with, the following legislation and guidance:

Data Protection Act 2018   The General Data Protection Regulation

Computer Misuse Act 1990   Human Rights Act 1998

The Education Act 2011   Freedom of Information Act 2000

The Telecommunications (Interception of Communications) Regulations 2000

The Education and Inspections Act 2006   Keeping children safe in education 2022

Searching, screening and confiscation: advice for schools

National Cyber Security Centre (NCSC) ; Education and Training (Welfare of Children Act) 2021

Definitions

ICT facilities
Includes all facilities, systems and services including but not limited to network infrastructure, desktop computers, laptops, tablets, phones, music players or hardware, software, websites, web applications or services, and any device system or service which may become available in the future which is provided as part of the ICT service

Users
Anyone authorised by the school to use the ICT facilities, including governors, staff, pupils, volunteers, contractors and visitors

Personal use
Any use or activity not directly related to the users' employment, study or purpose

Authorised personnel
Employees authorised by the school to perform systems administration and/or monitoring of the ICT facilities

Materials
Files and data created using the ICT facilities including but not limited to documents, photos, audio, video, printed output, web pages, social networking sites and blogs

Unacceptable use

The following is considered unacceptable use of the school's ICT facilities by any member of the school community. Any breach of this policy may result in disciplinary or behaviour proceedings.

Unacceptable use of the school's ICT facilities includes:

- Using the school's ICT facilities to breach intellectual property rights or copyright

- Using the school's ICT facilities to bully or harass someone else, or to promote unlawful discrimination

- Breaching the school's policies or procedures

- Any illegal conduct, or statements which are deemed to be advocating illegal activity

- Online gambling, inappropriate advertising, phishing and/or financial frauds

- Accessing, creating, storing, linking to or sending material that is pornographic, offensive, obscene or otherwise inappropriate or harmful

- Consensual and non-consensual sharing of nude and semi-nude images and/or videos and/or livestreams (also known as sexting or youth-produced sexual imagery)

- Activity which defames or disparages the school, or risks bringing the school into disrepute

- Sharing confidential information about the school, its pupils, or other members of the school community

- Connecting any device to the school's ICT network without approval from authorised personnel (Headteacher, IT leader, Administrator)

- Gaining, or attempting to gain, access to restricted areas of the school network, or to any password-protected information, without approval from authorised personnel

- Setting up any software, applications or web services on the school's network without approval by authorised personnel, or creating or using any program, tool or item of software designed to interfere with the functioning of the ICT facilities, accounts or data

- Allowing, encouraging or enabling others to gain (or attempt to gain) unauthorised access to the school's ICT facilities

- Causing intentional damage to ICT facilities

- Removing, deleting or disposing of ICT equipment, systems, programs or information without permission by authorised personnel

- Causing a data breach by accessing, modifying, or sharing data (including personal data) to which a user is not supposed to have access, or without authorisation

- Using inappropriate or offensive language

- Promoting a private business, unless that business is directly related to the school

- Using websites or mechanisms to bypass the school's filtering mechanisms

- Engaging in content or conduct that is radicalised, extremist, racist, anti-Semitic or discriminatory in any other way

This is not an exhaustive list. The school reserves the right to amend this list at any time. The headteacher will use professional judgement to determine whether any act or behaviour not on the list above is considered unacceptable use of the school's ICT facilities.

Sanctions

Pupils and staff who engage in any of the unacceptable activity listed above may face disciplinary action in line with the school's policies as explained above.

Pupils

Access to ICT facilities

Computers, tablets and any other ICT equipment in the school are available to pupils only under the supervision of staff.

Pupils will be provided with a login account linked to the school's network, which they can access from any school laptop. Logins are not required for school iPads, as the network drives cannot be accessed from them.

Search and deletion

Pupils are not allowed to have phones with them on their person in school or use them anywhere in the school grounds. Under the Education Act 2011, and in line with the Department for Education's guidance on searching, screening and confiscation, the school has the right to search pupils' phones, computers or other devices for pornographic images or any other data or items banned under school rules or legislation.

The school can, and will, delete files and data found on searched devices if we believe the data or file has been, or could be, used to disrupt teaching or break the school's rules.

