Settle and Malhamdale Primary Partnership

School Acceptable Use of ICT Policy

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 Acceptable Use Policy is intended to ensure:

- that staff 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 will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for students / pupils learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

Staff and volunteers who use ICT technologies in school are required to read and sign that they fully understand the guidelines and implications as outlined in this policy document. A signed register will be maintained in the school office for future reference.

- 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 (e.g. laptops, email, VLE 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 or password 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.

- I will ensure that when I take and / or publish images of others I will do so with their permission.

- 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 the school: Where permission needs to be sought please see the headteacher.

- When I use my personal hand held / external devices (PDAs / laptops / mobile phones / USB devices, tablets etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. This includes downloading photographs on school computers. 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 ensure that my data is regularly backed up, in accordance with relevant school policies.

- I will not try to upload, download or access any materials which are illegal or inappropriate material that may cause harm or distress to others.

- 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 / LA Personal Data Policy.

- I understand that data protection policy requires that any staff or student / 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. I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Please Note: The school partnership does not condone images being taken on non-school equipment but in special circumstances and upon agreement with the headteacher if they are absolutely required they must be only downloaded using *school equipment* and then deleted from the original device. Where these images are published (e.g. on the school website) it must not be possible to identify by name, or other personal information, those who are featured. Staff who have genuine concerns about any school matter should follow school current guidelines and policies. Staff should report all contacts through networking sites which may concern them to the Designated Lead – all staff have a professional and moral duty to report any breach of school safeguarding policy. Breaches of school policy risk disciplinary action and referral to the North Yorkshire Safeguarding Team.

The guidelines outlined in this document are non-negotiable.

Richard Wright

Designated Lead and Executive Headteacher

Reviewed September 2023

Next Review September 2025