



## A place to shine ...

*Let light shine out of darkness and God's light shine in our hearts*

*2 Corinthians ch4, v6*

## Acceptable Use policy

Consultation that has taken place	October 2020
Date formally approved by governors	October 2020
Date policy became effective	October 2020
Review date	October 2021
Person responsible for implementation and monitoring	Mrs Dawn Day Mrs Faye Kerr

***'For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of man.'* (Corinthians 8 verse 21)**

## **Introduction**

In May 2018 the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA) became enforceable across the United Kingdom.

The Acceptable Use policy governs the use of Central Walker Church of England Primary School's corporate network that individuals use on a daily basis in order to carry out business functions.

## **Scope**

This policy applies to all School employees, any authorised agents working on behalf of the School, including temporary or agency employees, and third-party contractors. Individuals who are found to knowingly or recklessly infringe this policy may face disciplinary action.

The policy applies to information in all forms including, but not limited to:

- Hard copy or documents printed or written on paper,
- Information or data stored electronically, including scanned images, Communications sent by post/courier or using electronic means such as email, fax or electronic file transfer,
- Information or data stored on or transferred to removable media such as tape, CD, DVD, USB storage device or memory card,
- Information stored on portable computing devices including mobile phones, tablets, cameras and laptops,
- Speech, voice recordings and verbal communications, including voicemail, Published web content, for example intranet and internet,
- Photographs and other digital images.

## **Email and Instant Messaging Use**

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mails.
- Pupils must not reveal personal details of themselves or others in e-mails communication, or arrange to meet anyone without specific permission.
- E-mails sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The following of chain letters is not permitted.

The School provides email accounts to employees to assist with performance of their duties. The School also allows employees to use its instant messaging service.

## **Personal Use**

Whilst email accounts should be primarily used for business functions; incidental and occasional use of the email account in a personal capacity may be permitted so long as:

- Personal messages do not tarnish the reputation of the School,
- Employees understand that emails sent to and from corporate accounts are the property of the School,
- Employees understand that School management may have access to their email account and any personal messages contained within,
- Employees understand that the Emails sent to/from their email account may have to be disclosed under Freedom of Information and/or Data Protection legislation,
- Employees understand that the School reserves the right to cleanse email accounts at regular intervals which could result in personal emails being erased from the corporate network,
- Use of corporate email accounts for personal use does not infringe on business functions.

## **Inappropriate Use**

The School does not permit individuals to send, forward, or solicit emails that in any way may be interpreted as insulting, disruptive, or offensive by any other individual or entity. Examples of prohibited material include, but are not necessarily limited to:

- Sexually explicit messages, images, cartoons, jokes or movie files,

- Unwelcome propositions,
- Profanity, obscenity, slander, or libel,
- Ethnic, religious, or racial slurs,
- Political beliefs or commentary,
- Any messages that could be construed as harassment or disparagement of others based on their sex, gender, racial or ethnic origin, sexual orientation, age, disability, religious or philosophical beliefs, or political beliefs.

### **Other Business Use**

Users are not permitted to use emails to carry out their own business or business of others. This includes, but not necessarily limited to, work for political organisations, not-for-profit organisations, and private enterprises. This restriction may be lifted on a case by case basis at the discretion of School management.

### **Email Security**

Users will take care to use their email accounts in accordance with the School's information security policy. In particular users will: Not click on links in emails from un-trusted or unverified sources, Use secure email transmission methods when sending personal data, Not sign up to marketing material that could jeopardise the School's IT network, Not send excessively large email attachments without authorisation from School management and the School's IT provider.

### **Group Email Accounts**

Individuals may also be permitted access to send and receive emails from group and/or generic email accounts. These group email accounts must not be used in a personal capacity and users must ensure that they sign each email with their name so that emails can be traced to individuals. Improper use of group email accounts could lead to suspension of an individual's email rights. The Head Teachers will have overall responsibility for allowing access to group email accounts but this responsibility may be devolved to other individuals.

The School may monitor and review all email traffic that comes to and from individual and group email accounts.

### **Internet Use**

Information system security

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will be discussed with Newcastle LA.
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.

The School provides internet access to employees to assist with performance of their duties.

### **Personal Use**

Whilst the internet should primarily be used for business functions, incidental and occasional use of the internet in a personal capacity may be permitted so long as:

- Usage does not tarnish the reputation of the School,
- Employees understand that School management may have access to their internet browsers and browsing history contained within,
- Employees understand that the School reserves the right to suspend internet access at any time,
- Use of the internet for personal use does not infringe on business functions.

