

Through all of its policies, Wellstead Primary School aims to provide:

A caring, family ethos in which all children can flourish.

Excellent standards of teaching which enable all children to achieve their full potential.

A curriculum which builds enthusiasm for learning and equips children for the next stage of their education.



Wellstead Primary School **ICT and Computing Policy**

This policy should be read in conjunction with other policies including Anti-Bullying, Behaviour, Child Protection, Data Protection, Copyright Protection and Freedom of Information policies.

Introduction

This policy aims to cover the different elements that Information Communication Technology (ICT) and Computing can cover within our school. These guidelines have been drawn up to ensure that all stakeholders within the school are aware of what is expected of them and are able to stay safe when using the hardware and software we have in school. The use of information and communication technology is an integral part of the national curriculum and is a key skill for everyday life. Computers, tablets, programmable robots, digital and video cameras are a few of the tools that can be used to acquire, organise, store, manipulate, interpret, communicate and present information. This policy will set out a framework for how ICT and Computing will be taught, assessed and monitored throughout the school and reflects the ethos and philosophy of our school.

At Wellstead Primary School, we recognise that pupils are entitled to quality hardware and software and a structured and progressive approach to the learning of the skills needed to enable them to use it effectively.

This policy has been written with guidance and support from other teachers, schools and local authorities and aims to meet the criteria established by organisations such as Becta, 360Safe and ICT Mark. Often schools will have a number of policies including E-safety and Social Media, but as a school we have decided to combine them into one policy. Further information on the different systems in school will be made available to staff online through the school's website and Google Apps environment, this will be referred to as the ICT and Computing Handbook.

Aims

ICT encompasses every part of modern life and it is important that our children are taught how to use these tools and more importantly, how to use them safely. We believe that it is important for children, staff and the wider school community to have the confidence and ability to use these tools to prepare them for an ever-changing and rapidly developing world. To enable all our staff and pupils to be confident, competent independent users and learners of ICT we aim:

- To provide a relevant, challenging and enjoyable curriculum for ICT and Computing for all pupils.
- To meet the requirements of the national curriculum programmes of study for ICT and Computing.
- To use ICT and Computing as a tool to enhance learning throughout the curriculum.
- To respond to new developments in technology.
- To equip pupils with the confidence and capability to use ICT and Computing skills throughout their later life.
- To enhance learning in other areas of the curriculum using ICT.
- To develop the understanding of how to use ICT safely and responsibly.

Rationale

Wellstead Primary School believes that ICT:

- Gives pupils immediate access to a rich source of materials.
- Can present information in new ways which help pupils understand access and use it more readily.
- Can motivate and enthuse pupils.
- Can help pupils focus and concentrate.
- Offers potential for effective group working.
- Has the flexibility to meet the individual needs and abilities of each pupil.

Practice

The national curriculum for computing aims to ensure that all pupils:

- Can understand and apply the fundamental principles of computer science, including logic, algorithms, data representation, and communication
- Can analyse problems in computational terms, and have repeated practical experience of writing computer programs in order to solve such problems
- Can evaluate and apply information technology, including new or unfamiliar technologies, analytically to solve problems.
- Are responsible, competent, confident and creative users of ICT.

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ICT and Computing will be taught across the curriculum and wherever possible, integrated into other subjects. There may be a need for stand-alone ICT and/or Computing sessions to teach skills that can then be applied in the cross-curricular sessions. The long term ICT and Computing map will show the journey in which the children are expected to take but this will be adapted each year to ensure that it is relevant and up-to-date. The ICT leader will ensure that the plans provide coverage of the National Curriculum and that children are challenged and are able to succeed.

- **Early Years**

It is important in the foundation stage to give children a broad, play-based experience of ICT in a range of contexts, including outdoor play. ICT is not just about computers. Early Years learning environments should feature ICT scenarios based on experience in the real world, such as in role play. Children gain confidence, control and language skills through opportunities to 'paint' on the whiteboard or drive a remote-controlled toy. Outdoor exploration is an important aspect, supported by ICT toys such as metal detectors, controllable traffic lights and walkie-talkie sets. Recording devices can support children to develop their communication skills. This is particularly useful with children who have English as an additional language.

- **By the end of key stage 1 pupils should be taught to:**

- understand what algorithms are, how they are implemented as programs on digital devices, and that programs execute by following a sequence of instructions
- write and test simple programs
- use logical reasoning to predict and compute the behaviour of simple programs organise, store, manipulate and retrieve data in a range of digital formats
- Communicate safely and respectfully online, keeping personal information private, and recognise common uses of information technology beyond school.

- **By the end of key stage 2 pupils should be taught to:**

- design and write programs that accomplish specific goals, including controlling or simulating physical systems; solve problems by decomposing them into smaller parts
- use sequence, selection, and repetition in programs; work with variables and various forms of input and output; generate appropriate inputs and predicted outputs to test programs
- use logical reasoning to explain how a simple algorithm works and to detect and correct errors in algorithms and programs
- understand computer networks including the internet; how they can provide multiple services, such as the world-wide web; and the opportunities they offer for communication and collaboration
- describe how internet search engines find and store data; use search engines effectively; be discerning in evaluating digital content; respect individuals and intellectual property; use technology responsibly, securely and safely
- Select, use and combine a variety of software (including internet services) on a range of digital devices to accomplish given goals, including collecting, analysing, evaluating and presenting data and information.

Resources and Access

The school acknowledges the need to continually maintain, update and develop its resources and to make progress towards a consistent, compatible system by investing in resources that will effectively deliver the strands of the national curriculum and support the use of ICT and Computing across the school. Teachers are required to inform the ICT leader of any faults as soon as they are noticed. A service level agreement with Punnet is currently in place to help support the subject leader to fulfill this role both in hardware & audio visual. ICT and computing network infrastructure and equipment has been sited so that:

- Every classroom from Early Years to Y6 has a laptop connected to the school network and an interactive screen with sound and DVD facilities.
- There are 4 laptop trolleys in school containing 64 laptops in total with internet access available to use in classrooms.
- There is an iPad trolley containing 30 ipads
- Each class teacher has an ipad mini to be used for taking photos and blogging
- Each class from y1 – y6 has an allocated slot for teaching of specific ICT and computing skills
- The laptops are available for use throughout the school day as part of ICT and computing lessons and for cross curricular use.
- Pupils may use ICT and computing independently, in pairs, alongside a TA or in a group with a teacher.
- A governor will be invited to take a particular interest in ICT and computing in the school.

