



This policy was adopted in **September 2018**  
This Policy is due for review in **September 2019**

## **Introduction**

ICT and the Internet open up a vast source of information and learning opportunities previously unavailable to children and staff.

At Bevendean Primary School we encourage children to make the best possible use of all ICT resources, including enabling them to further their own learning using the Internet.

We believe that ICT skills are a major factor in enabling children to be confident, creative and independent learners. We focus on developing the skills necessary for children to be able to use information in a discriminating and effective way.

## **General Statement**

Enquiries

Information about the school's IT Usage Policy is available from the School Office and the school website. Information about the General Data Protection Regulations (GDPR) can be obtained from the Information Commissioner's Office (Helpline 0303 123 1113 or 01625 545745, website <http://www.ico.gov.uk>). Our Data Protection Policy details how we comply with the GDPR.

## **Purpose of this Policy**

To establish rules and guidelines for staff, pupils and parents on the safe use of ICT in the school and to explain and demonstrate the systems in place for the management of access to the Internet.

## **Staff responsibilities**

Every member of staff is given a set of user names and password to log-in to the various parts of the school system. These details should never be shared.

Staff members are provided with logins for the following systems where required to perform their job functions:

- School Network
- SIMS System (School Information Management)
- Office 365: Email/OneDrive/ School Calendar (BevCalander)
- CPOMS (system for monitoring child Protection, safeguarding, SEND, attendance, behaviour etc.)
- Class Dojo – House Points (online behaviour reward system)

Guest log-in details are available at the school office for supply / temporary staff / teacher trainees if required.

Our classroom computers run the Windows 10 operating system and are updated regularly to ensure they have the latest security patches. We use Sophos antivirus software to scan files and manage external drives/cameras and Internet access is filtered using the 'Smoothwall' proxy server system.

It is all staff members' responsibility to ensure that the data on our systems remains secure. Passwords should never be shared.

All computers should be locked when they are left unattended. This can be done by pressing the 'Windows' key and the 'L' key simultaneously OR Ctrl / Alt / Delete simultaneously. As a backup, all computers will automatically lock after fifteen minutes.

### **Memory Sticks / OneDrive**

All staff with an Office 365 account are set up with 'OneDrive' as part of their account. This can be used to store and transport files and resources from computer to computer. It also allows for Microsoft Office to be created/edited/shared online. The account is password protected and can be accessed on a wide variety of electronic devices. We insist that all staff are to use OneDrive instead of USB sticks. Any use of an encrypted external hard-drive must be first authorised by the Headteacher. Visitors to our school who bring resources on memory sticks (for example a visiting speaker for assembly) will be able to access the resources on their USB drives by presenting them to the School Business Manager / Headteacher first who will access the files using the one machine in the school which allows for general USB device access.

### **Laptops / Tablets**

A few staff may need to use school laptops / school PC at home. These machines will be set up with password protected VPN software which will allow them to access their school resources at home. No documents should be saved on the laptop itself. These must not be used by other adults when off-site e.g. family members.

### **Home computers**

Staff's own home computers may be used to work at home but should not be used for the storage of any personal data regarding pupils or staff of the school. It is expected that all documents accessed at home will be via OneDrive to ensure there is no breach of personal or sensitive personal data. School documentation must not be downloaded to home computers e.g. to the main desk top / hard drive / personal folders etc.

All class teachers are allocated with a Samsung 7" tablet at the start of the academic year and sign a user agreement for their use (see appendix a). As all teacher tablets have a built in camera, and video function, these are used for all staff to take still images or video footage. Staff may take photographs of children and their work to keep as evidence of learning and for displays in the school. Photos of children

for inclusion on the school website, reception display screen, prospectus or in local newspapers can only be used if their parents have given explicit written consent or this has been gathered using a secure electronic means. See the Use of Images policy for further information.

## **Email**

All staff are provided with a Microsoft Office 365 Email account. This should be used for all school business. The email system can be accessed from any internet-enabled computer including most mobile devices (including teacher tablets). In most cases, the Email system will be accessed through an Internet browser. On mobile devices it can also be accessed using an App. In these cases an extra level of setting up will be required to ensure the device is encrypted and sufficiently secure. This can be arranged by contacting B&H ICT support via the school business manager. All personal and sensitive information should be encrypted whenever it is sent to anyone outside the school 365 email environment.

No Bevendean Primary School employee is permitted to use their own personal email address for any school related communication, or email sensitive data to a personal email address e.g. gmail, Hotmail etc.

N.B. ONLY B&HCC Primary Schools use the 365 email environment.

Red and Amber data should only be sent by email if it is encrypted by typing [encrypt] in the subject title or body of text.

### **Red data (those that contain very personal details)**

- EHCPs
- Education Psychologist reports
- Education Welfare Officer reports
- Medical records
- Personnel records SEN registers

### **Amber data (data that contains personal data that if lost could identify individuals)**

- Names and Addresses
- Parental contacts
- Pupil reports
- Exam results

### **Green data can be sent by email (data that does not identify individuals)**

- Lesson plans
- Class lists (only showing initials and forenames)
- Curriculum plans
- General marking

## **Pupil Access**

Children are able to access locally installed applications, World Wide Web pages and other approved Internet resources using the computers in the I.C.T. Suite (running on the Windows 10 operating system). Children's access to online resources is limited and made safe through use of 'Smoothwall' managed filtering software. Children are provided with a year group log-in for Reception up to Year 2, and thereafter an individual named login, to access and manage their school data. Children are also provided with an eSchools login where they can access their class pages managed by their class teacher.

Staff are responsible for explaining the risks carried by inappropriate use of the Internet and the expectations of children when using the Internet in school, as well as highlighting safety precautions for Internet use outside of school. E-safety advice and information is taught to all year groups throughout the year and is built in to our Computing and PSHE curricula.

Teachers are also expected to be aware which children are not permitted to have their images published on the website or elsewhere. A list of these children is kept in the school office.

## Appendix A

### Staff Tablet Acceptable Use Policy & Agreement

*I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.*

For my professional and personal safety:

- I understand that Bevendean Primary School will monitor my use of school Tablets allocated to teaching staff. These will be monitored both remotely and be collected in and assessed periodically by the school's ICT technicians.
- I understand that the school digital technology systems are solely intended for educational purposes within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may find it.
- The passcode, email address and password details which will be disclosed to the named person on this Policy and must not be shared with anyone else.
- As the sole user of this Tablet, you are authorised to download and install any free educational Apps from the Play Store to support you in your contracted position at Bevendean Primary School. For applications that require payment, you must first complete a Purchase Order Form (available from the School Business Manager) and the payment and installation of the App will then be authorised and completed by the School Business Manager using the school Purchasing Card.
- You must immediately report any illegal, inappropriate or harmful material you become aware of, to the appropriate person.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. Where these images are published (e.g. on the school website / eSchools) it will not be possible to identify by name, or other personal information, those who are featured. Only school equipment e.g. Tablet / camera will be used to take photos at school. Photos and videos will be downloaded to the school server as soon as possible. Non-school staff are not permitted to view photos / videos stored on your tablet, either in school or outside of school.
- Use of social networking sites on your Tablet is strictly prohibited.
- I will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of Bevendean Primary School:

- The school's ICT Code of Conduct applies when using the tablet.
- Use of personal email addresses on my school Tablet is not permitted.

