POLICY OF ACCEPTABLE ICT USE INCLUDING E- SAFETY:

Rationale:

ICT affects all the members of the school community in a variety of ways and it is important that a wide range of issues arising from the use of ICT are addressed. All pupils and staff need to be fully aware of the rules that govern the use of ICT at Filey CE VC Nursery & Infant School. It is the responsibility of the school to provide rules that balance the desire that all members of the school community have full access to all ICT resources whilst protecting them from unacceptable materials and preventing improper use.

School Community

The school community is defined as all those people (staff, pupils, non-teaching staff, parents governors etc) who engage in learning, teaching, managerial and supportive activities within the confines of the school. A user is defined as any member of the school community with authorised access to the school's ICT resources.

Use of ICT resources:

The school's ability to be able to deliver an appropriate ICT curriculum is based upon its ICT resources being available and functioning as intended. Therefore it needs to protect its ICT resources from theft, malicious and accidental damage and deliberate misuse.

ICT resources are defined as:

- Any form of audio visual or computing device (e.g. servers, workstations, laptops, photocopiers, laminators, televisions, videos, tape cassettes/CD players, calculators) irrespective of any for any form of network connection.
- Any form of peripheral (e.g. printers, monitoring equipment, interactive whiteboards, multimedia projector, electronic keyboard).
- Any form of computer or peripheral media, fixed or removable (e.g hard disk. CD roms, CDs) that can transmit or receive data to or form any form of audio visual, computing, peripheral or network device.

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- Any form of software (e.g. computer programs such as word processors, databases, sounds, images) that is supplied on, or via any form of media or transmission medium (e.g. CD Rom or the Internet).

Precautions needed to be taken:

- The school must be covered by an alarm system and wherever possible, all audio-visual or computing devices must be security marked.
- All ICT resources are owned by Filey CE VC Nursery & Infant School and must not be removed, replaced, disconnected, reconnected or borrowed without permission from the Headteacher, this also needs recording in the asset register.
- All members of the school community are responsible for the storage and appropriate use of ICT resources.
- Staff and pupils must not attempt any technical or electrical repairs to ICT resources. Damages or breakdown must be reported to the ICT Co-ordinator and recorded appropriately.
- Staff must only access computer systems using their authorised usernames.
- Members of the school community must ensure that ICT resources are stored appropriately and that the area surrounding the workstation is tidy. Misuse of ICT Resources must be reported to the Co-ordinator.
- Never switch off a computer without shutting it down correctly.
- Use of the schools ICT resources must be for educational purposes of the school only. Teachers may use the Internet after school hours or at home for non- educational purposes. This excludes members of the teacher's family.
- Staff and pupils must not delete software applications without permission for the ICT Co-ordinator.
- Users must regularly delete unwanted or unused files or folders stored on the hard drive or network as the system does not have endless supplies of storage space.
- Food or drink must not be kept near any computer system.
- Filey CE VC Nursery & Infant School reserves the right to examine or delete files that may be held on the computer systems. Any non-educational files may be examined in detail.
- For maintenance purposes or to investigate possible misuses of resources, the administrator may need to access personal folders – this will not be carried out without prior permission from the Head teacher of the individual concerned.

Use of Internet and E-mail:
Filey CE VC Nursery & Infant School is committed to providing facilities for pupils to further their education, and to staff to enhance their professional activities including teaching, research and management.
The computer network is an important educational tool and pupils will be taught how to use it during ICT lessons and will consolidate the learning of ICT skills in other curriculum areas.

Filey CE VC Nursery & Infant School will only be using search engines on the approved filtered list. Since this does not provide an absolute guarantee that undesirable or unsuitable material is not accessed, all members of the school community must comply with the following rights and responsibilities on the network:

Only the Headteacher and ICT Co-ordinator are permitted to make changes to the Internet filtering levels.

Pupils must not access the Internet facilities without the written permission of a parent or guardian.

Access to the school's network,
 Internet and E-mail can only be made using an authorised password and username.

Pupils are not permitted to access facilities without the permission of a member of staff or without adult supervision.

Members of the school community must not use the Internet to access inappropriate materials.

Posting of anonymous letters and forwarding chain letters is not allowed.

Any material imported by the internet or E-mail must be virus checked and not infringe copyright regulations.

Filey CE VC Nursery and Infant School reserves the right to monitor E-mail and Internet sites visited at any time and without notice.

Licensing and Copyright:

When a software product is purchased, the purchaser does not "own" it but has only purchased the right to use the product in the ways defined by the copyright holder. In the United Kingdom legal rights and regulations automatically cover any original work. Copyright is part of a set of legal rights and regulations covering books, software and websites.

Therefore copyright and ownership of the software program remains with the owner (normally the publisher) and is not transferred to the user.
It is the responsibility of Filey CE VC Nursery & Infant School to ensure that all software is properly licensed. Licenses are recorded and reviewed regularly. The Headteacher is responsible for ensuring that all members of the school community are informed of the regulations governing the use of software. It is however, the responsibility of individual users to observe the copyright and licensing regulations.