### ***Inappropriate Use***

The School does not permit individuals use the internet in a way that may be interpreted as insulting, disruptive, or offensive by any other individual or entity. Examples of prohibited material include, but are not necessarily limited to:

- Sexually explicit or pornographic images, cartoons, jokes or movie files,
- Images, cartoons, jokes or movie files containing ethnic, religious, or racial slurs,
- Any content that could be construed as harassment or disparagement of others based on their sex, gender, racial or ethnic origin, sexual orientation, age, disability, religious or philosophical beliefs, or political beliefs.

Individuals are also not permitted to use the internet in a way which could affect usage for others. This means not streaming or downloading media files and not using the internet for playing online games.

### ***Other Business Use***

Users are not permitted to use the internet to carry out their own business or business of others. This includes, but not necessarily limited to, work for political organisations, not-for-profit organisations, and private enterprises. This restriction may be lifted on a case by case basis at the discretion of School management.

### ***Internet Security***

Users will take care to use the internet in accordance with the School's information security policy. In particular users will not click on links on un-trusted or unverified WebPages.

### ***Social Media Use***

- The school will block access to social networking sites.
- Newsgroups will be blocked unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, e-mail address, full names of friends, specific interests and clubs etc.
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

The School recognises and embraces the benefits and opportunities that social media can contribute to an organisation. The School also recognises that the use of social media is a data protection risk due to its open nature and capacity to broadcast to a large amount of people in a short amount of time.

### ***Corporate Accounts***

The School has social media accounts across different platforms. Nominated employees will have access to these accounts and are permitted to post general information about the School. Authorised employees will be given the usernames and passwords to these accounts which must not be disclosed to any other individual within or external to the organisation. The Head Teachers will have overall responsibility for allowing access to social media accounts.

Corporate Social Media Accounts must not be used for the dissemination of personal data either in an open forum or by direct message. This would be a contravention of the School's data protection legislation.

Corporate Social Media Accounts must not be used in a way which could:

- Tarnish the reputation of the School,
- Be construed as harassment or disparagement of others based on their sex, gender, racial or ethnic origin, sexual orientation, age, disability, religious or philosophical beliefs, or political beliefs.
- Be construed as sexually explicit, Be construed as political beliefs or commentary.

### **Personal Accounts**

The School understands that many employees will use or have access to Personal Social Media Accounts. Employees must not use these accounts:

- During working hours,
- Using corporate equipment,
- To conduct corporate business,
- To contact or approach clients, customers, or partners of the School.

### **Cyberbullying**

- Cyberbullying (along with all forms of bullying) will not be tolerated in school. Full details are set out in the school's Anti-Bullying Policy.
- There will be clear procedures in place to support anyone affected by Cyberbullying.
- All incidents of Cyberbullying reported to the school will be recorded. There will be clear procedures in place to investigate incidents or allegations of Cyberbullying:
- Pupils, staff and parents/carers will be advised to keep a record of the bullying as evidence.
- The school will take steps to identify the bully, where appropriate, such as examining system logs, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary. Sanctions for those involved in Cyberbullying may include:
  - Removal of any material deemed to be inappropriate or offensive will take place.
  - A service provider may be contacted to remove content.
  - Internet access may be suspended at school for the user for a period of time.
  - Parent/Carers may be informed.
  - The police will be contacted if a criminal offence is suspected.
- Children should not have access to a Facebook account until the age of 13 and at this age it must be monitored by a parent or carer. As no children at our school are of this age no pupils should have Facebook accounts.

### **Telephone Use**

Mobile phones are now a feature of modern society and some of our pupils own one. The technology of mobile phones has developed such that they now have the facility to record sound, take photographs and video images. Therefore the school also recognises the advantages mobile phones have as a ubiquitous learning tool. However, this new technology is open to abuse leading to the invasion of privacy.

Increasing sophistication of mobile phone technology presents a number of issues for schools:

- They are valuable items that may be stolen.
- The integration of cameras into phones leading to potential child protection and data protection issues.
- The potential to use the phone e.g. for texting whilst on silent mode.
- Inappropriate messages being sent via SMS, including Cyberbullying and sexual harassment.
- Interruption to lessons and disrupting the learning of others.

