Learning for Life

Fawbert & Barnard's Primary School

Acceptable Use Policy:
Local Area Network (LAN) and Internet

Ratified by Governors: October 2019
Review Date: October 2022

Introduction

The school and governing body have adopted this Acceptable Use Policy to maximise use of the Internet as a learning resource and minimise unacceptable behaviour and access to unacceptable materials.

Expectations

It is expected that all users of the LAN and Internet including staff, pupils, parents and visitors will follow the conditions in this policy.

A responsible approach to resources should be shown at all times.

All activity should be appropriate to staff professional activity or pupils' education.

Access should only be made via the authorised account and password, which should not be made available to any other person.

Access requires continued demonstration of a responsible attitude and behaviour; access is a privilege rather than a right.

All users should show consideration for other users both locally and with whom they may come into contact on the Internet.

Use of the LAN, Internet and facilities such as the electronic mail service are intended for educational purposes only. Such communication should be honest, legal, decent and true. Any expression of a personal view about the school, an individual or another business in an Internet communication must be endorsed to that effect. It must be recognised that any view communicated over the Internet may be deemed to be the view of the school/governing body and in some circumstance that of the LA. Any expressions of personal views must be cleared prior to endorsement to that effect.

Acceptable use

Acceptable use is defined as use of computer equipment and the Internet for legal activity consistent with the aims, objectives and rules of the school.

Responsibilities to make this policy effective

The class teacher ensures that all pupils in the class are aware of the Rules of Use. All staff ensure they are familiar with the rules and conditions of this policy.

The school informs parents and carers of the policy and rules.

The school obtains parents/carers permission for LAN/internet use according to the rules. Staff guide pupils in their use of the Internet towards appropriate materials.

The school displays appropriately worded copies of the Computing Code of Conduct in all areas that devices will be used.

All members of staff are responsible for explaining and reinforcing the code.

The school informs all members of staff of the possible misuses of on-line access and their responsibility towards pupils.

All staff report any misuse or access to inappropriate material to the E-Safety officer.

The E-safety officer and members of the Senior Leadership Team may access LAN and internet storage areas and other stored materials to review files and communications to ensure responsible use.

Sanctions

If any breach of conditions is discovered the following sanctions may be enforced: Pupils: Temporary or permanent ban on LAN and/or Internet use.

Additional disciplinary action in line with school behaviour policies

Parents and other external agencies may be contacted.

Staff:
Any breach of these conditions may lead to withdrawal of LAN and/or Internet access rights and could lead to disciplinary action and possible criminal prosecution. In the case of employees breach of the conditions may constitute a breach of conditions of service and could lead to dismissal on the grounds of misconduct.

Please read this policy in conjunction with online safety policy, child protection policy and behavior policy

Appendix 1: Acceptable Use Agreement: Staff, Governors and Visitors

Acceptable Use Agreement / Code of Conduct
ICT (including data) and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Staff should always aim to ensure data and its usage is done correctly following the GDPR polices. Any concerns or clarification should be discussed with the Headteacher or the computing leader.

I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed acceptable by the Head or Governing Body

I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities

I will ensure that all electronic communications with pupils and staff are compatible with my professional role

I will not give out my own personal details, such as mobile phone number, personal email address, personal Twitter account, or any other social media link, to pupils

I will only use the approved, secure email system(s) for any school business

I will ensure that personal data (such as data held on MIS software) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body. Personal or sensitive data taken off site must be encrypted, e.g. on a password secured laptop or memory stick

I will not install any hardware or software without permission of the Headteacher

I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory

Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy

Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher

I will support the school approach to online safety and not upload or add any images, video, sounds or text linked to or associated with the school or its community'

I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Headteacher

I will respect copyright and intellectual property rights

I will ensure that my online activity, both in school and outside school, will not bring the school, my professional reputation, or that of others, into disrepute

I will support and promote the school's e-Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies

I will not use personal electronic devices (including smart watches) in public areas of the school between the hours of 8.30am and 3.30pm, except in the staff room

