

# **The Grange School**

## **Acceptable Use of Digital Technology Policy**

**Reviewed: February 2018**

**Next Review: February 2019**

# **The Grange School Acceptable Use Policy**

## **Acceptable Use Statement**

All computers and associated equipment belong to the school, whether part of the school's integrated network or stand-alone pieces. This includes teachers' laptops and iPads, all equipment in the Classroom Technology Toolkits, and any other centrally stored resources.

This equipment is for 'professional use'. Professional use is characterised by activities that provide children with appropriate learning experiences; or allow adults to enhance their own professional development. Laptops should not be used for personal reasons such as the storage of photographs, music libraries etc, although staff are permitted to access these in the cloud, through the internet. The premise behind the use of technology is for staff to have ready access to any and all resources they need and to aid more efficient working practices. In order to do this, staff should be free to receive all emails and access all calendars on their devices. Any personal use of mobile technology devices needs to be 'appropriate'; within the guidelines of the school's safeguarding policies, providing a good role model to children and ensuring the security of the school's IT systems. All staff are reminded of the need to abide by the relevant professional standards. The school reserves the right to withdraw the use of mobile technology devices if inappropriate use is discovered.

Mobile phones should be stored safely during school hours. Staff should never have their mobile phones out in the presence of children. Staff should never use their personal mobile phones to communicate with children in any way.

It is also important to note that technological equipment issued to staff is for the sole use of staff and not their family members. Members of staff should not allow anyone else to use their equipment and must understand that they themselves are solely responsible for the history on their machine.

Class teachers should still not store any images/videos of pupils on individual devices, but use the school network / School Picasa account. Any devices containing images of children (cameras, ipads etc) should not be taken off the school premises. In practice, this means that all photos should be uploaded at the end of each day and then deleted from the device. It is recognised that there are occasions where this is not possible. Staff are urged to only store photos/videos when they have no alternative but to do so and should upload images to appropriate storage as soon as is possible.

The installation of any software or hardware, whether legitimately licensed or not, is forbidden without prior permission from the IT Leader / Technician (with the exception of iPad apps). The only other exception to this is if you are required to install software from your ISP in order to access the Internet at home. Please speak to the ICT Subject Leader if you wish a piece of software or hardware to be installed, as it is vital that this is included on the school inventory.

The school reserves the right to examine or delete any files that may be held on its computer systems or to monitor any Internet sites visited.

## **Internet Access Policy Statement**

All Internet activity within the school should be appropriate to staff professional activities or the children's education;

- Access is limited to the use of authorised accounts and passwords, which should not be made available to any other person;
- The Internet may be accessed by staff and children throughout their hours in school;
- Activity that threatens the integrity of the school's computer systems, or that attacks or corrupts other

systems, is prohibited;

- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received. Due regard should be paid to the content. The same professional levels of language should be applied as for letters and other media;
- Copyright of materials must be respected. When using downloaded materials, including free materials, the Intellectual Property rights of the originator must be respected and credited. All material saved on the school's network is the property of the school and making unauthorised copies of materials contained thereon may be in breach of the Data Protection Act, Individual Copyright or Intellectual Property Rights;
- Use of materials stored on the school's network for personal financial gain is excluded;
- The use of the Internet, e-mail, or any other media to access inappropriate materials is forbidden;
- It is the responsibility of the user to ensure that they have logged off the system when they have completed their task;
- Children must not be given unsupervised access to the Internet. For the purposes of this policy, "supervised" means that the user is within direct sight of a responsible adult;
- The teaching of Internet safety is included in the school's ICT Scheme of Work / E-Safety Scheme of Work, but all teachers should remind children of the rules at regular intervals. It is imperative that E-Safety units of work are taught at the specified times. In addition to this, teachers are expected to teach E-Safety in response to incidents or concerns that have arisen.
  - All pupils will have read and understood the school Acceptable Use Agreement (Appendix 1a and 1b). KS2 children will sign the agreement and parents will counter sign their child's agreement.

### **Use of social media sites**

The school recognises the importance of social media sites in modern life. However, we are also aware of the potential dangers of these sites, both to children and school staff. When using social media sites, staff are bound by the same professional standards of behaviour expected of them in school.

The school has 'official' Twitter and Facebook accounts, which all teachers are expected to use on a daily basis. These accounts exist to provide information to the parents. They are not a means of dialogue between teachers and parents, and teachers should not answer any queries, or reply to any comments using this medium. Please ensure that any communications in the school's name are appropriate, polite and respectful of all our community members. If you have any concerns regarding the school's accounts, please tell the Headteacher / IT Leader immediately.

### **Personal accounts**

The National Association of Head Teachers Union has advised that each school should have its own set of rules regarding staff use of social media sites. Whilst the school recognises that members of staff enjoy social contact with each other, the use of social media sites can cause many issues and it is the duty of the school to support the staff in minimising these risks. After careful consideration; having taken advice from a range of professional bodies, the following rules will apply to all members of staff:

. Staff should never be Facebook 'friends' with any pupil or ex-pupil who is still a minor. The school recognises that some members of staff are also members of the local community and may have justifiable reasons for communicating with pupils' families over social media. It is imperative that staff understand that they are bound by the school's expectations of confidentiality and that any matter related to school or its pupils should never be discussed on social media. In the same way, staff should not 'follow' or be 'followed' by any pupil or ex-pupil who is still a minor.

