

REDCOURT ST ANSELM'S



POLICY FOR ICT ACCEPTABLE USE OF FACILITIES AND THE INTERNET Staff and Pupils

(Parental Letters and Declarations included)

**[Including EYFS, KS1 and KS2, Before and After
School Care]**

REVIEW DATE: OCTOBER 2018

A McIver
October 2017

This policy has been produced in consultation with the Governors and Staff at Redcourt in reference to our Mission Statement:

“Growing Together in God’s Love”

References

KCSiE 2016 Part 1 including Annex A
O-25 SEND Code of Practice 2014
Education Act 2011
Equality Act 2010
www.copyrightservice.co.uk
Copyright (Computer Programs) Regulations 1992
Children and Families Act 2014
CTSA 2015
Childline Guidance
www.thinkuknow.co.uk
Working Together 2017

Read this policy with reference to:

Child Protection and Safeguarding Policy
Staff Handbook
School Mission Statement Document
Reaching Out – Essentials of an Edmund Rice Education
E Safety Policy
Social Networking Policy
A Summary of Good Practice for All Staff, Voluntary Workers / Helpers and Students
Use of camera and recording devices in School Policy
Policy for Mobile Phone use
Induction of Newly Appointed Staff Policy
Induction of Newly Qualified Teachers Policy
Equal Opportunities Policy (Part 1)
Racial Equality Policy
Anti-Bullying Policy
Safer Recruitment Policy
Spiritual, Moral, Spiritual and Cultural Development Policy
Whistle Blowing – Raising Reasonable Concerns about Professional Malpractice Policy

Redcourt St Anselm’s seeks to promote fundamental British values at every opportunity having due regard for the need to prevent people being drawn into radicalisation and terrorism.

Redcourt

Acceptable Use Policy: Responsible Use of the ICT Facilities and the Internet (Staff)

The ICT resources are provided and managed by the school and are made available to staff to carry out their professional duties. This Acceptable Use Policy has been drawn up to protect all parties - the students, the staff and the school. It has been made available to all students, their parents and staff.

Redcourt reserves the right to:

- examine or delete any files that may be held on its ICT network
- to monitor any Internet sites visited
- to monitor all on-line activity
- to view any e-mail messages passing through or saved on the network.

All staff who wish to use the school's ICT facilities should sign the Acceptable Use Declaration and return it to the school for approval.

Access to the ICT facilities at Redcourt is a privilege and not a right. Any member of staff who abuses this privilege will immediately be excluded from accessing and using the ICT facilities. Further sanctions will be applied through the school's disciplinary procedures.

- Access should only be made via the authorised log in name and password
- Activity that threatens the integrity of the ICT network, or activity that attacks or corrupts other systems, is forbidden. Such activities include browsing/deleting system files, sending internal messages and changing any system settings;
- While the school network is regularly swept for viruses and anti-virus software is used to prevent virus activity, the college accepts no responsibility for damage caused by computer viruses on other systems;
- Other users' files must not be accessed;
- Use of the network to access and/or store inappropriate materials such as pornographic, racist or offensive material is forbidden.
- Downloading of programs, games, music, video, screensavers, wallpaper or other non-educational material from the Internet or uploading the same from disc or CD ROM is forbidden, unless permission is granted.
- Staff Internet activity should be appropriate to their professional duties.
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received;
- Use of the ICT facilities for personal financial gain, gambling, political purposes or advertising is forbidden;
- Copyright of materials must be respected;
- Posting anonymous messages and forwarding chain letters is forbidden;
- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same levels of language and content should be applied as for letters or other media;
- Giving names, home addresses, telephone numbers or other details such as credit cards numbers and bank details on the Internet is at the user's risk.
- Arranging to meet someone through e-mail or on the Internet is forbidden;
- The use of interactive chat, chat rooms or newsgroups is forbidden;

Redcourt reserves the right to amend this acceptable use policy at short notice.

Redcourt

Acceptable Use of the ICT Facilities and The Internet Declaration

As a staff user of the ICT facilities at Redcourt, I agree to follow the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained in the school's Acceptable Use Policy: Responsible Use of the ICT Facilities and the Internet.

I agree to report any misuse of the network or any stand alone devices to the head teacher. If I do not follow the rules, I understand that this may result in loss of access to the Internet as well as other disciplinary action.

Staff Name:

Staff Signature:

Date:

Redcourt

Acceptable Use of the ICT Facilities and the Internet Declaration

All pupils who wish to use the ICT facilities at Redcourt must have permission from their parent(s)/guardian(s).

Parent(s)/guardian(s) and students must read the Acceptable Use Policy: Responsible Use of the ICT Facilities and the Internet, sign the appropriate sections below and return this sheet to the school. A separate signature giving permission is required for Internet access.

Parent(s)/Guardian(s) should retain the Acceptable Use Policy.