On the rare occasions that a child needs to bring a mobile phone to school:

- Phones must always be switched off (not on silent mode) and handed in to the main office before the start of the school day, to be collected at the end of the day.
- If a pupil needs to contact his/her parents/guardians they will use a school phone in the main office.
- If parents need to contact children urgently they should always phone the school office.
- School accepts no responsibility whatsoever for theft, loss, damage or health effects, (potential or actual), relating to mobile phones.
- It is the responsibility of parents and pupils to ensure mobile phones are adequately

insured.

- If a pupil breaches these rules the phone will be confiscated and given in to the main office. It will be returned to the pupil on receipt of a letter from parents. If another offence is committed then the phone will be confiscated and will only be returned to that pupil's parent/guardian in person.

The following guidelines will be adhered to in the event of pupils use of mobile phones:

- *Central Walker Church of England Primary School discourages pupils from bringing mobile phones to school.*
- *If a pupil needs to bring a mobile telephone to school a request in writing needs to be made to the Head Teachers.*
- *If a pupil needs to bring a mobile telephone to school for one day in an emergency, parents need to seek verbal permission from the Head Teachers or Assistant Head Teachers.*
- *The phone must be clearly labelled with the child's name, switched off and given in to the office on arrival at school.*
- *The phone must be collected at the end of the school day from the office.*
- *The phone must be concealed whilst leaving the school premises.*
- *Where a pupil is found with a mobile in school, including the playground, the phone will be taken from the pupil and placed in the office. Parents will be contacted to collect the phone.*
- *If a pupil is found taking photographs or video footage with a mobile phone of either pupils or teachers, this will be regarded as a serious offence and the Head Teachers will decide on appropriate disciplinary action. In certain circumstances, the pupil may be referred to the Police. If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by an appropriate person.*
- *Parents are advised that Central Walker Church of England Primary School accepts no liability for the loss or damage to mobile phones which are brought into the school.*
- *If a pupil needs to contact his/her parents/guardians they will be allowed to use a school phone. If parents need to contact children urgently they should phone the school office and a message will be relayed promptly.*

The School provides telephones/mobile phones to employees to assist with performance of their duties.

### **Personal Use**

Whilst the telephone/mobile phone should primarily be used for business functions, incidental and occasional use of the telephone/mobile phone in a personal capacity may be permitted so long as:

- Usage does not tarnish the reputation of the School,
- Employees understand that School management may have access to call history,
- Employees understand that the School reserves the right to suspend telephone usage at any time,
- Use of the telephone for personal use does not infringe on business functions.

### **Inappropriate Use**

The School does not permit individuals to use the telephone in a way that may be interpreted as insulting, disruptive, or offensive by any other individual or entity.

### **Other Business Use**

Users are not permitted to use the telephone to carry out their own business or business of others. This includes, but not necessarily limited to, work for political organisations, not-for-profit organisations, and private enterprises. This restriction may be lifted on a case by case basis at the discretion of School management.

## **Ipads/laptops**

Staff provided with an ipad purchased by the school can only use it for private purposes at the discretion of the Head Teacher. Such ipads remain the property of the school and are open to scrutiny by senior management, contracted technicians and the ICT subject leader.

- Ipads belonging to the school must have updated antivirus software installed and be password protected.
- Staff intending to bring personal ipads/laptops on to the school premises should consider whether this is appropriate. There are security risks associated with any private content on the laptop.
- Staff should not attach personal ipads/laptops to the school network.
- The security of school ipad is of prime importance due to their portable nature and them being susceptible to theft.

## **Managing filtering**

- The school will work with the LA and the Internet Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover an unsuitable site, it must be reported to the e-safety coordinator.
- ICT coordinator will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

## Acceptable Use Agreement for Staff

ICT and the related technologies such as e-mail, the Internet and mobile devices form part of our daily life within school. To ensure that all adults within the school setting are aware of their responsibilities when using any form of ICT all staff must sign this Acceptable Use Agreement and adhere to its content at all times. This is to ensure staff provide positive role models to pupils for the safe and responsible use of online technologies and also safeguard themselves from any potential allegations or inadvertent misuse.