Members of the school community must not copy or transfer commercially available software to or from school without an appropriate license.

All members of the school community must observe the copyright regulations of each software product of CD Rom. This is supplied with the products packaging or appears on screen during the installation process.

Making a single copy of a web page to a hard drive or floppy disk is allowed as long as it is not for the purpose of producing multiple copies.

Health and Safety:

Health and safety regulations require schools using ICT resources to assess and reduce risk, to make sure that work is planned to allow breaks or changes in activities, to offer information and training, and to provide eye tests on request. Filey CE VC Nursery & Infant School has a legal responsibility for health and safety requirements in schools and all members of the school community need to ensure that equipment is used correctly and safely.

Users should be comfortably positioned, with easy access to all equipment. They should take frequent breaks from computer work.

Users should ensure there is enough space around the workstation for paper, books and any other materials, including SEN equipment.

Gangways and exits must be kept clear and the teacher must be able to gain access to the workstations.

Wherever possible it is advisable that speakers are positioned about 30cms away from the computer.

Users must have the option to have the keyboard flat or tilted. It is important that they develop a good keyboard technique because typing with only one or two fingers, usually index fingers, increases the risk of repetitive strain injury. RSI is easier to prevent than to cure!
When using equipment such as printers it must be remembered that clothing, jewellery and hair can become trapped in fast moving parts.

Visual checks of plugs, leads and other electrical equipment must be carried out during the termly health and safety inspections.

Electrical appliances must be tested annually.

Anti-virus Protection

Anti-virus software must be installed on the networked school computers, updated regularly and be able to scan messages received by E-mail, Internet or other external sources.

All computer systems must be scheduled to perform a virus scan on start up.

When opening E-mails from unknown sources staff should take precautions.

If a computer suffers a serious slow down in operating speed, or if files rapidly start to fill the memory, the user must inform the ICT Co-ordinator. These are classic viral symptoms and the computer must not be used.

E-Safety

We actively promote children's awareness of internet safety. The Internet offers great experiences for adults and children, There are opportunities to improve your life, have some fun and enhance your education. Nowadays young children are often enthusiastic Internet users. However there are risky situations to deal with and hazards to avoid.

Why Internet use is important:

The Internet is an essential element in 21st Century life for education and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

Internet use will enhance learning:

The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of the pupils. Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet. Pupils will be educated in the effective use of the Internet in research including the skills of knowledge location, retrieval and evaluation.

Guidelines and Expectations:

Information systems security:

School ICT systems capacity and security will be reviewed regularly.

Virus protection will be updated regularly.

E-mail:

Staff should be aware of the content they use when sending e-mails. Please remember that an e-mail can be used as a legal document.

Published content on the school web site,

The contact details on the Web site should be the school address, e-mail and telephone number. Staff or pupils personal information will not be published.

The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work:

Photographs that include pupils will be selected carefully and will not include individual pupils who do not have parental consent for photographs.

Pupil's full names will not be used anywhere on the Web site, particularly in association with Photographs.

Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.

Social networking and personal publishing:

The school will block/filter access to social networking sites.

It is acknowledged that some pupils are aware of social networking sites. Discussions around this subject are controlled sensitively to avoid those who are unaware having their curiosity raised. Pupils are advised not to use sites such as Facebook, Pupils and parents are advised that the use of social network spaces outside school is inappropriate for infant aged pupils.

Parents and carers are asked not to display photographs relating to school events unless they have permission from parents of pupils photographed.

Staff are advised that sites such as Facebook should be used circumspectly. It is to be remembered that parents are not 'friends' and staff should use their professional judgement when using such sites.

Managing emerging technologies

Emerging technologies will be examined for educational benefit and considered carefully before use in school is allowed.

Pupils will not be allowed to use mobile phones.

Staff must not use mobile phones during lessons or formal school time without prior permission.

Protecting personal data:

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Policy Decisions:
Authorising Internet access:

All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.

Parents/carers will be asked to sign and return a consent form.

At Key Stage 1. Access to the internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.

Assessing risks:

The School will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school cannot accept liability for the material accessed, or any consequences of Internet access.

The school will audit ICT provision to establish if the e-safety is adequate and that its implementation is effective.

Handling e-safety complaints:

Complaints of Internet misuse will be dealt with by the Headteacher (e-Safety Co-ordinator).

Any complaints about staff misuse must be referred to the Headteacher.

Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

The **Policy of Acceptable use Including E Safety** is intended to protect all the members of the school community. It does not represent an exhaustive or exclusive set of rules – UK laws. LA and Local council regulations are assumed. It is the responsibility of the Headteacher, at their discretion, to decide whether an offence has been committed, including those not specifically outlined in this document

Approved by Full Governing Body: **J Partridge**   23rd March 2017
Jane Partridge-Chair of Governors

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