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Planning

As the school develops its resources and expertise to deliver the ICT and computing curriculum, modules will be planned in line with the national curriculum and will allow for clear progression. Modules will be designed to enable pupils to achieve stated objectives. Pupil progress towards these objectives will be recorded by teachers as part of their class assessment. Staff will follow medium term plans with objectives set out in the national curriculum and use the same format for their lesson planning sheet. A minority of children will have particular teaching and learning requirements which go beyond the provision for that age range and if not addressed, could create barriers to learning. This could include G&T children, those with SEN or those who have EAL. Teachers must take account of these requirements and plan, where necessary, to support individuals or groups of pupils to enable them to participate effectively in the curriculum and assessment activities. During any teaching activities, teachers should bear in mind that special arrangements could be made available to support individual pupils. This is in line with the school SEN policy. These children should be identified and discussed at pupil progress meetings to ensure appropriate provisions or interventions are put into place.

Online Learning

As a school, we value the importance of providing opportunities for children to learn outside of school and we will provide these depending on the age of the child.

On our website, Google Apps environment and in each child's liaison book we will:

- Provide links to generic websites suitable for the age phase (e.g. phonics)
- Provide links to websites suited to the current topic
- Provide logins for online tools such as Crystal Rainforest
- Provide a personal login for our Google Apps environment which will encompass a number of other tools such as photo, audio and website creation

Assessment

Teachers regularly assess capability through observations and looking at completed work. Key objectives to be assessed are taken from the national curriculum to assess key ICT and Computing skills each term. Assessing ICT and computing work is an integral part of teaching and learning and central to good practice. It should be process orientated - reviewing the way that techniques and skills are applied purposefully to tasks by pupils to demonstrate their understanding of the concepts of ICT and computing. As assessment is part of the learning process it is essential that pupils are closely involved. Assessment can be broken down into;

- Formative assessments that are carried out during and following short focused tasks and activities. They provide pupils and teaching staff the opportunity to reflect on their learning in the context of the agreed success criteria. This feeds into planning for the next lesson or activity.
- Summative assessment should review pupils' capability and provide a best fit level. Use of independent open ended assessment tasks, provide opportunities for pupils to demonstrate capability in relation to the term's work. There should be an opportunity for pupil review and identification of next steps. Summative assessment should be recorded for all pupils – showing whether the pupils have met, exceeded or not achieved the learning objectives.

We assess the children's work in ICT and computing by making informal judgements as we observe the children during lessons. We mark each piece of work against the lesson objective- using the school marking and feedback guidelines. Once the children complete an end of unit assessment task, we make a summary judgement of the work for each pupil as to whether they are emerging, mastered or exceeding the expectations of the unit. We record the results in our assessment files and we use these to plan future work, to provide the basis for assessing the progress of the child and to pass information on to the next teacher at the end of the year. ICT and Computing work is saved on the school network and printed as evidence in their ICT and Computing file. Other work may be printed and filed within the subject from which the task was set.

Monitoring and Evaluation

The subject leader is responsible for monitoring the standard of the children's work and the quality of teaching in line with the schools monitoring cycle. This may be through lesson observations, book and work sampling or looking at other data for the subject. The subject leader is also responsible for supporting colleagues in the teaching of computing, for being informed about current developments in the subject, and for providing a strategic lead and direction for the subject in the school. We allocate special time for the vital task of reviewing samples of children's work and for visiting classes to observe teaching in the subject.

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Pupils with Special Educational Needs (see also SEN policy)

We believe that all children have the right to access ICT and Computing. In order to ensure that children with Special Educational Needs achieve to the best of their ability, it may be necessary to adapt the delivery of the ICT and Computing curriculum for some pupils. We teach ICT and Computing to all children, whatever their ability. Through the teaching of ICT and Computing we provide learning opportunities that enable all pupils to make progress. We do this by setting suitable learning challenges and responding to each child's different needs. Where appropriate ICT and computing can be used to support SEN children on a one to one basis where children receive additional support. Additionally, as part of our dyslexia friendly approach to teaching and learning we will use adapted resources wherever possible such as visual timetables, different coloured backgrounds and screen printouts.

Equal Opportunities and Inclusion

Wellstead Primary School will ensure that all children are provided with the same learning opportunities regardless of social class, gender, culture, race, disability or learning difficulties. As a result we hope to enable all children to develop positive attitudes towards others. All pupils have equal access to ICT and computing and all staff members follow the equal opportunities policy. Resources for SEN and disadvantaged pupils will be made available to support and challenge appropriately.

Roles and Responsibilities - Senior Management Team

The Headteacher and other members of the Senior Leadership Team (SLT) are responsible for monitoring the teaching of ICT and Computing throughout the school. The SLT should decide on the provision and allocation of resources throughout the school in accordance to the School Development Plan, ICT action plans and timescales. They should also ensure that the ICT leader and teachers are following their roles as listed below and in accordance to job specifications and performance management targets.

Roles and Responsibilities - ICT and Computing Leader

- There is an ICT and Computing leader who is responsible for producing an ICT and Computing development plan and for the implementation of the ICT and Computing policy across the school.
- To offer help and support to all members of staff (including Learning Support Assistants) in their teaching, planning and assessment of ICT and Computing.
- To maintain resources and advise staff on the use of software and hardware
- To monitor classroom teaching or planning following the schools rolling programme of monitoring.
- To monitor the children's ICT and Computing work, looking at samples of different abilities.
- To manage the ICT and Computing budget.
- To lead staff training on new initiatives.
- To attend appropriate in-service training and keep staff up to date with relevant information and developments.
- To have enthusiasm for ICT and Computing and encourage staff to share this enthusiasm.
- To keep parents and governors informed on the implementation and developments of ICT and computing in the school.
- To liaise with all members of staff on how to reach end of year expectations
- To help staff to use assessment to inform future planning.

Roles and Responsibilities – Class Teachers

Individual teachers will be responsible for ensuring that

- Pupils in their classes have opportunities for learning ICT and Computing skills and using ICT and Computing across the curriculum
- They monitor and record pupil progress in ICT.
- Respond to, and report, and e-safety or cyber bullying issues that they encounter within or out of school in accordance to e-safety procedures as listed below.
- Staff should follow, and agree to, the Acceptable Usage Agreement (see appendix 2).
- Secure motivation, concentration and enthusiasm for ICT and Computing

Roles and Responsibilities - Governors and Visitors

School governors should abide by the guidelines set out for staff and ensure that if they do use the computers and equipment within school that they are doing so safely. All governors should use their school email account in order to ensure the protection of school related data.

