



SHIRLEY COMMUNITY NURSERY AND PRIMARY SCHOOL ICT ACCEPTABLE USE POLICY – SEPTEMBER 2015

This policy defines and describes the acceptable use of ICT. Its purpose is to protect pupils, employees and the school from litigation and minimise the risk to pupils and the school's ICT systems.

This policy deals with the use of ICT facilities at Shirley Community Nursery and Primary School and applies to all school employees and other authorised users, e.g. volunteers.

This policy runs alongside the school's e-safety policy (see appendix 3.)

Introduction

Mobile phones, cameras, computers, laptops and other networked resources, including Internet access, are available to staff and pupils in the school. These resources are intended for educational purposes, and may only be used for legal activities consistent with the rules of the school. It is expected that staff and pupils will use ICT technologies as appropriate within the curriculum and that staff will provide guidance and instruction to pupils in the use of the online curriculum. The ICT technologies are provided and maintained for the benefit of all staff and pupils who are encouraged to use the online resources available to them. Access to ICT is a privilege, not a right, and inappropriate use will result in that privilege being withdrawn.

Objectives of the policy

- To ensure that staff and pupils access ICT equipment, Internet and email safely.
- To ensure that it is understood that laptops are the property of school and are primarily for delivering school work.
- To ensure that staff and pupils understand how school equipment should be used to protect the member of staff, pupils and the school.
- To ensure that staff and pupils understand their responsibility for maintaining the secrecy of their own passwords.
- To ensure that staff and pupils understand that they will be held responsible for any misuse of equipment, internet and email.

Equipment

- Do not install, attempt to install, or store programs of any type including screen savers and custom mice on the computers without permission.
- Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources.
- Do not open files brought in on removable media (such as floppy disks, CDs, flash drives etc.) until they have been checked with antivirus software, and been found to be clean of viruses.
- Do not connect mobile equipment to the network (e.g. laptops, tablet PCs, PDAs etc.) until they have been checked with antivirus software, and been found to be clean of viruses.
- Do not eat or drink near computer equipment.
- If transporting ICT equipment around school, or taking a laptop home, always use a case to protect it and keep it in good condition.

Security & Privacy

- Do not disclose your password to others, or use passwords intended for the use of others. The school's network tracks usage of computers by username therefore if a username has been used it will be assumed to have been used by the owner and any consequences will devolve upon that owner.
- Never tell anyone you meet on the Internet your home address, your telephone number or your school's name, or send them your picture.
- Respect, and do not attempt to bypass, security in place on the computers, or attempt to alter the settings. Always allow updates to run in full.



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- Do not allow unauthorised access to data and resources on the school network system or other systems.
- Staff should avoid leaving any portable or mobile ICT equipment or removable storage media in unattended vehicles. Where this is not possible, keep it locked *out of sight*.
- Staff should always carry portable and mobile ICT equipment or removable media as hand luggage, and keep it under their control at all times.
- Pupils are not permitted to bring in ICT equipment from home (mobile phones, removable storage.) In the event of a pupil bringing in such equipment, this will be stored in the school office until the end of the day.

Passwords

Passwords are the responsibility of the user and in no circumstances should they be disclosed in any way. The school network tracks usage of computers by username therefore if a username has been used it will be assumed to have been used by the owner and any consequences will devolve upon that owner.

Internet and email

The school uses a filtered, broadband internet service provider for email and Internet access. Usernames are set at different levels of security. E.g. pupils will not be able to access the same internet sites as adult usernames.

- Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- The Staff e2bn email account will be the principal point of contact for all electronic communication – no other email account should be used to send data related to school.
- Pupils should only access STARZ email accounts at school.
- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is not allowed,
- Never open attachments to emails unless they come from someone you already know and trust. They could contain viruses or other programs which would destroy all the information and software on your computer.
- The sending or receiving of email containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist, or inappropriate content. Always report such messages to the ICT coordinator or ICT technician.

Specifically for Laptops for Teachers

- Laptops and computers remain property of the school at all times.
- All installed software must be covered by a valid licence agreement.
- If using the laptop at home, the same rules apply as in school. Outside of school, no other person should be allowed unsupervised access to the laptop out of school. If there is use by other people, this should supervised by the person the laptop is signed out to. This is on the understanding that they hold complete responsibility for any misuse of equipment, Internet and email.
- Each teacher is continuously responsible for the laptop issued. Laptops are insured when taken offsite. However, if they are left in an unattended vehicle, they must be out of sight. They are not insured if left in a vehicle overnight.
- Laptops must be connected to the network at least once per week to allow updates to occur.
- Do not install, attempt to install, device drivers on the laptops without permission.

Services

There will be no warranties of any kind, whether expressed or implied, for the network service offered by the school. The school will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the network is at your own risk.



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School Agreement

Staff and pupils are required to sign the AUP agreement. See appendix 1 and 2.

Appendices:

Appendix 1 – Staff AUP agreement.

Appendix 2 – Pupil AUP agreement.

Appendix 3 – E- Safety policy.

Appendix 4 – Mobile Phone and Camera Policy.



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Appendix 1: Staff AUP

Shirley Community Nursery and Primary School - ICT Acceptable Use Policy

Please read the ICT Acceptable Use Policy – Staff Guidelines document carefully. Only once the Agreement has been signed and returned, will access to a laptop, the school network and the Internet be permitted. If any teacher violates these provisions, access to a laptop, the school network and the Internet will be denied and the teacher will be subject to disciplinary action.

I have read and understand the above and agree to use the Shirley Community Nursery and Primary School ICT facilities within these guidelines.

Staff Name _____

Staff Signature _____

Date _____

Appendix 2 – Pupil AUP

This policy defines and describes the acceptable use of ICT for school pupils. Its purpose is to protect pupils and minimize the risk to pupils and the school's ICT systems.

EYFS

- If I see something on a screen which upsets me, I will tell an adult.
- I will only use the Internet when an adult is nearby.
- I will stay on the programme the adult has asked me to use.
- If I need to use the school's computers for anything else, I will ask first.

Key Stage One and Two Pupils

- I will use the school's ICT equipment and tools (including computers, cameras, Starz etc) for schoolwork and homework. If I need to use the school's computers for anything else, I will ask for permission first.
- I will only use the Internet and email when an adult is nearby.
- I will keep my passwords 'Top Secret' and tell my teacher if I think someone else knows them.
- I will only use my school e-mail address when e-mailing in school.
- I will ask an adult before opening an email from someone I don't know.
- I will not tell anyone details about myself such as surname, phone number or home address.
- I will ask if I need to look at other people's work on the computer.
- I will only send friendly and polite messages.
- I will ask my teacher before using photos or video as I know that it may belong to someone else.
- If I see something on a screen which upsets me, I will always tell an adult.
- I will never arrange to meet someone I have only ever previously met online. It could be dangerous. (Key Stage Two children).



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- I will not bring in a mobile device into school. If I do, it will be stored in the school office until the end of the day.
- I will work hard to earn my ACE esafety certificate so that I can act safely online.

I agree that I will be responsible for my behaviour because I know that these rules are there to keep me safe. If I break these rules the behaviour policy is followed.

Pupil Name _____

Pupil Signature _____

Date _____