# DOGSTHORPE INFANT SCHOOL

# Acceptable Use (ICT) and Social Networking Policy

**Ratified by: Full Governing Body**
**Date: 1st October 2020**
**Minute: Item 12.2**
**Review Date: Annually**

**Welcome to our school family where children are...**

**inspired to dream and develop the building blocks to be independent, confident and inquisitive life-long learners.**

**nurtured, valued and individual differences are respected in an exciting, learning community where everyone belongs.**

**little stars who deserve to shine.**

| Policy Overview. | |
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| **What is the policy for?** | The policy is for all members of the Dogsthorpe Infant School community (including supply staff, external providers and volunteers) so that there is common understanding about how we safeguard children in respect to technology. The policy also supports parents in knowing what we do at Dogsthorpe Infants to safeguard our pupils. |
| **Who has devised and contributed to this policy?** | The policy has been developed by the SLT and Chair of Governors. |
| **How will this policy be communicated?** | The policy is available on the school website and a copy is available from the school office. |
| **How will this policy be monitored?** | The policy will be monitored by the SLT and FGB. The ICT Technician will support this by conducting regular checks of the school's internet system. |
| **Which other policies are linked to this policy?** | All Safeguarding Policies.<br><br>This policy meets the requirements of the statutory framework for the Early Years Foundation Stage Setting (2014). |

**Overview.**
New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

This policy is intended to ensure:
• that staff, governors and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
• that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
• that staff are protected from potential risk in their use of ICT in their everyday work.

The school aims to ensure that staff, governors and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for children and will, in return, expect staff, governors and volunteers to agree to be responsible users.

**Technology in School.**
- The IT system is owned by the school. "The IT system" means all computers and associated equipment belonging to the school, whether part of the school's integrated network or stand-alone, or taken offsite by members of staff or identified pupils if there is a requirement for them to work from home.
- Professional use of the IT system is characterised by activities that provide children with appropriate learning experiences; or allow adults to enhance their own professional development. The school recognises that technologies such as the Internet and e-mail will have a profound effect on children's education and staff and governor professional development in the coming years and this policy has been drawn up accordingly.
- The installation of software or hardware on school-owned equipment unauthorised by the school, whether legitimately licensed or not is expressly forbidden.
- Removable encrypted storage devices that have been provided by the school are for school use only;
- The school reserves the right to examine or delete any files that may be held on its IT systems or to monitor any Internet sites visited.
- All members of staff and students on placement must sign a copy of this policy statement before a system login password is granted. All children must be made aware through class discussion of all the important issues relating to acceptable use, especially the monitoring of Internet use.

**E-safety Statement**

**Staff & Volunteers using school-owned equipment:**
- All Internet activity 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;
- All staff using the Internet in school will be required to sign off the staff code of conduct for ICT on My Concern.
- Activity that threatens the integrity of the school's IT 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;
- Attachments on e-mail are used solely for school or education purposes.
- Use of the school's Internet for personal financial gain (including the use of online auction sites), gambling, political purposes or advertising is forbidden;
- 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 maybe 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 forbidden;
- Posting anonymous messages and forwarding chain letters is forbidden;
- The use of the Internet, e-mail, or any other media to access inappropriate materials such as pornography, racist or any other offensive material is forbidden;
- All web activity is monitored, including the content of e-mail, therefore it is the responsibility of the user to ensure that they have logged off the system when they have completed their task;

### Pupils:
- 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;
- Children must use child friendly search engines such as https://www.kiddle.co/ or https://swiggle.org.uk/ or https://www.alarms.org/kidrex/ or http://www.viewpure.com/ or https://www.gobubble.school/ to conduct internet searches;
- The teaching of Internet safety is included in the school's Computing and PSHE long-term plans, but all teachers within all year groups should be including Internet safety issues as part of their discussions on the responsible use of the school's IT systems;
- All children must understand that if they see an unacceptable image on a computer screen, they must turn the screen off and report immediately to a member of staff;
- When conducting a www.google.co.uk or www.yahoolians.com search, the teacher is to have performed that same search earlier that day and give restrictions to the children (eg. first two pages looked at only).

