

 St. Alban's Catholic Primary School 

ICT Acceptable Use Policy

V2.0 January 2021

1 INTRODUCTION

It is the responsibility of all users to read and understand this Policy. This Policy may be updated from time to time, in order to comply with legal and policy requirements.

2 PURPOSE

This ICT Acceptable Use Policy is intended to provide a framework for such use of ICT resources, it should be interpreted such that it has the widest implication and so as to include new and developing technologies and uses, which may not be explicitly referred to.

3 POLICY

The ICT Acceptable Use Policy is to be taken to include the existing E-Safety Policy.

4 UNACCEPTABLE USE

The computer network is owned by the school and is made available to staff and students to further their education supporting teaching and learning. It is the responsibility of all who have access to the computer system to abide by the ICT Acceptable Use Policy. In practice this means that:

Users of the school network must:

- Not use equipment, Internet or the e-mail system which is prejudicial to The school's interests or is defamatory or abusive
- Take care when sending emails, remembering that emails have the same legal authority as signed letters on official headed paper and therefore should treat them as such. They should not make personal comments in emails that could be used against the school or a member of the school community. Users are responsible for all e-mails sent and for contacts made that may result in e-mails being received.
- Take care when receiving emails and do not open any suspect emails or attachments, particularly where the sender is unknown; instead delete them. Notify School Business Manager and SLT member in the event of receiving any threatening, lewd or inappropriate email
- Let no one else use their log in ID
- Keep their passwords secret and get them changed if they are disclosed
- Ensure that mandatory GDPR training is completed as frequently as required
- Understand that the school has authorised the reporting on all aspects of information, computer systems, Internet and e-mail usage and the recording of usage of computer systems, e-mail and the Internet, without the consent of the Users
- Not use the computer system for playing games
- Not email to distribute games or links to games unless they are agreed in school for educational purposes
- Not download attachments from non-organisational email accounts
- Not use proxy sites to circumvent the firewall

- Understand that non-compliance may result in appropriate disciplinary, contractual and/or criminal action being taken within the context and spirit of the policy
- Not use the computers for personal: financial gain, gamble, political purposes or advertising
- Respect copyright i.e. don't copy from the internet or from someone else without their permission
- If using a home computer for school work, that they be aware of other family usage and ensure that no-one other than the approved user gains access to the school network
- Lock computers if logged in when leaving the computer for any short period of time (a maximum of 5 minutes is advised)
- Ensure they understand and comply with the Policy
- Only use the network for activities which relate the professional activity of student's education or for acceptable personal usage outside teaching commitments
- Know that they have a responsibility for supervising pupils' usage of computer equipment

The school network may not be used directly or indirectly by a User for the download, creation manipulation transmission or storage of: -

- Any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material
- Unlawful material, or material that is defamatory, threatening, discriminatory extremist or which has the potential to radicalise themselves or other
- Material which promotes discrimination based on race, gender, religion or belief, disability age of sexual orientation
- Material with the intent to defraud or which is likely to deceive a third party
- Material which advocates or promotes any unlawful act
- Material that infringes the intellectual property rights or privacy rights of a third party, or that is in break of a legal duty owed to another part; or
- Material that brings the school into disrepute

The school network must not be deliberately used by a User for activities, or likely to have, any of the following characteristics: -

- Intentionally wasting staff effort or other school resources
- Corrupting, altering or destroying another User's data without their consent
- Disrupting the work of other Users or the correct functioning of the school network
- Material which is subsequently used to facilitate harassment, bullying and/or victimisation of a member of the school or a third party

Any breach of industry good practice that is likely to damage the reputation of the school network will also be regarded prima facie as unacceptable use of the school network,

Users shall not: -

- Introduce data-interception, password-detecting or similar software or devices to the school network

- Take electronic devices belonging to The school to countries outside the European Union without prior permission from the Data Protection Officer
- Seek to gain unauthorised access to restricted areas of the school network
- Access or try to access data where the user knows or ought to know that they should have no access
- Carry out hacking, fraud, communicating personal data, distributing copyrighted works e.g. music
- Intentionally or recklessly introduce any form of spyware, computer virus or other potentially malicious software

