STAINING
CE VC Primary School

Acceptable Use of ICT Policy
(including guidance on the use of mobile phones)

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Philosophy

Staining CE VC Primary School is an average size 4-11 primary school. It serves the village of Staining and the local area.

Our school vision is: Learn to Wonder, Grow in Wisdom, Shine like Stars.
Our school values are: Be Kind, Show Respect, Work Hard, Aim High and Teamwork.

This policy seeks to uphold the vision and values of the school and allow all our pupils, staff, parents and Governors to flourish.

At Staining CE Primary School we encourage a calm, orderly and friendly environment. We show respect for all members of our community and aim to be consistent in our approach to pupils and students. We promote positive self-esteem in an inclusive environment that values all.

Rationale

This policy reflects the school values and philosophy in relation to the acceptable use of ICT and **must** be read in conjunction with other school policies related to ICT, its use and communication.

New technologies have become integral to the lives of pupils / students in today's society both within school and in their lives outside school. The Internet and other digital information and communication tools can stimulate discussion and promote creativity helping towards effective learning.
This policy is intended to ensure:

- that pupils / students and adults will be responsible users and stay safe whilst using the Internet and other communication 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 pupils / students will have good access to ICT to enhance their learning and will, in return, expect the pupils / students to be responsible users.

Use of ICT

- Use of the Internet, including email, is permitted for curriculum purposes such as research and learning activities directly related to the curriculum.
- Pupils / students will only be able to download a file under the direct supervision of a member of staff and it will be virus checked prior to being opened.
- The use of game-style activities will be monitored by staff to determine suitability. Violent games are NOT permitted.
- Social networking or instant messaging sites are NOT to be accessed by staff or pupils / students in school.
- You tube is not to be accessed by pupils and only accessed by staff to support curriculum needs
- It is never acceptable for 'friendship requests' to be sent or accepted between pupils and staff at the school.
- Setting a high security level on social networking sites is also advisable
- Pupils / students should be made aware of the possibility and consequences of online bullying.
- When email is required as part of a curriculum based lesson, ALL emails transmitted and received will be approved by teaching staff and will only take place on the Purple Mash platform.
- No emails will be approved where it may include information that may offend others or where it does not respect the rights, beliefs and feelings of others. Pupils / students of Staining CE Primary School should always remember that they are representing themselves and our school.
- Personal information such as full names, home addresses, and phone numbers will NEVER be sent by email. Staff should use pupils' initials when sending emails pertaining to individuals. Sensitive information should be encrypted.
- Virtual Learning Environments such as Class Dojo provide safe and secure areas for pupils / students and parents or carers to access and share school-related documents.
- Generally, it is expected that all staff are engaged in learning activities with pupils / students during lesson time. It is not desirable that teachers work on computers on administrative tasks during lesson time. TAs may be completing administrative tasks relevant to the needs of the class and under the direction of the teacher.

Use of mobile phones

Mobiles phones have recently become a common possession, and are increasingly complex and sophisticated. Many people view them as an essential of modern life. There are however many issues that relate to mobile phone use, or indeed possession, in school.

- Disturbance of lessons and loss of concentration in class.
- Children overhearing private/ personal comments/ conversations
- Worry at responsibility for an expensive item.
- Potential for theft.
- Potential bullying situations.
- Unwanted and uncontrolled photographs and video footage.
- With mobile phones that connect to the Internet, all the hazards involving online issues such as bullying, grooming and personal security.

Procedure

- Staff should not use mobile phones during directed time. They should be switched off or kept on silent and out of sight of the children. Phones are permitted to be used in the staffroom or office but never in classrooms or in sight of children. In emergency situations, phones may be used on with the permission of the Headteacher. Messages can be arranged to be delivered to the office. Please see Whole School Safeguarding and Child Protection Policy for additional guidance.
- Children should not have phones in school. If they bring them in for emergency out of school situations, they should be handed to their class teacher.
- Where a member of staff deems it necessary to use their personal mobile phone (for example, on a school trip) to contact pupils / parents, it is essential that any phone numbers dialled are deleted from their phone immediately after use.
- Still photographs or video will only be taken with a school device. Under no circumstances should pictures be taken of pupils, the school or school activities on personal phones.
- The school regards online-bullying, through the inappropriate use of electronic communication such as text messaging, email or postings on social networking sites such as an unacceptable form of bullying. This includes the use of technology outside of normal school hours if it interferes with the safety and well-being of any member of the school community. Such incidents will be taken seriously, investigated thoroughly and appropriate disciplinary measures taken if necessary.

