



## ACCEPTABLE USE OF ICT POLICY

### OVERVIEW

This policy should be read in conjunction with the Online Safety, Code of Conduct, Child Protection and Safeguarding policies, Attitude, Behavior and Discipline and Mobile Phone and Handheld Devices policy. This policy sets out the roles, responsibilities and procedures for acceptable, and safe use of all on-line technology, including the internet, e-mail, webcams, instant messaging, social networking spaces, mobile phones and games, to safeguard adults and children within the school.

This policy applies to all staff and volunteers within the school and in respect of all ICT resources and equipment within the school and resources that have been made available to staff for working at home.

### OBJECTIVES

- to encourage staff and pupils to make good use of the educational opportunities presented by access to the internet and other electronic communication
- to safeguard and promote the welfare of staff and pupils by preventing "cyberbullying" and other forms of abuse
- to minimise the risk of harm to the assets and reputation of the school
- to help staff and pupils take responsibility for their own online safety
- to ensure that staff and pupils use technology safely and securely

### STRATEGIES

#### Roles and responsibilities

#### Governors and Head Teacher

- It is the overall responsibility of the Head Teacher with the Governors to ensure that there is an overview of online safety (as part of the wider remit of Safeguarding)
- The Head Teacher is responsible for promoting online safety across the curriculum and has an awareness of how this is being developed and linked within the school development plan.

- The Safeguarding/Child Protection governor will ensure online safety is embedded in all child protection practice and will check the school Acceptable Use Policy as needed.
- Ensure that any misuse or incident has been dealt with appropriately according to policy and procedure,
- Ensure that the Acceptable Use Policy is reviewed every three years with up-to-date information available for all staff to teach online safety and for parents to feel informed and know where to go for advice.
- Liaise with the school's IT Network Manager to ensure all computers/laptops in school have adequate filtering levels.
- Ensure that all adults are aware of the filtering levels and why they are there to protect our children.
- Liaise with the Safeguarding team so that policies and procedures are up to date to take account of any emerging issues and technologies.
- Work alongside the IT Network Manager to ensure there is appropriate and up to date anti-virus software and anti-spyware on the network stand alone PCs and teacher/child laptops and this is reviewed and updated on a regular basis.

## **Staff and adults**

It is the responsibility of all adults within the school to:

- Ensure that they know who the designated persons are for Safeguarding so that any misuse or incident can be reported which involve a child.
- Be familiar with the Anti-bullying, Attitude, Behaviour and Discipline Policy and other relevant policies so that in the event of misuse or allegation, the correct procedures can be followed and added to cpoms.
- Ensure that children are protected and supported in their use of online technology so that they know how to use it in a safe and responsible manner.
- Be up to date with online safety knowledge that is appropriate for the age group they work with and reinforce this through the curriculum.
- Use electronic communications in an appropriate way that does not breach the Data Protection Act 1998.

## **Pupils**

Pupils at Norwood are:

- Responsible for following the Acceptable Use Rules whilst within school as agreed with their class teacher. These rules will be displayed in the classrooms and other places where computer/laptops are being used.
- Taught to use the internet in a safe and responsible manner through online safety, PSHE and other curriculum lessons.
- Taught to tell an adult about any inappropriate material or contact from someone they do not know straight away. (using age appropriate methods for teaching)

## **Appropriate Use by Staff and Adults**

- All staff have access to a copy of the Acceptable Use of ICT policy and a copy of the Acceptable Use Rules. (These are also displayed in each classroom and in areas where computers or laptops are used. Any adult using the school ICT computers should have read and signed acceptance of the agreement before using them. Anyone not agreeing with this policy shall not have access to the school computers.
- It shall be assumed that any adult using school computers has accepted the Acceptable Use Rules.
- If a member of staff or other adult is believed to misuse the internet in an abusive or illegal manner, a report must be made to the Head Teacher immediately who will take the appropriate action.

### **Appropriate use by pupils**

- Pupils have their own child friendly Acceptable Use of ICT policy and Rules that they agree and sign with their parents. This outlines how they are expected to use the internet and other technologies at school.
- The rules are there for children to promote responsible behaviour and attitude when using the internet and to be responsible for their own actions. For example, knowing what is polite to write in an e-mail to another child or understanding what actions to take in the event of sighting unsuitable material.
- This also includes the deliberate searching for inappropriate materials and the consequences for doing so. (KS1 children do not have unsupervised access to the internet. However, they have had internet safety lessons adapted for their age group)
- Any child found to be misusing the internet by not following the Acceptable Use Rules will be dealt with in accordance with school disciplinary policies and recorded as an incident on cpoms.
- In the event that a child **accidentally accesses** inappropriate materials the child will be taught to report this immediately to an adult. The adult will remove the device and inform the IT Network manager
- These skills and competencies will be taught within the curriculum so that children at Norwood Primary School have the security to explore how on-line technologies can be used effectively to aid learning in enjoyable ways but in a safe and responsible manner.

### **The use of mobile phones**

The use of mobile phones in school by pupils is prohibited. Pupils in Year 6 are permitted to bring a mobile phone onto the school grounds and used according to our Mobile Phone and Handheld Devices policy.

Staff should only use their own mobile phone when they are not directly responsible for children unless in an emergency.

## **School Website**

The uploading of images to the school website will be subjected to the same acceptable rules as uploading to any personal on-line space and should follow the school's policy on the Use of Photographic Images. Permission is always sought from parent at the beginning of the year when they sign a consent form.

## **Disciplinary Procedure for all school based staff**

In the event that a member of staff may be seen to be in breach of behaviour and good conduct through misuse of on-line technologies, this policy outlines the correct procedures for ensuring staff achieve satisfactory standards of behaviour and comply with the rules of the Governing Body

## **OUTCOMES**

By following this policy, signing an agreement to use ICT acceptably and adhering to this, staff and pupils will be assured that they are playing their part in safeguarding pupils and ensuring that they thrive in a safe and caring community such as Norwood. Adherence to this policy will make staff feel confident that they are also protecting themselves and their own health and wellbeing.

## **REVIEW**

This policy will be reviewed at least every three years by the Safeguarding Team and the Governing Body.