- I know that I should only use the school equipment in an appropriate manner and for professional use in accordance with the Acceptable Use Policy
- I will not give out personal information (mobile phone number, personal e-mail address etc) to pupils or parents
- I will only use the approved, secure e-mail system (name@schoolname.newcastle.sch.uk) for any school business
- I know that I should complete virus checks on my laptop, memory stick and other portable devices so that I do not inadvertently transfer viruses onto the school network or other ICT equipment
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory
- I will ensure school data is stored securely and used appropriately in accordance with school and other relevant policies
- I will report any accidental misuse of school ICT, or accidental access to inappropriate material, to the E-Safety Leader and Head Teachers
- I will not connect any personal device (laptop, digital camera etc), to the school network without authorisation from the Head Teachers
- I will respect copyright and intellectual property laws
- I understand that all my use of the Internet and other related technologies can be monitored and logged and made available to the Head Teachers
- I will ensure that my online activity, both in and outside school, will not bring myself or the school into disrepute (this includes postings on social networking sites e.g. Facebook)

I have read, understood and agree to this code of conduct. I will support the safe and secure use of ICT throughout the school. I am aware I may face disciplinary action if I fail to adhere to it.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## E-Safety Code of Conduct for Pupils

I agree to follow these rules when using the Internet:

- I will not share my username, password or personal information with anyone else.
- I will make sure that ICT communication with other users is responsible, polite and sensible.
- I will not look for, save or send anything that could be upsetting or cause offence. If I accidentally find anything like this I will tell a teacher immediately.
- I will only upload materials which are free from copyright and suitable for school use.
- I will not deliberately misuse or deface other users' work on the school network
- I understand that if I intentionally misuse the school network I will lose my access privileges. Further action may also be taken in line with school and Local Authority Policy.
- I know that my use of the Internet is monitored and further action may be taken if a member of school staff is concerned about my safety.
- I will be responsible for my behaviour when using the Internet because I know that these rules are designed to keep me safe.
- I will keep my phone switched off (not on silent mode) and hand it in to the main office before the start of the school day and collect it at the end of the day.
- I understand and agree to the rules above and am aware there may be sanctions if I do not follow them.

Signed: \_\_\_\_\_

Class: \_\_\_\_\_

Date: \_\_\_\_\_

## Parental Consent Form

At Central Walker Church of England Primary School we strive to provide innovative, high quality learning opportunities as part of a broad and enriched curriculum. To this end we require your permission for your child to participate in a number of activities while they are here.

### **Please complete and sign.**

#### 1. INTERNET ACCESS – Acceptable Use Agreement

As part of the school's ICT programme we offer pupils supervised access to the internet. In order to reduce the risk of accidentally accessing inappropriate material, the school employs a service provider that prevents access to listed undesirable sites; however, no system is fool-proof. We require your written permission for your child to have access to the internet.

I understand that my child will use the internet at school. I understand that the school will take all reasonable precautions to ensure that my child does not gain access to inappropriate material. I understand that pupils will be held accountable for their own actions.

#### 2. VISITS TO LOCAL DESTINATIONS

We sometimes organise visits to local destinations such as the churches, shops or businesses within the area, or walks around the locality, to enhance the children's learning. You will be informed of all such visits prior to them taking place, but we will not seek further written consent. Risk assessments are always carried out and there is always adequate adult supervision. (Consent forms for all visits requiring transport and of longer than a half a day's duration will be sent out separately for each trip).

I give my permission for my child to be taken on a visit to a destination within walking distance of the school for no more than half a school day. I understand that the school will take all reasonable precautions to ensure my child's safety.

#### 3. USING IMAGES OF CHILDREN

There will be occasions when your child is photographed or filmed taking part in school activities. We seek your permission to use your child's image for display within the school, on our website or to accompany newspaper articles.

I give permission for my child's image and their work to be used on the school website.

I give permission for my child's image to be used for promotional purposes such as in the school prospectus or to accompany newspaper articles.

I give permission for my child's first name to appear alongside their work/photo.

#### 4. THE USE OF FILMS AND VIDEO CLIPS RATED PG

We like to make use of modern technologies throughout the curriculum and sometimes take the opportunity to use feature films and associated resources for education or enrichment activities. There are occasions when the materials have been classified PG. We ask your permission to use PG rated films that we deem to be acceptable for the age, maturity and well-being of your child.

I give my permission for my child to watch films and clips that have a PG classification.

I give permission for Internet Access, Visits to Local Destinations, Using Images of Children and the use of Films and Video Clips Rated PG – as outlined above.

Child's Name: \_\_\_\_\_

Parent/Carer: \_\_\_\_\_