### Use of Social networking sites
- The use of social networking sites by members of staff and governors are to be used carefully.
- Access to social media sites via school accounts/equipment and at any time during school working hours is forbidden.
- Members of staff and governors must exercise extreme caution when accepting "friends" on social networking sites eg Facebook.
- Careful consideration should be made when accepting parents as friends. We appreciate staff with their own children may have other parents as friends due to their children's friendships. We also appreciate staff may be related to parents. However, if the only relationship with a parent/carer is via the school (i.e. you are the child's current or former teacher or TA), then interaction on social media is against school policy.
- Any information shared should not breach the school's or governors' Code of Conduct.
- Staff should ensure all possible privacy settings are activated.
- Staff should not make reference to working at Dogsthorpe Infant School in any profiles or messages.
- These sites should be used with care and staff members and governors are to be reminded about the use of personal information published. Staff and governors must NOT be "friends"

on Facebook with children at either Dogsthorpe Infant School or Dogsthorpe Academy (Facebook has a minimum age of 13) unless they are relatives;

- Members of staff will not be mentioned by fellow colleagues in "status updates" or in tagging;
- If a member of staff wishes to contact a colleague through these sites, then it should be conducted through the Private Messaging system. However, any messages sent should **not** be about school related matters;
- Anything referring directly to school activities will not be posted on these social networking sites;
- If the school becomes aware of a pupil with a "Facebook" or similar account, then steps will be taken with Facebook to have their profile deleted.
- Staff and governors are personally responsible for what they communicate in social media and must bear in mind that what is published might be read by us, pupils, the general public, future employers and friends and family for a long time.
- Staff and governors must ensure that their online profiles and content are consistent with the professional image expected by us and should not post material which damages the reputation of the school or which causes concern about their suitability to work with children and young people. Those who post material or use language which may be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct which may be dealt with under the school's disciplinary procedure. Even where it is made clear that the writer's views on such topics do not represent those of the school, such comments are inappropriate.

## Internet and System Monitoring
Through RM Education all Internet activity is monitored by the system. It is the responsibility of the ICT Technician and SLT to review this activity periodically. It is the duty of all staff to report any transgressions of the school's AUP policy and/or use of obscene, racist or threatening language detected by the system to the Headteacher. Occasionally, it may be necessary for the ICT Technician to investigate attempted access to blocked sites, and in order to do this, the ICT Technician will need to contact RM. Whenever this happens, this will be recorded in the IT section of Every, and the Headteacher notified.

All serious transgressions of the school's AUP are recorded in the school's ICT violations register. The violations register is kept with the School Business Manager.

Transgressions of this policy and use of inappropriate language 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 and/or the governors' Code of Conduct.

Breaches of this 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 website to reflect the diversity of activities, individuals and education that can be found at Dogsthorpe Infant 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 video recording or photographs may be published without the written consent of the parents/legal guardian of the child concerned;
- Surnames of children should not be published, especially in conjunction with photographic or video material;

- No link should be made between an individual and any home address (including simply street names);
- Where the person publishing material suspects that there may be child protection issues at stake then serious consideration must be taken as to whether that material may be published or not. In the case of a simple piece of artwork or writing, this may well be fine, but images of that child should not be published. If in any doubt at all, refer to the person responsible for child protection.
- Parents/Carers are given the opportunity to withdraw their permission for photographs/videos of their child being used on the website and/or screens. It is the responsibility of all staff to ensure photos/videos are not shared.

The Headteacher will delegate responsibility to members of staff to ensure that content is accurate and meets statutory requirements. All material must be the author's own work, or where permission to reproduce has been obtained, clearly marked with the copyright owner's name. The point of contact for the website will be the designated school email address screen@dogsthorpe-inf.peterborough.sch.uk. All website material must be submitted via the correct channels as written in the Staff Information guide.

### Curriculum Publications
We will take photographs/videos of all children's learning experiences. These photographs may be used on our online system Seesaw and Really School, as well as in children's books and journals to show their progress. If a parent has withdrawn their child from photos they must not appear in the journals of other children.