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Roles and Responsibilities - The School

As a school we will endeavour to ensure that parents and pupils are fully aware of ways in which the internet and ICT can be used productively and safely. We will always ensure that we provide children with the opportunities to excel and achieve when using ICT and will ensure our curriculum is challenging and relevant. Before launching any system or initiative, we will make sure that the children's safety is at the forefront of our thoughts and we will keep parents informed as necessary through newsletters and parents events. A range of e-safety websites, and our e-safety planning, will be made available on the school website. We will conduct an annual survey of parents and pupils to ascertain internet and computer use at home. We will publish results from this in the school newsletter and on our website.

Roles and Responsibilities - Pupils

Pupils should follow the guidelines laid out in the child friendly Acceptable Use Agreement (see appendix 2). They should ensure that they use the computers and equipment appropriately at all times.

It is expected that children will follow the school's Behaviour Policy when working online. They are also expected to adhere to the school's Anti-bullying policy. If the children fail to do so, then the procedures outlined in these policies will come into force.

Roles and Responsibilities - Parents

Parents should stay vigilant to the websites and content that their children are accessing. They should also try to talk to their child about e-safety and the use of the internet. If they have any questions or concerns then they should speak to their child's teacher, the ICT leader or the Headteacher. There are guidelines for parents available on the school website that will offer support and guidance on keeping their child safe online at home.

Equipment, Hardware and Software

Hardware should not be installed without the permission of the Headteacher and/or ICT leader. If staff use memory sticks then the school's antivirus software will scan these. Staff should be vigilant to reduce the risks of virus infection as stated in the acceptable usage agreement.

The installation of software unauthorised by the school, whether licensed or not, is forbidden. If you are unsure, please speak to the Headteacher and/or the ICT leader for advice. The school reserves the right to examine or delete any files that are held on its system. Staff are given a laptop for which they complete a signed agreement (see appendix 3)

Network

Staff will be issued with a username for the computer consisting of firstname.lastname and a simple password. It is their responsibility to change this in accordance with the password procedure below. Pupils will be given an individual login consisting of their firstname.lastname and a simple memorable password. These accounts will be created and monitored by the ICT leader.

There are three levels of user on the system, learners, teachers and supervisor. Each level has a different desktop and these are managed by the ICT leader. If teachers require different icons on the desktop, they should consult with the ICT leader.

The school has a managed wireless network. The password for this is available for staff on request. Staff may connect their own laptops to this network providing that the ICT leader has checked the laptop for sufficient virus protection software. If the password is provided on paper, it should be destroyed once it has been used.

Backups

The data stored on the school's network is scheduled to backup on-site daily. This will allow backups of files to be recovered if the original becomes lost or damaged.

School Website and Blogs

Linked to 360Safe Public Facing and Professional Standards Guidelines

The school website will be overseen by the ICT governor, ICT leader and Deputy Headteacher and it is expected that certain pages will be updated by other members of staff and children. The current website uses a Joomla system and is hosted along with the school blogs by Agile ICT. The blogs use a Wordpress installation. How-to guides for using these systems will be made available in the ICT Handbook.

Google Apps

The school's online learning space will be a system based around Google Apps for Education. This is a free system that contains a number of tools including email, document sharing and website creation. All children will be given a login and will be given permission to use different tools according to their age and e-safety awareness. Children may need to prove that they can use tools safely before having them enabled. This will all be managed by the ICT leader.

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Google stores data about its users in accordance with the Safe Harbour Agreement approved by Becta before its closure in 2011.

Internet and E-mail

The internet may be accessed by staff and by children throughout their hours in school. We ask as a school that staff are vigilant as to the sites children are accessing and children should not be using the internet unattended.

The teaching of email and internet use will be covered within the ICT and Computing curriculum planning, but staff should encourage regular dialogue that explores the benefits and potential dangers of using the internet.

All members of staff will be issued with a school email address and this is the email with which they should use for professional communication. Children will also be issued with an email address on entering Year 2 and this should be monitored by the class teacher and the ICT leader. Staff should take extra care to ensure that all communication with children and/or parents remains professional. Users are responsible for all messages that are sent and due regard should be paid to the content of the emails to ensure it is not misconstrued. All web activity is monitored by the ICT leader so it is the user's responsibility to ensure they log off appropriately. If children receive an email that they believe to be inappropriate then they should forward it on to their teacher and/or the ICT leader who will investigate. The use of the internet to access inappropriate materials such as auction sites, pornography, racist or any other material is prohibited. If users, especially children, do see an inappropriate website or image, they should close this immediately and report the site to the ICT leader using the web-form provided on the Google Apps environment or by discussing this with their class teacher so that it can be blocked.

The internet and filtering is provided by the local authority and can be managed within school by ICT leader and Deputy Headteacher. Inappropriate websites are filtered out by the ICT leader and/or local authority.

Age Limits

Certain online tools have age limits on the use of their software. The Children's Online Privacy Protection Act prevents websites collecting data or providing their services to users under the age of 13.

As a school, we may decide to use some of these tools within lessons but will do so after thoroughly testing them for their safety and appropriateness. We will also post details of these sites on our school webpage. We will ensure that these will tend to be sites that allow creation of content rather than searching other users' content.

Occasionally these sites will be used by teachers with a class, for example to create a class book or movie, but not by a child with their own personal account. We will make parents aware of this during our e-safety events. If they do not wish their child to access these sites, their child can be provided with an alternative method to complete the task.

Passwords

(linked to 360Safe Password Guidelines)

Staff should make sure that any passwords they use are strong and contain a mixture of some of the following; upper and lower-case letters, numbers and punctuation. These should be changed regularly, especially if the user suspects others may know the password.

For online services used in school such as blogs, Viddler, Photopeach and Animoto, there is an account per class and a password across the school. It is important that these details are not given to pupils at any point.

For sites where children have passwords, e.g. Crystal Rainforest, their password will be the school name. As children progress through the school they will be taught about having sensible passwords for tools such as Google Apps.

School Liaison, Transfer and Transition

When a new child joins, it is the responsibility of office staff to inform the ICT leader of the child's name and year group. The ICT leader will then provide a network login and provide accounts for the online tools available in accordance with the ICT Handbook.

Once they have left our school, the child's account will be removed from the online tools and their content will be removed.

As a school we will make links with local schools, in particular Wildern Secondary School to provide opportunities to aid the transition from one school to another. This may include providing access to their VLE. This will be monitored by the ICT leader.