Staff members may also confiscate devices for evidence to hand to the police, if a pupil discloses that they are being abused and that this abuse contains an online element.

Unacceptable use of ICT and the internet outside of school

If a pupil engages in any of the following **at any time** (even if they are not on school premises), the school will contact the pupil's parents and may apply the behaviour policy:

- Using ICT or the internet to breach intellectual property rights or copyright

- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination

- Breaching the school's policies or procedures

- Any illegal conduct, or statements which are deemed to be advocating illegal activity

- Accessing, creating, storing, linking to or sending material that is pornographic, offensive, obscene or otherwise inappropriate

- Consensual and non-consensual sharing of nude and semi-nude images and/or videos and/or livestreams (also known as sexting or youth produced sexual imagery)

- Activity which defames or disparages the school, or risks bringing the school into disrepute

- Sharing confidential information about the school, other pupils, or other members of the school community

- Gaining or attempting to gain access to restricted areas of the network, or to any password protected information, without approval from authorised staff members

- Allowing, encouraging, or enabling others to gain (or attempt to gain) unauthorised access to the school's ICT facilities

- Causing intentional damage to ICT facilities or materials

- Causing a data breach by accessing, modifying, or sharing data (including personal data) to which a user is not supposed to have access, or without authorisation

Parents

Mobile Phones in School
Many parents or carers regularly come into school, for meetings, assemblies or to help out ether in class or around the school, for example as reading buddies or carrying out activities for FOM.

Parents or carers must not take pictures, audio recordings or videos of pupils or their work around school. Phones should be switched off or set to be silent, and not used to make or receive calls when working with children or staff in the school.

There are two certain specific circumstances when parents or carers may take images in school:

They may take images of their children during shows, performances and sports days on the understanding that they do not share or distribute the images. This is because other pupils may be in those images and their images must not be shared or used in anyway without consent. If for a particular event a staff member asks parents not to do this (for example if there is a risk of distracting a child during a performance), parents or carers must respect this request.

Some parents or carers take images of their pupils' work in books and displays when they are in school, as a record. This is permitted, but only for their own child's work, never that of other children.

Access to ICT facilities and materials
Parents do not have access to the school's ICT facilities as a matter of course.

However, parents working for, or with the school in an official capacity (for instance, as a volunteer or as a member of the PTA) may be granted an appropriate level of access or be permitted to use the school's facilities at the headteacher's discretion.

Where parents are granted access in this way, they must abide by the staff acceptable use policy.

Communicating with or about the school online
We believe it is important and help pupils learn, how to communicate respectfully with, and about, others online. This includes modelling polite, respectful communication.

Parents play a vital role in helping model this behaviour for their children, especially when communicating with the school through our website and social media channels.

We ask parents to sign and return on of the two agreements at the end of this policy.

Passwords
Pupils and any guest users are responsible for the security of their passwords and accounts.

Pupils who disclose account or password information may face disciplinary action. Parents or volunteers who disclose account or password information may have their access rights revoked.

Software updates, firewalls and anti-virus software
All the school's ICT devices that support software updates, security updates and anti-virus products will be configured to perform such updates regularly or automatically.

Users must not circumvent or make any attempt to circumvent the administrative, physical and technical safeguards we implement and maintain to protect personal data and the school's ICT facilities.

Any personal devices using the school's network must all be configured in this way.

Data protection
All personal data must be processed and stored in line with data protection regulations and the school's data protection policy.

Access to facilities and materials
All users of the school's ICT facilities will have clearly defined access rights to school systems, files and devices.

These access rights are managed by IT services.

Users should not access, or attempt to access, systems, files or devices to which they have not been granted access. If access is provided in error, or if something a user should not have access to is shared with them, they should alert the headteacher, IT leader or administrator immediately.

Users should always log out of systems and lock their equipment when they are not in use to avoid any unauthorised access. Equipment and systems should always be logged out of and closed completely at the end of each working day.

Encryption

The local authority ensures that all the school's devices and systems have an appropriate level of encryption. Through or in conjunction with Integra IT services, the school will:

- Ensure cyber security is given the time and resources it needs to make the school secure

- Have a firewall in place that is switched on

Internet access

The school wireless internet connection is secured and managed by Integra IT services, who provide filtering and monitoring on the school's behalf.