### Use of Mobile Technology
- The school provides a wide range of mobile ICT equipment 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.
- Equipment may be in the care of a specific individual, but it is expected that all staff may wish to benefit from the use of a device and access should be negotiated with the individual concerned. Any difficulties accessing a device should be referred to the SLT.
- Each classroom has the use of iPads. These are not to be taken out of school unless accompanying a visit. Pictures taken using these devices must only be downloaded onto a school computer or school laptop, or uploaded to the school website only. Pictures may also be used for display purposes and for classroom assessment evidence.
- Equipment such as laptops and iPads are encouraged to be taken offsite for use by staff in accordance with this policy and that the equipment is fully insured from the moment it leaves the school premises. (see appendix 2)
- When borrowing any ICT equipment, the 'borrower' is responsible for this equipment and ensuring it is returned in good condition.
- Any costs generated by the user at home, such as phone bills, printer cartridge etc. are the responsibility of the user;
- 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 mobile equipment in their care to be returned to school. In the event of illness, it is up to 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 returned;
- Staff may install software on laptops to connect to the Internet from home. If in doubt seek advice;
- No other software, whether licensed or not, may be installed on any school devices in the care of teachers as the school does not own or control the licences for such software.

- **The use of personal mobile phones is prohibited in classrooms, shared areas or offices during working hours.** However, they may be used away from children at breaktimes. If they have a camera function, then this is not to be used within school. School cameras are provided for these times. The school has an Educational visits mobile phone for use by the visit leader when away from school on a trip. For certain trips, when deemed necessary, other staff may take their personal mobile with them and personal telephone numbers may be given to other supervising staff on a contact sheet. These telephone numbers are to be returned to school and shredded at the end of the visit. They are not to be used for any personal contact outside school unless the express permission of the other member of staff has been given.
- Key members of staff have access to school owned mobile phones. These must only be used for school related business. Any breach of this may result in disciplinary action.

## Whistleblowing and Cyber-Bullying.
- Staff and governors who have concerns about any alleged abuse or inappropriate use of ICT resources, camera/recording equipment, telephony, social networking sites, email or internet facilities or inappropriate communications, whether by pupils, parents, carers or staff, or others should alert the Headteacher. Where a concern relates to the Headteacher or a governor, this should be reported to the Chair of Governors. Where a concern relates to the Chair of Governors, it should be reported to the Vice Chair of Governors. If a matter concerns child protection it should also be reported to the Designated Safeguarding Lead.
- Cyber-bullying can be experienced by staff as well as pupils. Staff should notify the Headteacher if they are subject to cyber-bullying. The school will endeavour to protect staff and stop any inappropriate conduct.

## Maintaining the security of school ICT systems.
- Security strategies will be discussed with relevant body;
- The security of the whole system will be reviewed with regard to threats to security from Internet access;
- Virus protection will be installed and updated regularly;
- Use of encrypted removable storage devices (e.g. memory sticks) will be reviewed regularly.
- Removable storage devices may not be brought into school without specific permission and a virus check.

## Consultation with staff, children and parents.
- All governors and staff, including teachers, teaching assistants and support staff, will be shown this policy, and will have its importance explained. School staff will be asked to sign off on My Concern to show their agreement to adhere to the policy. Governors will be asked to sign the Governors' Code of Conduct which is based on the Nolan Seven Principles of Public Life and which includes reference to their responsible use of social networking.
- This is also part of the induction procedures for new staff, volunteers, students and governors.
- Parents' attention will be drawn to the Policy in letters and the school brochure and will be available on the school website.
- The policy is available electronically on My Concern.

## Acceptable Use Policy Agreement.

See Appendix 1

**Appendix 1: Acceptable Use Policy Agreement**.

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

**For my professional and personal safety:**
- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (eg laptops, email etc) out of school.
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username, password or printer codes to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

**I will be professional in my communications and actions when using school ICT systems:**
- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- When emailing outside of the school server and secure email addresses (e.g. CSC, Local Authority, NHS and Police), I will not include personal information ie DOB, Name, UPN etc that can identify a child or a member of staff.
- I will ensure that when I take and/or publish images of others I will do so with their permission.
- I will not use my personal equipment to take photographs/videos in school/educational visits. Where these images are published (eg on the school website) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use chat and social networking sites for personal use and will not use such sites during working hours. Information shared should never compromise the school's duty to provide the highest possible standard of education or bring the school's reputation into distribute. If I have a genuine concern about any school matter I will follow school current guidelines and policies eg whistle-blowing to resolve issues and not those of networking sites. I will report all contacts through networking sites which may concern me to the headteacher. Examples may include: child below 13 on Facebook requesting to be a friend or inappropriate comments by a parent directed to me.
- I will only communicate with staff and parents using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any online activity that may compromise my professional responsibilities.

**I will be professional in my use of all IT devices, whether school equipment or personal:**
- When I use my personal hand held/external devices (laptops/mobile phones/USB devices, tablets, watches etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not use personal email addresses on the school ICT systems for pupils' personal data.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.

- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others.
- I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School GDPR Policy.
- I understand that GDPR policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

**When using the internet in my professional capacity or for school sanctioned personal use:**
- I will ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

**I understand that I am responsible for my actions in and out of school:**
- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and/or the Local Authority and in the event of illegal activities the involvement of the police.

**By signing this policy off on My Concern, I understand I am confirming that I have read, understood and agree to abide by this policy.**

## Appendix 2 – Rules for using school devices.

### Purpose
The purpose of this document is to outline the acceptable use of school IT devices by staff. As laptops will be used both in and out of school, this must be read in conjunction with our Acceptable User Policies and all Safeguarding Policies.

Inappropriate use of devices may expose us to unnecessary risks including virus attacks, compromise of network systems and services, financial and legal issues.

### Eligibility
All members of the teaching team will be issued with a laptop and iPad Pro and appropriate bag/case. If it is felt necessary for other members of staff beyond the teaching team to have a laptop, this will be at the discretion of the SLT.

Every user who is issued with a device will be asked to sign for receipt of the portable device, and to acknowledge that they have read, understood and will comply with this guidance.

### Staff Responsibility
Staff should take good care of the devices and take all reasonable precautions to ensure that it is not damaged, lost or stolen. In the event that the device is stolen, staff will be expected to:
- Report the theft to the police and obtain an incident number.
- Report the loss of a device to the Headteacher who will subsequently inform the relevant members of staff.

Negligence in the care of devices or failure to report loss or damage at the earliest opportunity may result in disciplinary action being taken against the staff member concerned.

### Care of Devices
A device is allocated to a particular member of staff for his or her use and is entrusted to their care. The member of staff should therefore take all reasonable care to secure the devices and to guard against damage.

❖ **Transporting Devices**
- Devices should always be within the protective bag supplied with the laptop when carried.
- The carrying case can hold objects (such as folders and books), but these must be kept to a minimum to avoid placing too much pressure and weight on the device screen.
- For short periods of time i.e. moving between meetings, devices may be put into hibernation (standby mode), thus reducing the start-up time. For longer periods, laptops should be turned off properly before placing it in the carry case.
- Care should be taken when travelling to ensure that the device is secure and cannot slide around.

❖ **Device safety**
If you have to leave your device in unsupervised areas (this includes during courses/meetings), staff are expected to adhere to the following:
- Ensure that if you leave the device for a moment, that Safeguarding rules are not breached; if in doubt, password protect the document.
- Staff should only use devices signed in under their own user name.
- Do not leave the device in an unlocked vehicle; even if the vehicle is in your driveway or garage.
- Never leave your device in plain sight. If you must leave you device in a vehicle, the best place is in the boot.

- Car parks are likely areas for thefts from vehicles as they provide wide choice and cover for thieves. Again, never leave your device in plain sight.

❖ **Battery Use**

In order to prolong battery life, laptops should be powered from the mains supply whenever practical.

## Insurance
- The school insurance covers the device for being in transit between school and your home, in addition to when it is in your house.  However, it does **not** cover you if you detour between home and school.  Please check your home insurance policy.
- In the event that a device is lost or damaged due to negligence on the part of the member of staff it is allocated to, the school insurance will not cover this and all repairs/replacement costs must be met by that person.

## Staff Absence & Staff Leavers
Subject to the details of absence of a member of staff to whom a device has been allocated, arrangements may be made for the member of staff covering for the absence to have access to that device.

Staff leaving the school must return their devices to the Office. It is the responsibility of the member of staff leaving to ensure that all relevant files have been retained on the device and/or saved onto the 'Shared Drive' and that all other documents have been deleted.

## Technical Support
- Devices in need of repair must be returned to the school's ICT Technician. Staff must not attempt to repair any hardware faults under any circumstances.
- Staff should NOT install software or hardware, or change any system configuration. All software and/or hardware installations or system configuration requests must be submitted through the school ICT Support Technician. All requests must be emailed: rstewart@dogsthorpe-inf.peterborough.sch.uk

## General information.
All staff are expected to follow our AUP in regards to internet use on school devices. Use of the internet outside of the school network is permitted but due care and attention must be taken to protect the device and school network.

The school devices are to be used for school-related business as a productivity tool, curriculum enhancement tool, and for research and communications. Staff may use the devices for personal purposes within the standards of good judgment and common sense.