Personal Data

Staff should be aware that they should not transfer personal data such as reports, IEPs and contact information on to personal devices unless strictly necessary. This data should then be removed as soon as possible. When using a personal laptop or device containing student data, staff should be extra vigilant to not leave this device lying around or on display.

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Social Media

Linked to 360Safe Social Media Guidelines

(see also acceptable usage section of this policy)

As a school we fully recognise that social media and networking are playing an increasing role within every-day life and that many staff are users of tools such as Facebook, Twitter and blogs using these for both personal and professional use. We will ensure that staff and children are kept fully aware of risks and issues that may arise and ways in which to minimise these risks.

Staff should:

- Ensure that their profile/posts are kept private to friends where possible, this also includes personal information such as phone numbers, email addresses etc.
- Not accept current or ex-pupils as 'friends' on social media sites such as Facebook. This is to ensure any possible misinterpretation. We do understand that some staff members have friends within the local community and just ask that these members of staff take extra precaution when posting online
- Ensure that if their communication is fully public (e.g. blogs/Twitter), that they maintain their professionalism at all times and remember that they are a representative of the school
- Be aware that electronic texts can sometimes be misinterpreted or misconstrued so should endeavour to minimise the possibility of this happening
- Not use these media to discuss confidential information or to discuss specific children
- Check with the ICT leader if they need advice on monitoring their online persona and checking their security settings

Pupils should not be signed up to most social networking sites due to the over-13 age limit. However, we recognise that many are signed up either with or without parental knowledge. As a school we will monitor the use of social networking and ensure it is part of our curriculum. We will also ensure that parents are fully aware of how to minimise the risk if their children are using these sites. As a school, we do reserve the right to contact sites such as Facebook and ask them to remove our children's accounts should any issues, such as cyber-bullying, occur.

We will use blogging throughout the school to share children's learning and to communicate with parents. We will follow guidance laid out in this document to ensure children are kept safe. No-one is able to post on the blog or write a comment without it being approved by a teacher to ensure that the children are not subjected to any inappropriate comments. Spam messages (often containing inappropriate links and language) are caught by software installed on the blog (akismet) and this is monitored by the ICT leader. This is also updated regularly.

As part of our annual survey to parents and pupils, we will ask them on their use of social media to ascertain the number using sites such as Facebook as well as the popularity and usage of our school blog and website.

Digital and Video Images

Linked to 360Safe Digital and Video Guidelines

As a school we will ensure that if we publish any photographs or videos of children online, we:

- Will try to ensure that their parents or guardians have given us written permission
- Will ensure if we do not have permission to use the image of a particular child, we will make them unrecognisable to ensure that they are not left out of situations unnecessarily
- Will not include a child's image and their name together without permission from the parents or guardians e.g. if the child has won an award
- Will ensure that children are in appropriate dress and we do not include images of children who are taking part in swimming activities
- Ask that if a parent, guardian or child wishes, they can request that a photograph is removed. This request can be made verbally or in writing to the child's teacher or to the ICT leader. We will endeavour to remove the photograph as soon as possible
- Will provide new parents with a photo permission letter upon their arrival into school
- Will ask parents or guardians that are recording video or taking digital images at public events e.g. school play or sports day, that they do not publish these online

If staff use personal cameras or phones to take photographs of children within school, these should be removed from the device as soon as possible. We are fully aware that this is necessary at times, but precautions should be taken to minimise the risks.

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Technical Support

- Many minor issues are dealt with by the ICT leaders and the Digital Leaders as appropriate.
- Hardware technical support is provided by Punnet when required.
- Additional hardware support is provided as and when necessary by Punnet
- Website support is provided by Agile ICT.
- Additional office-based support (e.g. MIS, SIMs) is provided by the Hampshire IT Helpdesk and forms part of the annual Service Level Agreement that the school has in place.

Sustainability and Environmental Impact

Linked to ICT Mark

To ensure that the level of ICT across the school is sustainable, the ICT leader is responsible for the upkeep of the ICT Handbook which will contain usernames, passwords and guides to online tools and software as well as details of licenses and a complete ICT Inventory.

Hardware is disposed of safely and securely through a local company approved by Hampshire LA.

E-Safety

Linked to 360Safe E-Safety Guidelines

At Wellstead Primary we take E-safety very seriously. We will ensure that it is taught often throughout the children's ICT and PSHE sessions as necessary. We will also provide children with dedicated e-safety lessons per term. All e-safety lesson plans and resources will be available on the school website for parents to view. These will be reviewed regularly to ensure that they are up-to-date and reflect current needs. Children will be taught how to act online and how to minimise the risk when working on the internet. Pupils will also be taught about managing passwords, respecting copyright and other elements of this policy that are relevant to them.

Our plans will provide children with an understanding of the expectations we have of them at a level appropriate to their age. We will also have an annual e-safety focussed parent meeting and will provide regular updates via our website and newsletters as appropriate.

All children will be taught about the Acceptable Use Policy and will sign a copy related to their age phase. These will be stored by the ICT leader. All staff will also complete an AUP. Useful ICT rules will also be posted in the classroom and on the laptop trolleys to ensure they are seen by children and visitors.

E-safety training will also be provided for staff and governors to ensure that they conduct themselves in the appropriate manner when working and communicating online.

If there is a website available to children that staff or children deem inappropriate they can either complete the form on the Link page of our website or speak to the ICT leader who will then contact Hampshire LA to attempt to get this blocked.

If a teacher suspects an E-safety issue within school they should make notes related to the incident in accordance to anti-bullying and behaviour policies. This should then be reported to the ICT leader and Headteacher and recorded as appropriate.

If children receive an email that they believe to be inappropriate then they should forward it on to their teacher and/or the ICT Leader who will investigate.

On all school blogs, the website and within Google Apps, children will be provided with a button/page to report a problem to the ICT leader should they find something inappropriate.

Complaints

Incidents regarding the misuse of the Internet by students will be delegated to the ICT leader who will decide which additional evidence should be gathered or recorded. A partnership approach with parents will be encouraged. Any complaint about staff misuse will be referred to the Headteacher. Complaints of a child protection nature must be dealt with in accordance with child protection procedures.

Copyright and Intellectual Property Right (IPR)

Copyright of materials should be respected. This includes when downloading material and/or copying from printed materials. Staff should not remove logos or trademarks unless the terms of the website allow it.

