Acceptable use of Internet and Related Technology Policy

Status:	Non-statutory
Policy reviewed by:	Governing Body
Policy ratified by:	Headteacher
Date of policy:	May 2023
Date of next review:	May 2024
Signed:	

The Acceptable Use of Internet and Related Technology

Whole School Approach to the Safe Use of ICT
The school is aware of its responsibilities in ensuring that ICT usage by all network users is responsible, safe and secure. There are relevant and comprehensive policies in place which are understood and adhered to by users. Pupils are supported to develop skills that enable them to safely access and make effective use of digital resources to support their learning.

Creating a safe ICT learning environment includes three main elements:
- An effective range of technological tools.

- Policies and procedures with clear roles and responsibilities.

- Comprehensive e-safety guidelines for staff and parents.

Roles and Responsibilities
e-Safety is recognised as an essential aspect of strategic leadership in this school and the head, with the support of governors, aims to embed safe practices into the culture of the school. The headteacher ensures that the policy is implemented and compliance with the policy is monitored.
The responsibility for e-safety has been designated to the deputy head, who will keep up to date with e-Safety issues and guidance through liaison with the Local Authority e-safety officer and through organisations such as The Child Exploitation and Online Protection (CEOP). The school's e-Safety co-ordinator ensures the headteacher, senior management and governors are updated as necessary.

Governors need to have an overview and understanding of e-safety issues and strategies at this school. We ensure our governors are aware of our local and national guidance on e-Safety and are updated at least annually on policy developments. Relevant policies will be reviewed annually by the Resource Committee.

All staff are responsible for promoting and supporting safe behaviours in their classrooms and following school e-safety procedures.

All staff should be familiar with the school's policy including:

- Safe use of email
- Safe use of internet, including use of internet-based communication services, such as instant messaging and social networks
- Safe use of the school network, equipment and data.
- Safe use of digital images and digital technologies, such as mobile phones and digital cameras.
- Publication of pupil information/photographs and use of school website.
- Their role in providing e-safety education for pupils.

The Acceptable Use Policy & Staff Agreement will be discussed with new staff as part of their induction. Staff are reminded/updated about e-safety matters at least annually, and as part of whole school safeguarding training where necessary.

The school will include e-safety in the curriculum and ensure that every pupil has been educated about safe and responsible use in a way that is meaningful and relevant to them. Staff must support pupils to identify inappropriate content that they may encounter on the internet in line with the schools procedures.
New parents will receive an e-safety agreement form to sign and return to school, along with information on use of digital images. Parents will be signposted to the schools website for further

information regarding online safety for their child. [Online Safety - Red Gates Primary](https://redgates.croydon.sch.uk/online-safety/)
https://redgates.croydon.sch.uk/online-safety/

How will complaints regarding e-safety be handled?
The school will take all reasonable precautions to ensure e-safety. However, owing to the international scale and linked nature of internet content, the availability of mobile technologies and the speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or device. There is a stringent barring system for unacceptable websites, but neither the school nor the Local Authority can accept liability for material accessed, or any consequences of internet access. If staff or pupils inadvertently access inappropriate content, they must report this to the e-safety co-ordinator who will inform the ICT technician. The ICT technician will then block the content.

Our e-safety co-ordinator acts as first point of contact for any complaint. Any complaint about staff misuse is referred to the headteacher in line with the reporting of low-level concerns. This may be recorded on CPOMS Staff Safe.

Acceptable Use Agreement:

All Staff, Volunteers and Governors Agreement Form

Covers use of all digital technologies in school: i.e. e-mail, Internet, intranet, network resources, learning platform, software, communication tools, equipment and systems.

Use of digital technology (inc. mobile phones):

- I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body. This includes still/video cameras, laptops, mobile phones, iPod and iPads.

- I will not carry my mobile phone during teaching time and only use it in breaks away from the children, in staff areas or off of school property.

- I will use the school mobile phones when out on trips with the class.

- There are exceptional circumstances to when a personal phone can be used off site, e.g. if required as a last resort on a school trip. Before taking their phone on a trip, staff will have signed an agreement to use their device for specific purposes that have been prearranged with the Head teacher, e.g. GPS or contacting other group leads on a trip. Photos must not be taken on personal devices.

- I will not reveal my password(s) to anyone.

- I will follow 'good practice' advice in the creation and use of my password. If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.

- I will not allow unauthorised individuals to access e-mail / Internet / intranet / network or other school systems, I have access to.

