SHOREFIELDS SCHOOL ACCEPTABLE USE POLICY

Staff Consulted (Date)	Governors Review (Date)	Comments	Next Review Due (Date)
	Jan 2014		Jan 2017
	Jan 2017		Jan 2018
	Jan 2018		Jan 2020
	Jan 2020		Jan 2023

SHOREFIELDS SCHOOL

ACCEPTABLE USE POLICY

AIMS

As a school, we recognise the enormous benefits of technology to our pupils in enhancing their lives socially, motivationally and academically and in helping them to prepare for confident and independent futures in a technologically rich age. This policy aims to establish :

- our approach to supporting children to develop the skills and knowledge necessary to access technology safely

- guidelines to reinforce safe and responsible behaviours for all school users in handling and using all technologies, both those owned by the school and those brought onto school premises

The school's e safety co-ordinator is the ICT manager who is responsible for monitoring and reviewing the policy.

e-safety skills development for staff

- Our staff receive regular information and training on eSafety issues through staff meetings and training
- New staff receive information on the school's acceptable use policy as part of their induction and main points are included in the staff handbook.
- All staff are encouraged to incorporate eSafety activities and awareness within their curriculum areas.
- Records will be kept to ensure all staff have been notified and made aware of the relevant e-safety guidelines which is part or the staff handbook sign off.

e-safety in the curriculum

Our pupils have a range of levels of understanding about how to keep themselves safe when using technology, therefore we recognise our responsibility to oversee and manage safety on their behalf and to set up

systems that enable pupils to access technology as independently as possible within our safe systems

- School internet access is mainly controlled through our ISP's web filtering service.
- Our school also maintains control over the levels of filtering at certain times and for certain pupils according to individual need/ability. This is under the control of the ICT manager and our ISP filters.
- The school uses management control tools for controlling and monitoring workstations. The ICT manager will randomly monitor websites accessed to ensure appropriate use.
- If staff or pupils discover an unsuitable site, the screen must be switched off/ closed and the incident reported immediately to the ICT manager.
- It is the responsibility of the school, by delegation to the ICT manager, to ensure that Anti-virus protection is installed and kept up-to-date on all school machines.
- If there are any issues related to viruses or anti-virus software, the ICT manager should be informed immediately.

Personal Mobile devices (including phones)

- The school allows staff to bring in personal mobile phones and devices for their own use at appropriate times of the day. Only under exceptional circumstances does the school allow a member of staff to contact a parent/ carer using their personal device. Personal devices should be on silent unless agreed otherwise.
- Pupils are allowed to bring personal mobile devices/phones to school but must not use them for personal purposes within lesson time.   At all times the device must be switched onto silent.
- The school is not responsible for the loss, damage or theft of any personal mobile device.
- The sending of inappropriate messages, in any format(eg text, email etc) between any member of the school community is not allowed.
- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

Publishing pupil's images and work

On a child's entry to the school, all parents/guardians will be asked to give permission to use their child's work/photos in the following ways:

- on the school web site
- on the school web based progress and reporting tool
- in the school prospectus and other printed publications that the school may produce for promotional purposes

- recorded/ transmitted on a video or webcam
- in display material that may be used in the school's communal areas
- in display material that may be used in external areas, ie exhibition promoting the school
- general media appearances, eg local/ national media/ press releases sent to the press highlighting an activity (sent using traditional methods or electronically)

This consent form is reviewed regularly during the period that the child attends this school.

Parents/ carers may withdraw permission, in writing, at any time.

Pupils' names will not be published alongside their image and vice versa. E-mail and postal addresses of pupils will not be published. Pupils' full names will not be published.

Before posting student work on the Internet, a check needs to be made to ensure that permission has been given for work to be displayed.

Only the ICT manager, Headteacher and designated persons have authority to upload to the site.

Storage of Images and Data

- Images/ films of children are stored on the school's network
- Staff are discouraged from using their personal portable media for storage of images (e.g., USB sticks)
- Staff maintaining images and data stored on school-owned portable devices are made aware of the potential sensitivity of this material and expected to take all reasonable measures to ensure its security
- Rights of access to this material are restricted to the staff and, in a limited form, pupils within the confines of the school network
- Material is appropriately archived annually. Data is stored electronically separately from the main school server and on web based backup services.

Taking of Images and Film

Digital images are easy to capture, reproduce and publish and, therefore, can be misused. We must remember that it is not always appropriate to take or store images of any member of the school community or public, without first seeking consent and considering the appropriateness.

- The school permits the appropriate taking of images by staff and pupils with school equipment and for school use only.
- Because of the nature of our pupils needs, achievements and learning may often be unexpected and not repeated. We recognise the value to the pupil, parents and school of capturing the evidence of these achievements. Whilst recording of material using staff's personal devices is discouraged, it is recognised that this may be the only option on occasions. However, school technology should always be used where possible and any images or files captured on any technology must be appropriate and professionally necessary and must not involve taking of any unsolicited images.
- Pupils are encouraged to learn how to use digital equipment independently to record images and on occasions this may be through using their own or another phone or camera although it would be expected that this generally by using school devices. Any images or files captured on any technology must be appropriate and necessary and must not involve taking of any unsolicited images. Pupils need to be made aware of guidelines for use as this will not necessarily be understood automatically.
- Where images are recorded on staff or pupils personal devices, these must be downloaded as soon as possible onto the school's server and deleted from the device and a log is made by the ICT Manager to confirm this.

Managing email

The use of email within most schools is an essential means of communication for both staff and pupils. The school gives most staff their own email account to use for all school business. This is to minimise the risk of receiving unsolicited or malicious emails and avoids the risk of personal profile information being revealed.

- It is the responsibility of each account holder to keep the password secure. For the safety and security of users and recipients, all mail is filtered and logged; if necessary email histories can be traced.
- The school account should be the account that is used for all school business. Staff should avoid conducting any school business using personal email addresses.
- E-mail sent to an external organisation should be written carefully before sending, in the same way as a letter written on school headed paper.
- Pupils may only use school approved accounts on the school system and only under direct teacher supervision for educational purposes.
- Staff must inform the Headteacher if they receive an offensive e-mail.
- Staff should inform the ICT Manager if they receive any suspect email that they do not recognize.

- Where appropriate pupils are introduced to email as part of the Curriculum.
- Emails sent to other agencies containing personal data will be securely transmitted using the system that the LA recommends as secure.

Misuse and Infringements

Complaints

Complaints relating to Acceptabe use/eSafety should be made to the ICT manager or Headteacher. Incidents should be logged.

Inappropriate material

- All users are made aware of the procedures for reporting accidental access to inappropriate materials. The breach must be immediately reported to the ICT manager or Headteacher.
- Deliberate access to inappropriate materials by any user could constitute investigation by the Headteacher, immediate suspension, possibly leading to dismissal and involvement of police for very serious offences

This policy will be regularly reviewed to maintain its relevance in a rapidly-developing technological world.

Further information can be found in the schools e-Safety Policy.