Staff should check permission rights before using materials, particularly images, from the internet. Children will be taught in Key Stage 2 to begin to consider the use of images from the internet. In year 3/4 they will have discussions about the proper use of images with questions such as 'Is it OK to use an image we find online?' As they progress to year 5/6 some children should start referencing the sites they have used. This could be as simple as putting the name of the site the image came from or a hyperlink. It is not expected for children to include a full reference but to be aware that it is not acceptable to take images directly from the internet without some thought on their use.

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All materials created by staff whilst in employment of the school belong to the school and should not be used for financial gain. This is in accordance with guidelines laid out by the local authority.

Responding to Unacceptable Use by Pupils

Pupils should be aware that all e-safety issues will be dealt with quickly and effectively. When dealing with unacceptable use, staff should follow the behaviour policy and if necessary, the anti-bullying policy. Children may have restrictions placed on their account for a short time.

Acceptable Usage Policy Governors and Visitors

Linked to 360Safe AUP Guidelines

Visitors, both physical and virtual, may be provided with accounts to our network and/or online systems. Visitors will have a lower level of access than staff and each account will be provided on a case-by-case basis. This will depend on the purpose of the account requested.

Online Systems (Purple Mash, Google Apps, school website)

Visitors must provide the ICT Coordinator with their name and email.

Users will:

- Have access to the Google Apps homepage, documents and sites
- Not have access to mail or direct contact with children (unless strictly necessary)
- Understand that this account may be removed at any time so should not use it to save vital information

School Network and wireless

Users will:

- Be given a login for their time in the school
- Be expected to follow the guidelines as set out for staff
- Understand that this account may be removed at any time
- Be provided with the wireless key and guidelines for connecting to the network

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Staff Acceptable Usage Policy

Linked to 360Safe AUP Guidelines

This section of the policy applies to all employees 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. ICT resources and equipment includes computer resources, use of school internet access and email systems, software (including use of software such as SAP and SIMS), school telephones and text systems, cameras and recording equipment, intranet and virtual learning environment and any other electronic or communication equipment used in the course of the employee or volunteer's work.

This policy also provides advice to members of staff and volunteers in respect of the potential risks and consequences in relation to inappropriate use of their own personal ICT facilities, where this use is inconsistent with the expectations of staff working with children and young people.

- **Access**

School staff will be provided with a log on where they are entitled to use the school ICT facilities and advised what hardware and software they are permitted to access, including access to the internet and email. Unless indicated, staff can use any facilities available subject to the facilities not being in use by pupils or other colleagues. Access is provided to enable staff to both perform their role and to enable the wider staff in the school to benefit from such facilities.

Access to certain software packages and systems (e.g HCC intranet; SAP (HR, finance and procurement system), SIMS, RAISE Online, FFT, school texting services) will be restricted to nominated staff and unless permission and access has been provided, staff must not access these systems.

Some staff may be provided with laptops and ipads and other equipment for the performance of their role. Where provided, staff must ensure that their school laptop/ipad and other equipment is not accessible by others when in use at home and that it is not used inappropriately by themselves or others. Staff must also ensure that they bring their laptop/equipment in as required for updating of software, licences and virus protection.

Where digital cameras and other recording equipment for educational and school business use and it is used away from the school site, it must be kept secure and safe. Where pictures of pupils are taken, staff must ensure that they ensure consent has been provided by parents, and that the school's policy in relation to use of pictures, is followed.

Staff may use, in urgent or emergency situations during off site visits, their personal mobile telephones. Where used in these emergency situations and a cost incurred, the school will provide reimbursement of the cost of any calls made. Should staff need to make contact whilst off site, this should normally be undertaken via the school rather than a direct call from the individual's personal mobile. School staff who have access to colleagues' personal contact details must ensure that they are kept confidential.

No mobile telephones or similar devices, even those with hands free facilities should be used whilst driving on school business.

Whether school staff have access to the school telephone system for personal use will be confirmed by the school. Where such use is made of this facility, it must be done during break periods, must not be excessive and the school should require either the cost of the call or a donation to be made towards the cost of the call.

The school will ensure that Display Screen Equipment assessments are undertaken in accordance with its Health and Safety Policy.

- **Communication with Parents, Pupils and Governors**

The school communicates with parents and governors through a variety of mechanisms. The points below highlight who is normally authorised to use which systems and can directly communicate without requiring any approval before use or to agree content. School must indicate to staff if any other staff are permitted to make contact using the systems below:

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- School Telephones – all teachers, administrative staff and staff who have been permitted through their roles in pupil welfare or a home/school link staff. Normally teaching assistants and lunchtime supervisory staff would need to seek approval from a member of the senior leadership team where they feel they need to make a telephone call to a parent.
- Text System – All Office staff and Senior Leadership Team. Where other staff need to send a text, this is normally approved by a member of the Senior Leadership Team.
- Letters – all teachers may send letters home, but they may be required to have these approved by the Key Stage Leader before sending. Where office staff send letters home these will normally require approval by the School Business Manager.
- Email – school email accounts should not be used for communication with parents unless approved by a member of the Senior Leadership Team. Email is used as a normal method of communication amongst school governors and where governors are linked in particular areas with members of staff, communication may take place via email.
- Visits home – All home visits are normally subject to approval by the senior leadership team and must follow the school's policy on home visits.
- Under normal circumstances, school staff should not be using any of the methods outlined above to communicate directly with pupils. If a member of staff needs to contact a pupil direct via any of these methods, this must be approved by the Headteacher.
- Where pupils are submitting work electronically to school staff, this must be undertaken using school systems and not via personal email.

- **Social Networking**

School staff are advised to exercise extreme care in their personal use of social networking sites, giving consideration to their professional role working with children. Staff should make appropriate use of the security settings available through social networking sites and ensure that they keep them updated as the sites change their settings. Staff are advised that inappropriate communications that come to the attention of the school can lead to disciplinary action, including dismissal.

Under no circumstances should any school staff have any pupils or any ex-pupils under the age of 18 as friends on their social networking sites. School staff are strongly advised not to have any online friendships with any young people (i.e. including those at other schools) under the age of 18, unless they are family members.

Where school staff do accept friendships via their social networking with ex-pupils aged over 18, they are advised to notify the Headteacher.

School staff are strongly advised not to accept friendships via their social networking with parents, ex-parents and governors. Where staff do accept such friendships, they must not engage in any discussion regarding the school whether expressing personal views or opinions or simply recounting events or stating facts.

School staff are able to accept friendships with colleagues via their social networking site but should take care in communications exchanged. Senior staff and those who have line management responsibility are advised to consider the appropriateness of accepting colleagues, particularly those who they manage, as friends on social networking sites. Where accepted, staff should take care to exercise discretion in relation to the communications exchanged.