I will report any equipment failure to the ICT Coordinator or Octavo via email as appropriate (itsupport@redgates.croydon.sch.uk / octavo.servicedesk@croydon.gov.uk)

- I will not connect any device (including USB flash drives) to the network that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's Sophos anti-virus and other ICT 'defence' systems.

- I will not use personal digital cameras or camera phones or any other digital devices for taking, editing and transferring images or videos of pupils or staff and will not store any such images or videos at home.

- I will only use school approved equipment for any storage, editing or transfer of digital images / videos and ensure I only save photographs and videos of children and staff on the school approved system or media drive within school.

- I agree and accept that any computer or laptop loaned to me by the school is provided solely to support my professional responsibilities, and that I will notify the school of any "significant personal use", as defined by HM Revenue & Customs (https://www.gov.uk/hmrc-internal-manuals/employment-income-manual/eim21613). I will not store any data on the laptop and will use the remote login system to access needed documents and other information. If I am absent from work for longer than three months e.g. maternity leave, I will return the loaned device to the IT technician.

- I will only use any other system I have access to in accordance with its policies.

- I understand that it is my duty to support a whole-school safeguarding approach and will report any behaviour (of other staff or pupils), which I believe may be inappropriate or concerning in any way, to a senior member of staff / named child protection officer at the school.

- I will ensure that I have the required confidentiality notice message attached to all emails sent through my approved LGFL email account.

Data Protection:

- I will ensure all documents, data etc., are printed, saved, accessed and deleted / shredded in accordance with the school's data protection and GDPR policies and regulations.

- I will check copyright and not publish or distribute any work, including images, music and videos, that is protected by copyright, without seeking the author's permission.

- I will only access school resources remotely (such as from home) using the LGfL / school approved system and follow GDPR to interact with them.

- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption, and that I follow school data security protocols when using any such data at any location.

- I understand that the GDPR policy requires that any information seen by me with regard to staff or pupil information that is held within the school's information management system will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.

Use of Internet:

- I will not engage in any online activity that may compromise my professional responsibilities.

- I will only use my LGFL approved email for any school business.

- I will only use Red Gates Schools approved communication systems for any communication with young people or parents/carers – class assigned LGFL email, Teachers to Parents' text service, school land and mobile phones. In approved situations where my personal device must be used to contact parents I will withhold my number.

- I will not use my, or other peoples, personal online communication tools e.g. phone or tablet to communicate with or befriend pupils or past pupils of school age.

- I will not browse, download or send material that could be considered offensive or of an extremist nature by the school.

- I will report any accidental access to, or receipt of inappropriate materials, or any filtering breach to a member of the Senior Leadership Team.

- I will not download any software or resources from the Internet that can compromise the network or is not adequately licensed, or which might allow me to bypass filtering and security systems.

- I will use the school's Learning Platform in accordance with school protocols.

- I will ensure that any private social networking sites / blogs, etc. that I create or actively contribute to are not confused with my professional role.

- I will ensure, where used, that I know how to use any social networking sites / tools securely, so as not to compromise my professional role.

- I will use the approved system of gsuite to communicate with other staff and understand that the use of systems such as WhatsApp for communication regarding school related matters is prohibited.

- I understand that all Internet usage and network usage can be logged, and that this information can be made available to the Headteacher on their request.

- I understand that Internet encrypted content (via the https protocol), may be scanned for security and/or safeguarding purposes.

- I will only use any LA system I have access to in accordance with their policies.

Working with pupils:

- I will embed the school's e-safety / digital literacy/ counter extremism curriculum into my teaching.

- I will maintain safe access to digital devices for pupils logging on and off correctly.

- I will monitor YouTube and other online videos before showing them to pupils to ensure appropriate content and will use YouTube kids when accessing on iPads.

- I will supervise all pupils' access to the internet.

- I will alert the school's Designated Safeguarding Leads / appropriate senior member of staff if I feel the behaviour of any child in relation to content accessed digitally may be a cause for concern.

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Please sign and return this page to the admin office.

I have read and understand the Red Gates School Acceptable use of Internet and Related Technology Policy. I understand that I have a responsibility for my own and others' e-safeguarding and I undertake to be a 'safe and responsible digital technologies user'.

I understand that it is my responsibility to ensure that I remain up-to-date and that I read and understand the school's most recent e-safety policy.

I understand that I will have an email account; be connected to the internet; be able to use Red Gates School's ICT recourses and systems in compliance with school policies and procedures.

I agree to abide by all the points above. I understand that failure to comply could result in disciplinary action being taken against me.

Name: ……………………………………………………………

Signed: ………………………………………………………….

Date: ………………………………

The Headteacher and Governors thank you for your continued commitment towards Red Gates School.