Use of digital images

- Any photos or videos taken by teachers, other adults (including parents), and the pupils / students themselves during ANY school activity (including trips / camp) will not be put on public display or published anywhere on the Internet without the prior consent of parents or carers.

'Live' Teaching

'Live' teaching taking the form of live video links between teachers and pupils on the Zoom platform will adhere to the strict Zoom risk assessment. Parents will agree to Zoom meetings before they take place and must adhere to the rules in place. Teachers will ensure rules are followed and take all precautions (set out in the risk assessment) to ensure safeguards are in place.

'Live' teaching via recorded videos on platforms such as Loom will be provided by teachers for home learning or remote learning. Teachers will ensure that all safeguarding steps are taken in line with risk assessments.

Effective communication of the Acceptable Use Policy

- The policy will be made available to all staff and volunteers.
- All staff and volunteers will sign the appropriate documentation when they join the school. Please see below

ICT Acceptable Use Policy – Staff and Governors

ICT and related technologies such as email, the internet, and mobile devices are an essential part of daily life in our school. This policy is designed to ensure that all staff members and Governors understand their individual responsibilities when using technology.

By working within or serving the school in an official capacity, staff and Governors are deemed to have accepted this policy and agree to follow its guidance. No signature is required. Any concerns or need for clarification should be discussed with the Headteacher.

1. I will take responsibility for my own use of any technologies, making sure that I use them safely, responsibly and legally.

2. I will be an active participant in online education, taking personal responsibility for my awareness of the opportunities and risks posed by the use of technology.

3. I will not use communications devices, whether school provided or personally owned, for bullying or harassment of others in any form.

4. I will not be involved with any online activities, either within or outside school that may bring the school, staff, children or wider members into disrepute. This includes derogatory/inflammatory comments made on Social Network Sites, Forums and Chat rooms.

5. I will not browse, download/upload or distribute any material that could be considered offensive, illegal or discriminatory.

6. I will respect copyright and intellectual property rights.

7. I will ensure that all electronic communications with children and other adults are appropriate.

8. I will not use the school system(s) for personal use during working hours.

9. I will not install any hardware or software without the prior permission of the SLT.

10. I will ensure that personal data (including data held on MIS systems) is kept secure at all times and is used appropriately in accordance with Data Protection legislation.

11. I will ensure that images of children and/or adults will be taken, stored and used for professional purposes in line with school policy and with written consent of the parent/carer or relevant adult. I will not distribute images outside the school network without the prior permission of the parent/carer, or person/s in the image.

12. I will abide by the school's rules for using personal mobile equipment, including my mobile phone, at all times.

13. I will report any known misuses of technology, including the unacceptable behaviours of others.

14. I have a duty to respect the technical safeguards which are in place. I understand that attempting to breach technical safeguards or gain unauthorised access to systems and services is unacceptable.

15. I have a duty to report failings in technical safeguards which may become apparent when using the systems and services.

16. I have a duty to protect passwords and personal network logins, and should log off the network when leaving workstations unattended. I understand that any attempts to access, corrupt or destroy other users' data, or compromise the privacy of others in any way, using any technology, is unacceptable.

17. I understand that network activities and online communications are monitored, including any personal and private communications made using school systems.

18. I am aware that in certain circumstances where unacceptable use is suspected, enhanced monitoring and procedures may come into action, including the power to confiscate personal technologies such as mobile phones.

19. I will take responsibility for reading and upholding the standards laid out in this policy. I will support and promote the school's online policy and help children to be safe and responsible in their use of ICT and related technologies.

20. I understand that these rules are designed for the safety of all users and that if they are not followed, school sanctions will be applied and disciplinary action taken.

ICT Acceptable Use Policy - Volunteers and any adult working in the school for a short period of time.

ICT and related technologies such as email, the internet, and mobile devices are an integral part of daily life in our school. This policy outlines the expectations for all volunteers and adults working in the school for any period of time, to ensure safe, responsible, and legal use of technology.
By volunteering or working within the school, you are deemed to have accepted this policy and agree to follow its guidance. No signature is required.
Any concerns or need for clarification should be discussed with the Headteacher.