5. IPAD ACCEPTABLE USE

- All school staff must have their device enrolled into the schools Asset Management system. At no point should a member of staff attempt to remove their device from this system.
- Do not try to manage your staff device yourself via iTunes or any other management software. The school provides a managed Apple ID. Do not use your personal Apple ID on this device.
- Do not set up your personal email address on this device.
- Do not link up personal third party apps or services, such as Dropbox or other storage; on-demand TV; other media streaming services.
- Do not sign into your personal social media accounts, e.g., Twitter; Facebook; LinkedIn.
- Staff must set a password on their iPad device, it must be unique and must not be recorded. If a password is forgotten, it can be reset through the school's device management system.
- You must not jailbreak your device, or otherwise hack, or tamper with it.
- Your iPad device must be in a protective case at all times.
- Handle your device with care and respect. Do not throw, damage, place heavy items on, or intentionally drop your device.
- Only approved cleaning materials can be used to clean your device, such as laptop or tablet sprays and cloths.
- Do not keep, or leave your iPad unattended in vehicles. Keep your iPad safe and secure at all times. You should know where your iPad is at all times.
- If your device becomes lost or stolen, report it to School Business Manager or a member of SLT as a matter of urgency.
- If your device has become damaged, report it to School Business Manager or a member of SLT, and hand over the device to them.
- You must not carry out repairs on any school-owned device.
- You must not solicit any individual or company to repair a school-owned device on your behalf.

6. PUPILS' RESPONSIBILITIES

Pupils' responsibilities are to:

- Use Apple iPads in a responsible and ethical manner for the purpose set by their teacher.

- Obey general School rules concerning behaviour and communication that apply to iPad and computer use.
- Use all computer resources in an appropriate manner so as to not damage school equipment.
- Turn off and secure their iPad after they are finished working.

7. PUPIL ACTIVITIES SPECIFICALLY PROHIBITED

Pupils are not permitted to:

- Illegally install or transmit copyrighted materials.
- Change iPad settings without permission
- Download vault or ghost apps to keep content hidden
- Attempt to modify or upgrade iPads
- Send or display offensive messages or material.
- Use obscene language or content.
- Damage to IOS, devices, computer systems or computer networks.
- Trespass in others' folders, works or files.
- Download illegal content or material that is suspicious.
- Upload any photo or video content taken in school to any social networking sites.

8. REMOTE LEARNING – TEACHER EXPECTATIONS

Where a child has to self-isolate, the class teacher will provide daily learning via Teams for that child to complete. This will generally be the same as that taking place in class that day and at a level suitable for that child to access.

The process to be followed is:

- Teacher creates an assignment on MS Teams with the title 'Remote Learning <DATE>'
- The submission date for that assignment is to be set appropriately by the teacher.
- Clear instruction for the completion of the learning and the submission process are to be given in the assignment instructions field
- Resources (worksheets, golden tickets, etc) are uploaded to the assignment using the 'add resources' link. There is a 500mb file size limit and a maximum of 10 files can be uploaded
- The assignment is allocated to only those children who are self-isolating

Where a teacher has to self-isolate but the class remain in school, then they will use MS Teams to remotely teach their class each morning, following their normal timetable of subjects supported with either a HLTA or TA in the classroom.

Teachers should:

- Use their school issued laptop rather than any personal ICT equipment

- Use video calling so the children in school can see and hear them
- Sit against a neutral background or use a suitable virtual background
- Dress like they would for school
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen
- Remain professional as if they are actually present in the classroom
- Teach remotely from a room used only by the teacher during the teaching and learning sessions

9. REMOTE LEARNING – PUPIL EXPECTATIONS

Pupils accessing the MS Teams remote learning platform should:

- Use the 'conversation' function for discussing learning only – it is not a personal chat room
- Use the background function or sit with a plain wall behind them in a quiet room
- When engaging in live lessons, make sure children are dressed appropriately and are ready for learning eg. have eaten beforehand and had a drink, are engaged in the lesson in a quiet room, with adult supervision if necessary
- Access and complete the designated assignment tasks and submit these each day using the method described in the assignment instructions
- Do not attach any files that may contain inappropriate, abusive or offensive material
- Only access and use the software for approved school use

10. CONSEQUENCES OF BREACH

In the event of a breach of this Acceptable Use Policy by a User the school may in its sole discretion:

- Restrict or terminate a User's right to use the school network
- Withdraw or remove any material uploaded by that User in contravention of this Policy
- Where appropriate, disclose information to law enforcement agencies and take any legal action against a User for breach of this Policy, including but not limited to claiming all costs, fees and disbursements (including but not limited to legal fees) connected therewith

In addition, the school may take such action, disciplinary or otherwise, as it deems appropriate.