Access to the School's ICT facilities is a privilege and not a right. Any student who abuses this privilege will be excluded immediately from accessing and using the ICT facilities. Further sanctions will be applied through the school's disciplinary procedures.

Parent/Guardian permission for use of the Internet

I give permission for my son/ daughter to access the Internet at Redcourt on the terms set out in the Acceptable Use Policy: Responsible Use of the ICT Facilities and the Internet.

Signed:

Date:

Print Name:

Parent/Guardian permission for use of the ICT facilities

I give permission for my son/ daughter to use the ICT facilities at Redcourt on the terms set out in the Acceptable Use Policy: Responsible Use of the ICT Facilities and the Internet.

Signed:

Date:

Print name:

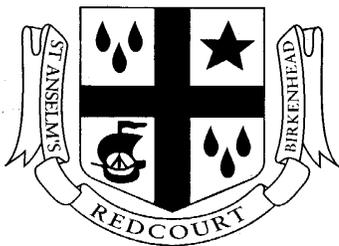
Pupil's agreement

I have read the Acceptable Use Policy: Responsible Use of the ICT Facilities and the Internet, and I agree to follow it.

Signed:

Date:

Print name:



*Christian Brothers' Independent Day School
for Girls and Boys aged 3-11*

REDCOURT - ST ANSELM'S

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*Registered as a charity (no. 254312)
for the purpose of providing education*

Headmaster: Miss Rachel Jones, B.Ed (Hons)

Dear Parents

Acceptable Use Policy: Responsible Use of the ICT Facilities and the Internet

As part of your child's curriculum and the development of ICT skills, Redcourt will provide supervised access to the Internet. We believe that the use of the internet is worthwhile and is an essential skill for pupils as they grow up in the modern world. Please would you read the attached Acceptable Use Policy: Responsible Use of the ICT Facilities and the Internet and sign and return the declaration so that your son/daughter may use the ICT facilities and the Internet at Redcourt.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with this risk. We operate a rigorous filtering system.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of pupils to access inappropriate materials, the school cannot be held responsible for the nature of content of materials accessed through the Internet. Redcourt will not be liable for any damages arising from your child's use of the Internet.

The school's Acceptable Use Policy: Responsible Use of the ICT facilities and the Internet, also covers issues relating to the appropriate use of the ICT network as a whole. It is our aim that all pupils follow a code of conduct that instils in them an appreciation of data protection and the ethical use of the ICT resources.

Should you wish to discuss any aspect of the Acceptable Use Policy: Responsible Use of the ICT Facilities and the Internet, please telephone me at school.

Yours sincerely

R Jones

R Jones
HEADMISTRESS

Growing together in God's Love

Redcourt

Acceptable Use Policy: Responsible Use of the ICT Facilities and the Internet (Pupils)

The ICT resources are provided and managed by Redcourt and are made available to pupils to further their education. This Acceptable Use Policy has been drawn up to protect all parties - the pupils, staff and the school. It has been made available to all pupils, their parents and staff.

Redcourt reserves the right to:

- Examine or delete any files that may be held on its ICT network
- Monitor any Internet sites visited
- Monitor all on-line activity
- View any e-mail messages passing through or saved on the network.

All pupils who wish to use the ICT facilities at Redcourt should sign the Acceptable Use Declaration and return it to school for approval. Parents must also sign the declaration.

Access to the ICT facilities at Redcourt is a privilege and not a right. Any pupil who abuses this privilege will immediately be excluded from accessing and using the ICT facilities. Further sanctions will be applied through the school's disciplinary procedures.

- Access should only be made via the authorised logon name.
- Activity that threatens the integrity of the ICT network, or activity that attacks or corrupts other systems, is forbidden. Such activities include browsing/deleting system files, sending internal messages and changing any system settings
- While the school network is regularly swept for viruses and anti-virus software is used to prevent virus activity, the school accepts no responsibility for damage caused by computer viruses on other systems
- Other users' files must not be accessed
- The ICT network should primarily be used for school work, homework and coursework
Recreational use of the network is permitted ONLY during lunchtime and after school ICT clubs
- Use of the network to access and/or store inappropriate materials such as pornographic, racist or offensive material is forbidden
- Downloading of programs, games, music, video, screensavers, wallpaper or other non-educational material from the Internet or uploading the same from disc or CD Rom is forbidden
- Internet activity should be appropriate to the pupil's education. "Surfing the Web" for recreational purposes is not allowed during lesson time unless specified by the teacher. Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received
- Use of the ICT facilities for personal financial gain, gambling, political purposes or advertising is forbidden

- Copyright of materials must be respected
- Posting anonymous messages and forwarding chain letters is forbidden
- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same levels of language and content should be applied as for letters or other media
- Giving names, home addresses, telephone numbers or other details such as credit card numbers and bank details on the Internet is forbidden
- Arranging to meet someone through e-mail or on the Internet is forbidden
- The use of interactive chat, chat rooms or newsgroups is forbidden.

Redcourt reserves the right to amend this acceptable use policy at short notice.