1. I will take responsibility for my own use of any technologies, making sure that I use them safely, responsibly and legally.
2. I will not browse, download/upload or distribute any material that could be considered offensive, illegal or discriminatory.
3. I will not use any external device to access the school's network e.g. pen drive.
4. I will respect copyright and intellectual property rights.
5. I will ensure that images of children and/or adults will be taken, stored and used for professional purposes in line with school policy and with written consent of the parent/carer or relevant adult. I will not distribute images outside the school network without the prior permission of the parent/carer, or person/s in the image.
6. I will abide by the school's rules for using personal mobile equipment, including my mobile phone, at all times.
7. I understand that network activities and online communications are monitored, including any personal and private communications made using school systems.
8. I will not install any hardware or software onto any school system.
9. I understand that these rules are designed for the safety of all users and that if they are not followed, school sanctions will be applied and disciplinary action taken.

KS2 Children

These rules reflect the content of our school's online Policy.

It is important that parents/carers read and discuss the following statements with their child, understanding and agreeing to follow the school rules on using ICT, including use of the Internet.

1. I will only use ICT in school for school purposes.
2. I will not bring equipment e.g. a mobile phone or mobile games consoles into school unless specifically agreed beforehand with my teacher.
3. I will only use the Internet and/or online tools when a trusted adult is present.
4. I will tell a responsible person if I find any damage or faults with technology, however this may have happened.
5. I will only use social media/ chat in school with express permission and as part of the curriculum
6. I will only use my class e-mail address or my own school email address when emailing.
7. I will not deliberately look for, save or send anything that could be unpleasant or nasty.
8. I will not deliberately bring in inappropriate electronic materials from home.
9. I will not deliberately look for, or access inappropriate websites.
10. If I accidentally find anything inappropriate I will tell my teacher immediately.
11. I will only communicate online with people a trusted adult has approved.
12. I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
13. I will not give out my own, or others', details such as names, phone numbers or home addresses.
14. I will not tell other people my ICT passwords.
15. I will not arrange to meet anyone that I have met online.
16. I will only open/delete my own files.
17. I will not attempt to download or install anything on to the school network without permission.
18. I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
19. I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my online safety.
20. I understand that I am responsible for my actions and the consequences. I have read and understood the above and agree to follow these guidelines.
21. I understand that failure to comply with this Acceptable Use Policy may result in disciplinary steps being taken in line with the school's Behaviour Policy.

EYFS/ KS1 Children

These rules reflect the content of our school's online Policy.
It is important that parents/carers read and discuss the following statements with their child(ren), understanding and agreeing to follow the school rules on using ICT, including use of the Internet.

1. I will ask an adult if I want to use the computer.
2. I will only use activities that an adult has told or allowed me to use.
3. I will take care of the computer and other equipment.
4. I will ask for help from an adult if I am not sure what to do or if I think I have done something wrong.
5. I will not tell anyone my name, school or where I live when online.
6. I will tell an adult if I see something that upsets me on the screen
7. I know that if I break the rules, I might not be allowed to use the computer.
8. I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
9. I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my online safety

Acceptable Use Agreement Policy - Parents

New technologies have become integral to the lives of the 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. Young people should have an entitlement to safe internet access at all times.

This agreement is intended to ensure that young people will be responsible users and stay safe while using the internet and other technologies for educational, personal and recreational use. It also aims to protect school ICT systems and users from accidental and deliberate misuse that could put the security of the systems and users at risk. It is also used to make parents/carers aware of the importance of online and is involved with the education and guidance of young people when they are using the internet or devices.

School will try to ensure that the students will have good access to ICT to enhance their learning. In return, we expect our students to agree to be responsible users. Attached is a copy of the agreement that we have made with your child in school, so that you can be aware of our expectations.

Parents are requested to read the permission form on the back of this letter and let school know if you **do not** agree to any of the items as listed. If we hear nothing from you, we will presume that you are in agreement with us on the items mentioned.

Should you have any concerns or problems with these policies that you would like to discuss with someone in school, please contact the school office.

Thank you for your support.
C Nugent & J Shoulders Headteachers

Parental Agreement

As the parent/carer of students at Staining C of E Primary, I give permission for my son/daughter to have access to the internet and to ICT systems in school.

I know that my child has signed an acceptable user agreement and will receive ongoing online education to help them understand the importance of safe use of ICT - both in and out of school.

I understand that school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my child's activity on the ICT systems will be monitored and that the school will contact me if they have any concerns about any possible breaches of the Acceptable Use Policy.

Acceptable Use Agreement Policy - Parents
By enrolling my child at this school, I acknowledge and accept the school's policies regarding the safe and responsible use of the internet and digital technologies. I will encourage my child to use online resources safely and responsibly at home, and I will communicate any concerns about their online safety to the school.
I understand that social media platforms and other websites have age restrictions and usage guidelines, and I agree to support and uphold these standards in partnership with the school.
Attendance at this school implies acceptance of this policy; no signature is required.