Where the school uses social networking sites as a means of communication with the school community, school staff must follow the guidance provided by the school in the use of the sites.

Where school staff become aware that there is information about them held on social networking sites that causes them personal concern, they should alert the Headteacher to their concern.

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- **Unacceptable Use**

Appendix I provides a list of Do's and Don'ts for school staff to enable them to protect themselves from inappropriate use of ICT resources and equipment. School systems and resources must not be used under any circumstances for the following purposes:

- To communicate any information that is confidential to the school or to communicate/share confidential information which the member of staff does not have authority to share
- To present any personal views and opinions as the views of the school, or to make any comments that are slanderous, false or misrepresent others
- To access, view, download, post, email or otherwise transmit pornography, sexually suggestive or any other type of offensive, obscene or discriminatory material
- To communicate anything via ICT resources and systems or post that may be regarded as defamatory, derogatory, discriminatory, harassing, bullying or offensive, either internally or externally
- To communicate anything via ICT resources and systems or post that may be regarded as critical of the school, the leadership of the school, the school's staff or its pupils
- To upload, download, post, email or otherwise transmit or store material that contains software viruses or any other computer code, files or programmes designed to interrupt, damage, destroy or limit the functionality of any computer software or hardware or telecommunications equipment
- To collect or store personal information about others without direct reference to The Data Protection Act
- To use the school's facilities to undertake any trading, gambling, other action for personal financial gain, or political purposes, unless as part of an authorised curriculum project
- To visit or use any online messaging service, social networking site, chat site, web based email or discussion forum not supplied or authorised by the school
- To undertake any activity (whether communicating, accessing, viewing, sharing, uploading or downloading) which has negative implications for the safeguarding of children and young people

Any of the above activities are likely to be regarded as gross misconduct, which may, after proper investigation, lead to dismissal. If employees are unsure about the use of ICT resources including email and the intranet, advice should be sought from a member of the Senior Leadership Team.

Where an individual accidentally accesses a website or material that they consider to be pornographic or offensive, this should be reported immediately to the Headteacher or other member of the senior leadership team. Schools are encouraged to use appropriate blocking software to avoid the potential for this to happen. Reporting to the Headteacher or senior leadership team equally applies where school staff are using school equipment or facilities at home and accidentally access inappropriate sites or material.

Where an individual has been communicated with in a manner outlined above (e.g. has received an inappropriate email or attachment), they are advised to report this immediately to the Headteacher or another member of the senior leadership team so that this can be dealt with appropriately.

- **Personal and private use**

All school staff with access to computer equipment, including email and internet, are permitted to use them for occasional personal use provided that this access is not:

- Taking place at the expense of contracted working hours (i.e. is not taking place during paid working time)

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- Interfering with the individual's work
- Relating to a personal business interest
- Involving the use of news groups, chat lines or similar social networking services
- At a cost to the school
- Detrimental to the education or welfare of pupils at the school

Excessive personal use of school facilities is likely to be considered to be a disciplinary matter, may lead to restricted access to computer equipment and where costs are incurred (e.g. personal telephone use), the school will seek reimbursement from the member of staff.

It is important for staff to also be aware that inappropriate use of their own personal or other ICT facilities in their personal time, can have implications for their employment situation where this becomes known and the activities that are undertaken are inconsistent with the expectations of staff working with children and young people.

Where school staff have brought their own personal equipment such as mobile telephones, digital assistants, laptops and cameras, into the school, these personal items, should not be used during pupil contact sessions unless authorised. Staff should follow all points outlined in this section in relation to their personal use. Staff should ensure that there is no inappropriate content on any of these pieces of equipment and ensure that they are not accessed by pupils at any time. Such equipment should not normally be required to enable staff to undertake their role but where it is used, staff should take care to ensure any school data/images are deleted following use of the equipment.

Whilst individuals may be required to use their personal mobile telephone to make contact with the school, staff should exercise care and seek reimbursement as outlined in section 3.

- **Security and Confidentiality**

Any concerns about the security of the ICT system should be raised with a member of the senior leadership team.

Staff are required to ensure that they keep any passwords confidential, do not select a password that is easily guessed and regularly change such passwords.

School staff must take account of any advice issued regarding what is permitted in terms of downloading educational and professional material to the school server. Where staff are provided with a memory pen for such activity, to both protect the integrity of the server and to save space, this should be used. All staff must review the appropriateness of the material that they are downloading prior to downloading and are encouraged to do so from known and reputable sites to protect the integrity of the school's systems. Where problems are encountered in downloading material, this should be reported to the school's ICT lead.

Where staff are permitted to work on material at home and bring it in to upload to the school server through their memory pens, they must ensure that they have undertaken appropriate virus checking on their systems. Where provided, staff should normally use their school issued laptop for such work.

Staff must ensure that they follow appropriate and agreed approval processes before uploading material for use by pupils to the pupil ICT system.

Whilst any members of school staff may be involved in drafting material for the school website, staff must ensure that they follow appropriate and agreed approval processes before uploading material to the website.

The school will nominate staff who are responsible for ensuring that all equipment is regularly updated with new software including virus packages and that licenses are maintained on all school based and school issued equipment. Staff must ensure that they notify the nominated staff when reporting any concerns regarding potential viruses, inappropriate software or licences.

Staff must ensure that their use of the school's ICT facilities does not compromise rights of any individuals under the Data Protection Act. This is particularly important when using data off site and electronic data must only be taken off

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site in a secure manner, either through password protection on memory pens or through encrypted memory pens. This is also particularly important when communicating personal data via email rather than through secure systems. In these circumstances, staff must ensure that they have the correct email address and have verified the identity of the person that they are communicating the data with.

Staff must also ensure that they do not compromise any rights of individuals and companies under the laws of Copyright through their use of ICT facilities.

- **Monitoring**

The school uses Hampshire County Council's ICT services and therefore is required to comply with their email, internet and intranet policies.

The school and county council reserve the right to monitor the use of email, internet and intranet communications and where necessary data may be accessed or intercepted in the following circumstances:

- To ensure that the security of the school and county council's hardware, software, networks and systems are not compromised
- To prevent or detect crime or unauthorised use of the school or county council's hardware, software, networks or systems
- To gain access to communications where necessary where a user is absent from work

Where staff have access to the internet during the course of their work, it is important for them to be aware that the school or county council may track the history of the internet sites that have been visited.