For users without school accounts, such as organisations who hire the premises, the school can provide one-day access codes to the wi-fi, subject to approval by the headteacher, IT leader or administrator.

Parents and visitors

Parents and visitors to the school will not be permitted to use the school's wi-fi unless specific authorisation is granted by the headteacher.

The headteacher will only grant authorisation if:

Parents are working with the school in an official capacity (e.g., as a volunteer or as a member of FOM).

Visitors need to access the school's wi-fi to fulfil the purpose of their visit (for instance, to access materials stored on personal devices as part of a presentation or lesson plan)

Staff must not give the wi-fi password to anyone who is not authorised to have it. Doing so could result in disciplinary action.

Monitoring and review

The IT leader and link governor will monitor the implementation of this policy, including ensuring it is updated to reflect the needs and circumstances of the school.

This policy will be reviewed every three years (or sooner if significant changes in statutory guidance make an earlier change necessary)

Review Frequency	2 years
Reviewed by	FGB
Latest version	May 2023
Approved by	FGB
Next review due	May 2025

Acceptable use of the school's ICT facilities and internet: agreement for pupils THIS IS A PARENT COPY TO KEEP ATTACHED TO THIS POLICY

Name of pupil:

When I use the school's ICT facilities (such as laptops and iPads) and get on the internet in school, I will not:

- Use them without asking a teacher first, or without a teacher in the room with me

- Use them to break school rules

- Go on any inappropriate websites

- Go on Facebook or other social networking sites (unless my teacher said I could as part of a lesson)

- Use chat rooms

- Open any attachments in emails, or click any links in emails, without checking with a teacher first

- Use mean or rude language when talking to other people online or in emails

- Send any photos, videos, or livestreams of people (including me) who aren't wearing all of their clothes

- Share my password with others or log in using someone else's name or password

- Bully other people

I understand that the school will check the websites I visit and how I use the school's computers and equipment. This is so that they can help keep me safe and make sure I am following the rules.

I will tell a teacher or a member of staff I know immediately if I find anything on a school computer or online that upsets me, or that I know is mean or wrong.

I will always be responsible when I use the school's ICT systems and internet.

I understand that the school can discipline me if I do certain unacceptable things online, even if I am not in school when I do them.

Signed (pupil):	**Date:**

Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school. I will make sure my child understands these.

Signed (parent/carer):	**Date:**

Acceptable use of the internet: agreement for parents and carers
THIS IS A PARENT COPY TO KEEP ATTACHED TO THIS POLICY

Name of parent/carer:

Name of child:

Online channels are an important way for parents/carers to communicate with, or about, our school.

The school uses the following channels:

- Our official Facebook page;

- Email/text groups for parents (for school announcements and information).

Parents/carers also set up independent channels to help them stay on top of what is happening in their child's class. For example, class/year Facebook groups, email groups, or chats (through apps such as WhatsApp).

When communicating with the school via official communication channels, or using private/independent channels to talk about the school, I will:

- Be respectful towards members of staff, and the school

- Be respectful of other parents/carers and children

- Direct any complaints or concerns through the school's official channels, so they can be dealt with in line with the school's complaints procedure

I will not:

- Use private groups, the school's Facebook page, or personal social media to complain about or criticise other pupils, other parents, staff or general school matters. This is not constructive and the school can more effectively address issues if they are communicated to the school in an appropriate way.

- Use private groups, the school's Facebook page, or personal social media to complain about, or try to resolve, a behaviour issue involving other pupils. I will contact the school and speak to the appropriate member of staff if I am aware of a specific behaviour issue or incident.

- Upload or share photos or videos on social media of any child other than my own, unless I have the permission of other children's parents/carers.

Signed:	Date:

Please detach this final page, sign the parent agreement (on this side) and the pupil agreement (on the other side) then return the signed page to school.

Acceptable use of the internet: agreement for parents and carers

Name of parent/carer:

Name of child:

Online channels are an important way for parents/carers to communicate with, or about, our school.

The school uses the following channels:

- Our official Facebook page;

- Email/text groups for parents (for school announcements and information).

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Signed:	Date:

Acceptable use of School ICT facilities and internet: agreement for pupils

Name of pupil:

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Signed (parent/carer):	**Date:**