. Members of staff who are related to children are also bound by the same rules as the rest of the staff and should not have contact with any pupils, other than those directly related to them. In addition, all staff are reminded of the age guidelines set out that exclude primary-age children from these sites.

. Staff should never be Facebook 'friends' or Twitter 'followers' with ex-pupils (from any establishment), whilst they are still minors. Exceptional circumstances can occur when ex-pupils become acquaintances in later life, but contact through social media should only occur once they are adult.

. Any contact from pupils or ex-pupils should simply be ignored. Staff are asked to refrain from using this means to explain why they cannot communicate. Any inappropriate contact from pupils, ex-pupils or family members should be reported immediately to the Headteacher / E-Safety Leader.

. All staff should ensure that all aspects of their Facebook accounts are visible only to 'Friends'. Without this, anyone can see your wall, photos etc. Staff are reminded of the relevant professional standards and that these apply to their online presence as much as their physical presence in school. Staff should also have set their account to the highest level of security, using the https tool. The E-Safety Leader will help facilitate this should you need help.

. All staff should ensure that their Twitter profile is not public. It is the responsibility of each staff member to regularly check that they are not being 'followed' by pupils or members of their families. Should this occur, staff are required to block these followers. Again, the E-Safety Leader will help with this process if advice is required.

. The school feels that staff have the right to choose whether to engage in this form of social contact with colleagues/acquaintances. Staff are reminded that when interacting with colleagues in any situation, professional standards of behaviour apply.

### **Internet and System Monitoring**

Through the school's Internet provider (Schools Broadband), all Internet activity (by both children and adults) is monitored by the system. As outlined in the E-Safety policy, it is the responsibility of the E-Safety Leader to review this activity periodically. It is the duty of the E-Safety Leader to report any transgressions of the school's Internet policy and/or use of obscene, racist or threatening language detected by the system to the Headteacher.

Transgressions of Internet Policy and use of inappropriate language by pupils can be dealt with in a range of ways, including removal of Internet access rights; computer system access rights; meetings with parents or even exclusion; in accordance with the severity of the offence and the school's Behaviour Policy. They will be recorded on the school E-Safety log, which is housed in the IT Office.

Breaches of Internet Access Policy by staff will be reported to the Headteacher and will be dealt with according to the school's and LA's disciplinary policy, or through prosecution by law.

### **Internet Publishing Statement**

The school wishes the school's websites to reflect the diversity of activities, individuals and education that can be found at The Grange School. However, the school recognises the potential for abuse that material published on the Internet may attract, no matter how small this risk may be. Therefore, when considering material for publication on the Internet, the following principles should be borne in mind:

- No images of pupils should be published on the school websites if parents/carers have withdrawn permission to do so; please ensure that you are always fully aware of the Non-Consent Register
- Images of children may be uploaded to the school's Twitter or Facebook accounts using school devices only (including approved personal devices when on educational trips);

- Videos of children will only be uploaded to the school's secure area, using the school account;
- Surnames of children should NEVER be published (except on the school newsletter, provided there are no images of the child alongside the name), especially in conjunction with photographic or video material. When images are to be used in local newspapers, specific permission should be sought from parents for the publication of names alongside photographs.
- It is the teacher's responsibility to ensure that it is not possible to identify a pupil from any images. Therefore names should not accompany photos or videos (Be aware that photos should not be titled with the child's name, when saved, as it is then possible to identify the child from the photo);
- No link should be made between an individual and any home address (including simply street names);

### **Use of Mobile Technologies**

Pupils should not bring personal equipment into school. Any mobile technology equipment brought into school should be handed to the main office for safekeeping.

The school provides a wide range of portable ICT equipment such as laptop computers, iPads, Android tablets, iPods and digital cameras to enhance the children's education and to allow staff to make efficient use of such equipment to enhance their own professional activities.

Exactly the same principles of acceptable use apply as in the Acceptable Use Statement above.

- The equipment in Classroom Technology Toolkits (CTT) is the responsibility of the class teacher, although children should be encouraged to take responsibility for these items. All equipment must be locked away in the CTT every evening – not doing so may invalidate our insurance policies. A weekly audit will take place and forms will be handed to the IT Technician by 2pm on Friday. Any losses or damage must be reported as soon as possible.
- Certain equipment will remain in the care of the IT Subject Leader and IT Technician, and may be booked out for use according to staff requirements. Once equipment has been used, it should be returned to the resource area;
- Individual laptops and iPads (not those in the CTT) are provided by the school to ensure that classrooms are resourced, in order for IWBs to work etc. However, these laptops are issued to individual teachers who are responsible for them, both in and out of school. Laptops and iPads are permitted to be taken offsite for use by staff in accordance with the Acceptable Use Statement and Internet Access Policy, provided the equipment is fully insured from the moment it leaves the school premises;
- Because all laptops and iPads are provided, by the school, to resource a classroom, they remain the property of the school at all times and are no longer considered a 'benefit' of the teacher's job. The same applies to any other portable equipment. Where a member of staff is likely to be away from school through illness, professional development (such as secondment etc.) or maternity leave, arrangements must be made for any portable equipment in their care to be promptly returned to school. In the case of secondment or maternity leave, it is the responsibility of the individual to ensure this happens before the absence begins. In the event of illness, it is the responsibility of the school to collect the equipment if the individual is unable to return it;
- If an individual leaves the employment of the school, any equipment must be promptly returned;