To protect the right to privacy, any interception of personal and private communications will not take place unless grounds exist to show evidence of crime, or other unlawful or unauthorised use. Such interception and access will only take place following approval by the Chair of Governors, after discussions with relevant staff in Hampshire County Council's HR, IT and Audit Services and following an assessment to determine whether access or interception is justified.

- **Whistleblowing and Cyberbullying**

Staff who have concerns about any abuse or inappropriate use of ICT resources, virtual learning environments, camera/recording equipment, telephony, social networking sites, email or internet facilities or inappropriate communications, whether by pupils or colleagues, should alert the Headteacher to such abuse. Where a concern relates to the Headteacher, this should be disclosed to the Chair of Governors. If any matter concerns child safety, it should also be reported to the Child Protection Liaison Officer.

It is recognised that increased use of ICT has led to cyberbullying and/or concerns regarding e-safety of school staff. Staff are strongly advised to notify their Headteacher where they are subject to such circumstances. Advice can also be sought from professional associations and trade unions. Support is also available through Hampshire's confidential counselling service, Employee Support Line (02380 626606) and also via the UK Safer Internet Centre helpline@safetinternet.org.uk or 0844 381 4772

- **Signature**

It will be normal practice for staff to read and sign a declaration as outlined in Appendix 2, to confirm that they have had access to the acceptable use policy and that they accept and will follow its terms.

Staff must comply with the terms of this policy. Any breach will be considered to be a breach of disciplinary rules, which may lead to a disciplinary sanction (e.g. warning), dismissal, and/or withdrawal of access to ICT facilities. Staff should be aware, that in certain instances, inappropriate use of ICT may become a matter for police or social care investigations.

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Appendix I

Do's and Don'ts: Advice for Staff

Whilst the wide range of ICT systems and resources available to staff, both in school and outside of school, have irrefutable advantages, there are also potential risks that staff must be aware of.

Ultimately if staff use ICT resources inappropriately, this may become a matter for a police or social care investigation and/or a disciplinary issue which could lead to their dismissal. Staff should also be aware that this extends to inappropriate use of ICT outside of school.

This Do's and Don'ts list has been written as a guidance document. Whilst it is not fully comprehensive of every circumstance that may arise, it indicates the types of behaviours and actions that staff should not display or undertake as well as those that they should in order to protect themselves from risk.

General Issues

Do	Don't
ensure that you do not breach any restrictions that there may be on your use of school resources, systems or resources	access or use any systems, resources or equipment without being sure that you have permission to do so
ensure that where a password is required for access to a system, that it is not inappropriately disclosed	compromise any confidentiality requirements in relation to material and resources accessed through ICT systems
respect copyright and intellectual property rights	use other people's log on and password details to access school systems and resources
ensure that you have approval for any personal use of the school's ICT resources and facilities	use systems, resources or equipment for personal use without having approval to do so
be aware that the school's systems will be monitored and recorded to ensure policy compliance	access or use any systems or resources or equipment for any purpose that you don't have permission for
ensure you comply with the requirements of the Data Protection Act when using personal data	download, upload or install any hardware or software without approval
seek approval before taking personal data off of the school site	use unsecure removable storage devices to store personal data
ensure personal data is stored safely and securely whether kept on site, taken off site or accessed remotely	use school systems for personal financial gain, gambling, political activity or advertising
report any suspected misuse or concerns that you have regarding the school's systems, resources	communicate with parents and pupils outside normal working hours unless absolutely necessary
be aware that a breach of your school's Acceptable Use Policy will be a disciplinary matter and in some cases, may lead to dismissal	
ensure that any equipment provided for use at home is not accessed by anyone not approved to use it	
ensure that you have received adequate training in ICT	
ensure that your use of ICT bears due regard to your personal health and safety and that of others	

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Use of Email, the Internet, VLEs and School and HCC intranets

Do	Don't
alert your Headteacher or designated manager if you receive inappropriate content via email	send via email or download from email, any inappropriate content
be aware that the school's email system will be monitored and recorded to ensure policy compliance	send messages that could be misinterpreted or misunderstood
ensure that your email communications are compatible with your professional role	use personal email addresses to communicate with pupils or parents
seek support to block spam	send messages in the heat of the moment
be aware that the school may intercept emails where it believes that there is inappropriate use	send messages that may be construed as defamatory, discriminatory, derogatory, offensive or rude
be aware that a website log is recorded by the school and will be monitored to ensure policy compliance	use email systems to communicate with parents or pupils unless approved to do so
answer email messages from pupils and parents within your directed time	download attachments from emails without being sure of the security and content of the attachment
give full consideration as to whether it is appropriate to communicate with pupils or parents via email, or whether another communication mechanism (which may be more secure and where messages are less open to misinterpretation) is more appropriate	forward email messages without the sender's consent unless the matter relates to a safeguarding concern or other serious matter which must be brought to the attention of a member of the SLT
alert your Headteacher or designated manager if you accidentally access a website with inappropriate content	access or download inappropriate content (material which is illegal, obscene, libellous, offensive or threatening) from the internet or upload such content to the school or HCC intranet
mark personal emails by typing 'Personal/Private' within the subject header line	upload any material onto the school website that doesn't meet style requirements and without approval

Use of Telephones, Mobiles and Instant Messaging

Do	Don't
ensure that your communications are compatible with your professional role	send messages that could be misinterpreted or misunderstood
ensure that you comply with your school's policy on use of personal mobile telephones	excessively use the school's telephone system for personal calls
ensure that you reimburse your school for personal telephone calls as required	use personal or school mobile telephones when driving
use school mobile telephones when on educational visits	use the camera function on personal or school mobile telephones to take images of colleagues, pupils or of the school
	Use your own personal mobile for school business

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Use of Cameras and Recording Equipment

Do	Don't
ensure that material recorded is for educational purposes only	bring personal recording equipment into school without the prior approval of the Headteacher
ensure that where recording equipment is to be used, approval has been given to do so	inappropriately access, view, share or use material recorded other than for the purposes for which it has been recorded
ensure that material recorded is stored appropriately and destroyed in accordance with the school's policy	put material onto the VLE, school intranet or intranet without prior agreement from a member of senior staff
ensure that parental consent has been given before you take pictures of school pupil	