APPENDIX 1

STAFF LAPTOP/IPAD LOAN AGREEMENT

Name of Staff Member

- It has been agreed that a laptop/ipad computer will be loaned to you while you remain at this school. This loan is subject to review on a regular basis and can be withdrawn at any time.
- The laptop and any accessories provided with it (including charging cables and plugs) remains the property of St Alban's Catholic Primary School and is strictly for use with work associated with school.
- I agree to treat the laptop/ipad with due care and keep the laptop/ipad in good condition, taking extra care when it is being transported, not leave it unattended in class without being secured and avoid food and drink near the keyboard/touch pad.
- I agree to back up my work on a regular basis. I understand the school will not accept responsibility for the loss of work in the event of the laptop malfunctioning.
- I agree to only use software licensed by the school, authorised by the Headteacher and installed by the school's ICT staff.
- I agree that Anti-Virus software is installed and must be updated when necessary . ICT staff from the school will advise on the routines and schedule of this operation.
- Should any faults occur, I agree to notify SLT or School Business manager as soon as possible so that they may undertake any necessary repairs. Under no circumstances should I, or anyone other than ICT staff, attempt to fix suspected hardware, or any other faults.
- I agree that home Internet access is permitted at the discretion of the headteacher. I understand the school will not accept responsibility for offering technical support relating to home Internet connectivity.
- I agree that any telephone/broadband charges incurred by staff accessing the Internet from any site other than school premises are not chargeable to the school.
- I agree to adhere to School and LA policies regarding the following, updated as necessary:
 - Acceptable use
 - Data protection
 - Health and safety
- I agree to keep the approved password and notify school of this password when necessary
- I agree to keep the icloud of St Alban's School on the ipad and not replace it with a personal icloud.

Note on Insurance

Any theft should be immediately reported to the police and a crime reference number should be obtained and provided to ICT staff. Laptops and other school equipment are insured when taken offsite for work purposes, e.g. a member of staff taking a laptop home. When items are being taken offsite, we expect that adequate care is taken to ensure the safe storage of the item, making sure that the item is not left unattended or on view.

Laptop Details

Laptop MakeModel.

Serial Number

Accessories provided.....

Ipad details

Ipad serial Number.....

Accessories Provided.....

Personnel Details

I have read and agree to be bound by the terms and conditions set out above.

Name of Member of Staff

.....

Signature.....

Date

APPENDIX 2

Key Stage 1

FS2/KS1 iPad Loan Agreement

Agreement between and St. Alban's Catholic Primary School.

Contract agreement:



- I will only use it when my teacher tells me to
- I will take care of the equipment



- I will not use the equipment near food or drinks
- I will always use kind words



- I will

tell an adult if I find something upsetting

I understand that I



need to use the IT equipment sensibly and keep it safe.
Signed:.....

Key Stage 1

Think then Click

These rules help us to stay safe on the Internet



We only use the internet when an adult is with us

We can click on the buttons or links when we know what they do.



We can search the Internet with an adult.

We always ask if we get lost on the Internet.



We can send and open emails together.

We can write polite and friendly emails to people that we know.



Key Stage 2

KS2 iPad Loan Agreement

Agreement between and St. Alban's Catholic Primary School.

Contract agreement:



- I will only use school IT equipment for activities agreed by school staff
- I will take care of the equipment that I have been given



- I will not use the equipment near food or drinks
- I will make sure that all online contact I make is responsible, polite and sensible. I will be kind and respectful at all times

- If I come across anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will tell my teacher immediately.





I understand that it is my responsibility to follow this agreement, use the IT equipment sensibly and keep it safe.

Signed:.....

Think then Click

e-Safety Rules for Key Stage 2

- We ask permission before using the Internet.
- We only use websites that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any webpage we not sure about.
- We only e-mail people an adult has approved.
- We send e-mails that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know.
- We do not use Internet chat rooms.

 St. Alban's Catholic Primary School 

E-Safety Rules Agreement

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.

Parent's Consent for Web Publication of Work and Photographs

I agree that my son/daughter's work may be electronically published. I also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil names.

Parent's Consent for Internet Access

I have read and understood the school e-safety rules and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Pupil Name:

Class/Year:

Signed:

Date:

Please print name:

Please complete, sign and return to the school

APPENDIX 4

Device loan agreement for pupils

1. This agreement is between:

1) St Alban's Catholic Primary School ("the school")

2)("the parent"/"carer"/ and "I")

This agreement governs the use and care of devices assigned to the parent/carers child (the "pupil").

This agreement covers the period from the date the device is issued through to the return date of the device to the school.

All issued equipment shall remain the sole property of the school and is governed by the school's policies.

1. The school is lending the pupil a **laptop / ipad** *(delete whichever does not apply) ("the equipment") for the purpose of doing schoolwork from home during remote learning.
2. This agreement sets the conditions for taking a St Alban's Catholic Primary School laptop or ipad ("the equipment") home.