I will ensure to report any breach of data being released incorrectly to the GDPR lead

I will not take any unprotected data home

I will check with the head/ GDPR lead before giving data out to any third party or parent/guardian

I understand this forms part of the terms and conditions set out in my contract of employment

User Signature
  I agree to follow this code of conduct and to support the safe and secure use of ICT throughout the school
  Signature ……….……….…….…….……… Date ………….…………
  Full Name ………….……….…….………….. (printed)
  Job title ………….……….…….…………………………………………………

Appendix 2: acceptable use agreement (pupils and parents/carers)

Acceptable use of the school's ICT systems and internet: agreement for pupils and parents/carers
Name of pupil:
When using the school's ICT systems and accessing the internet in school, I will not: • Use them for a non-educational purpose • Use them without a teacher being present, or without a teacher's permission • Access any inappropriate websites • Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity) • Use chat rooms • Open any attachments in emails, or follow any links in emails, without first checking with a teacher • Use any inappropriate language when communicating online, including in emails • Share my password with others or log in to the school's network using someone else's details • Give my personal information (including my name, address or telephone number) to anyone without the permission of my teacher or parent/carer • Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision • If I bring a personal mobile phone or other personal electronic device into school: • I will not use it during lessons, tutor group time, clubs or other activities organised by the school, without a teacher's permission • I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online • I agree that the school will monitor the websites I visit. • I will immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others. • I will always use the school's ICT systems and internet responsibly.

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, and will make sure my child understands these.

Signed (parent/carer):	Date:

Learning for Life

Fawbert & Barnard's Primary School
Headteacher: Sue Spearman

Dear Parents

Use of computers in school – Network and Internet including Its learning

As part of our curriculum, we provide a Local Area Network (LAN) where pupils store their computer work and supervised access to the Internet. In line with Government guidelines, we have a Pupil/Home agreement form for pupils and parents/carers to sign to agree to our Acceptable Use policy.

We recognise that using the Internet in school offers access to a wealth of valuable information and activities and the opportunity to send email messages. Unfortunately there is also a risk of accessing unacceptable material. We believe that the benefits to pupils through access to the Internet in the form of information resources and opportunities for collaboration far exceed any disadvantages. Parents and Carers should be aware that every effort has been taken to ensure unacceptable materials are filtered out through the use of tested sophisticated filtering software. Pupils are made aware of what to do should they access any unacceptable material.

During school, teachers will guide pupils towards appropriate materials. Outside school, families bear the same responsibility for such guidance concerning the use of Internet information sources; this can be compared to guidance concerning television, telephones, films, radio, magazine and other potentially offensive media materials.

Alongside the cloud, the school has its own website. Both will enable us to display pupils' work. The enclosed form also requests permission for such display.

We would be grateful if you would read and discuss the Rules of Use with your child, then complete and return the enclosed form.

Yours sincerely

Sue Spearman
Headteacher

Fawbert and Barnard's Primary School

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Online Safety Reporting Concerns Form (OS Form)

Please complete and alert the Safeguarding Leads or the Computing Subject Leader asap.

Safeguarding Lead Actions/ Subject Leaders Actions:-

Date:	Time:	Name of Member of staff reporting:
Child/Children involved: DOB:		

Nature of the incident:	Accidental access to inappropriate materials ☐	Intentional access to inappropriate materials ☐	Cyberbullying ☐	Grooming ☐	Other ☐

Details:

The event occurred:	During a lesson ☐	Break/lunchtime ☐	Afterschool club ☐	*Outside school hours* ☐

Does this warrant police involvement:	Grooming ☐	Violent Images ☐	Pornographic Images ☐	*Other* ☐

RE STAFF	Family Operations	Actions	COG notified	Actions
	HR	Actions	Police notified	Actions
	Details/Reasons for actions:-			

RE CHILDREN	Parents contacted	Actions	Police notified	Actions
	Details/Reasons for actions:-			