Use of Social Networking Sites

Do	Don't
ensure that you understand how any site you use operates and therefore the risks associated with using the site	accept friendship requests from pupils or parents – you may be giving them access to personal information, and allowing them to contact you inappropriately
familiarise yourself with the processes for reporting misuse of the site	spend excessive time utilising social networking sites while at work
consider carefully who you accept as friends on a social networking site	post anything that may be interpreted as slanderous towards colleagues, pupils or parents
report to your Headteacher any incidents where a pupil has sought to become your friend through a social networking site	put information or images on line or share them with colleagues, pupils, or parents (either on or off site) when the nature of the material may be controversial
take care when publishing information about yourself and images of yourself on line – assume that anything you release will end up in the public domain	use social networking sites to contact parents and/or pupils
ask yourself about whether you would feel comfortable about a current or prospective employer, colleague, pupil or parent viewing the content of your page	
follow school procedures for contacting parents and/or pupils	
through your teaching, alert pupils to the risk of potential misuse of social networking sites (where employed in a teaching role)	
only contact pupils and/or parents via school based computer systems	

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Staff Code of Conduct for ICT

Appendix 2

To ensure that members of staff are fully aware of their professional responsibilities when using information systems and when communicating with parents, pupils and others, they are asked to sign this code of conduct. Staff should consult the detail of the school's Policy for Staff Acceptable Use of ICT for further information and clarification.

- I appreciate that ICT includes a wide range of system, including mobile phones, personal digital assistants, cameras, email, internet and HCC intranet access and use of social networking and that ICT use may also include personal ICT devices when used for school business
- I understand that it may be a criminal offence to use the school ICT system for a purpose not permitted
- I understand that I am unable to communicate information which is confidential to the school or which I do not have the authority to share
- I understand that school information systems and hardware may not be used for personal or private without the permission of the Headteacher
- I understand that my use of school information systems, internet and email may be monitored and recorded, subject to the safeguards outlined in the policy to ensure policy compliance
- I understand the level of authority required to communicate with parents and pupils using the various methods of communication
- I understand that I must not use the school ICT system to access inappropriate content
- I understand that accessing, viewing, communicating and downloading material which is pornographic, offensive, defamatory, derogatory, harassing or bullying is inappropriate use of ICT
- I will respect system security and I will not disclose any password or security information to anyone other than an authorised system manager. I will not use anyone's account except my own.
- I will not install any software or hardware without permission
- I will follow the school's policy in respect of downloading and uploading of information and material
- I will ensure that personal data is stored securely and is used appropriately whether in school, taken off the school premises or accessed remotely. I will not routinely keep personal data on removable storage devices. Where personal data is required, it will be password protected/encrypted and removed after use.
- I will respect copyright, intellectual property and data protection rights
- I understand use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.
- I will report any incidences of concern regarding children's safety to the Child Protection Liaison Officer or Headteacher.

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- I will report any incidences of inappropriate use or abuse of ICT and inappropriate electronic communications, whether by pupils or colleagues, to the Headteacher, or if appropriate, the Chair of Governors
- I will ensure that any electronic communication undertaken on behalf of the school, including email and instant messaging are compatible with my professional role and that messages do not present personal views or opinions and cannot be misunderstood or misinterpreted
- I understand the school's stance on use of social networking and given my professional role working with children, will exercise care in any personal use of social networking sites
- I will ensure that any electronic communications with pupils, where permitted, are compatible with my professional role and that messages cannot be misunderstood or misinterpreted.
- I will promote e-safety with pupils in my care and help them to develop a responsible attitude to system use, communication and publishing.
- I understand that inappropriate use of personal and other non-school based ICT facilities can have implications for my employment at the school where this becomes known and that activities undertaken are inconsistent with expectations of staff working with children

The school may exercise its right to monitor the use of the school's ICT systems and accesses, to intercept email and to delete inappropriate materials where it believes unauthorised use of the school's ICT systems may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, images or sound.

I have read and understand the Policy for Staff Acceptable Use of ICT and understand that inappropriate use may be considered to be misconduct or gross misconduct and may, after proper investigation, lead to a disciplinary sanction or dismissal. I understand that if I need any clarification regarding my use of ICT facilities, I can seek such clarification from any member of the Senior Leadership Team.

SIGNED:

DATE:.....

NAME (PRINT):

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Acceptable Usage Policy KS2 Children

This document is to provide some guidelines to ensure that you stay safe and act responsibly when using the computers. When we talk about ICT, we are talking about computers, netbooks, and everything else including cameras and other devices. By using the ICT in school, you have agreed to follow these rules. These rules will be discussed with you as a class before you sign them. A copy of this will also be sent home to your parents.

If you have any questions, please ask your teacher or Mr Penfold.

- At all times, I will think before I click (especially when deleting or printing)
- When using the internet, I will think about the websites I am accessing
- If I find a website or image that is inappropriate, I will tell my teacher straight away
- When using information or pictures from websites, I will try and say which website it came from and if possible link back to the site
- When communicating online (in blogs, email etc) I will think about the words that I use and will not use words that may offend other people
- When communicating online, I will only use my first name and not share personal details such as my email address or phone number
- I understand that people online might not be who they say they are
- I will not look at other people's files or documents without their permission
- I will not logon using another person's account without their permission
- I will think before deleting files
- I will think before I print
- I know that the teachers can, and will, check the files and websites I have used
- I will take care when using the computers and transporting equipment around
- I will keep my usernames and passwords secure, but I understand I can share them with appropriate people, such as my parents or teachers
- I will not install any software or hardware (including memory sticks) without permission from a teacher
- I understand that if I am acting inappropriately then my parents may be informed

Signed (Pupil) _____ Class _____ Date _____

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Acceptable Usage Policy KSI Children

These rules have been written to make sure that you stay safe when using the computers. This includes cameras, netbooks and microphones too. By using the ICT in school, you have agreed to follow these rules. Your teacher will talk about these rules before you sign them and a copy will be sent home to your parents.

If you have any questions, please ask your teacher or Mr Penfold.

The Golden Rule: **Think before you click**

- I will be careful when going on the internet.
- I will only use the internet when a teacher is with me.
- I will tell a teacher if I see something that upsets me.
- I know people online might not be who they say they are.
- I will be polite when talking to people or writing online.
- I will think before I print or delete.
- I will be careful when using or carrying equipment.
- I will keep my password secret, but I can tell my family.
- Remember to log off properly before closing the lid of the netbooks.
- I won't tell anyone any personal details like my phone number or last name.
- I won't logon using someone else's username.
- Never put water bottles on the table when using ICT.

Signed (Pupil) _____ Class _____ Date _____

Revision No.	Date Issued	Prepared By	Approved	Comments
1	Autumn '14	BR	FGB	new policy to reflect changes in National curriculum and 2014 revised guidance
2	Autumn 2015	BR	FGB	Minor amendments
3				