I confirm that I have read the terms and conditions set out in the agreement and my signature at the end of this agreement confirms that I and the pupil will adhere to the terms of loan.

2. Damage/loss

By signing this agreement I agree to take full responsibility for the loan equipment issued to the pupil and I have read or heard this agreement read aloud and understand the conditions of the agreement.

I understand that I and the pupil are responsible for the equipment at all times whether on the school's property or not.

If the equipment is damaged, lost or stolen, I will immediately inform school and I acknowledge that I am responsible for the reasonable costs requested by the school to repair or replace the equipment. If the equipment is stolen, I will also immediately inform the police.

I agree to keep the equipment in good condition and to return it to the school on their demand from the school in the same condition.

I will not leave the equipment unsupervised in unsecured areas.

I will make sure my child takes the following measures to protect the device:

- Keep the device in a secure place when not in use
- Don't leave the device in a car or on show at home
- Don't eat or drink around the device
- Don't lend the device to siblings or friends
- Don't leave the equipment unsupervised in unsecured areas

3. Unacceptable use

I am aware that the school monitors the pupil's activity on this device.

I agree that my child will not carry out any activity that constitutes 'unacceptable use'.

This includes, but is not limited to the following:

- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination
- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Activity which defames or disparages the school, or risks bringing the school into disrepute
- Causing intentional damage to ICT facilities or materials
- Using inappropriate or offensive language

I accept that the school will sanction the pupil, in line with our behaviour policy, if the pupil engages in any of the above **at any time**.

4. Personal use

I agree that the pupil will only use this device for educational purposes and not for personal use and will not loan the equipment to any other person.

5. Data protection

I agree to take the following measures to keep the data on the device protected.

- Make sure my child locks the equipment if it's left inactive for a period of time
- Do not share the equipment among family or friends
- Ensure antivirus and anti-spyware software is updated (by school if necessary) as required
- Install the latest updates to operating systems, as prompted
- Check charging equipment for signs of damage and report to school if necessary

If I need help doing any of the above, I will contact school on the email: admin@st-albans.doncaster.sch.uk

6. Return date

I will return the device in its original condition to the school office within 7 days of being requested to do so.

I will ensure the return of the equipment to the school if the pupil no longer attends the school.

7. Consent

By signing this form, I confirm that I have read and agree to the terms and conditions set out above.

PUPIL'S FULL NAME	
PARENT/CARER FULL NAME	
PARENT/CARER SIGNATURE	
DATE	

Appendix 5

Staff Information Systems Code of Conduct

To ensure that staff are fully aware of their professional responsibilities when using information systems, they are asked to sign this code of conduct. Staff should consult the school's e-safety policy for further information and clarification.

- The information systems are school property and I understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.
- I will not be remove or copy sensitive or personal digital data from School network unless the data storage device is encrypted and is transported securely for storage in a secure location
- I understand Paper based protected and restricted data must be held in lockable storage. (Staff must make sure they have a valid purpose to have any data in print and if data has been printed off it needs to be securely disposed of once it is no longer required. Staff should think before they leave data unattended)
- I understand that General Data Protection Regulation 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. Therefore, I should not send personal data to anyone unless I am legally required to, have the person's permission or a valid reason to do so – if I am not sure I will seek advice.
- I understand staff are strictly prohibited from storing pupil or parent data on their own personal devices. I understand I am expected to act responsibly if using a personal mobile device for School business. I also understand I must delete sensitive or commercial emails from my device once the task has been completed and also delete any attachments to emails e.g. data sets/spreadsheets once finished.
- I will ensure that my information systems use will always be compatible with my professional role.
- I understand that sending email attachments containing private, personal or sensitive data I must encrypt this via the admin email address encryption and it is my responsibility to ensure that this happens.
- I understand that school information systems may not be used for private purposes, without specific permission from the headteacher.
- I understand that the school may monitor my information systems and Internet use to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an appropriate system manager.
- I will not install any software or hardware without permission.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to the school e-Safety Coordinator or the Designated Child Protection Coordinator.
- I will ensure that any electronic communications with pupils are compatible with my professional role.
- I will promote e-safety with pupils in my care and will help them to develop a responsible attitude to system use and to the content they access or create.
- I will report any data breach immediately to the DPO to allow the breach to be reported to the ICO within 72 hours

The school may exercise its right to monitor the use of the school's information systems, including Internet access, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I have read, understood and agree with the information systems code of conduct.

Name..... Signature.....
Date.....

Accepted for school:Signature: