



Sandringham Primary School
& Sandringham Pre-School
A great place to be two



Sandringham Daycare, Pre-School and Primary

Acceptable Use Policy September 2022

Written on September 2021

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This policy applies to all members of the school community (including staff, children, volunteers, parents/carers and visitors) who have access to and are users of the school's ICT systems, both in and out of our setting. The Acceptable Use Policy outlines our expectations of staff, children, volunteers, parents/ caregivers and visitors in relation to using digital technology at school, on school devices and when representing the school. Examples of this may include using the internet on the school site, loaning school equipment, taking digital images of staff/children and engagement in social media. The main purpose of the policy is to keep staff, children, volunteers, parents/carers and visitors safe and also to ensure school equipment is used appropriately, safely and with respect.

Aims of technology within school

- For Sandringham Primary School to provide children with a high-quality computing education that prepares them as active participants in a rapidly changing digital world as well as to prepare them for the future workplace. This includes working/ learning at school and at home in line with our blended learning policy.
- For staff to be able to work efficiently at school and remotely.
- For parents/ carers to have effective communication between home and school.
- For all children to have access to high quality technology at school and at home.

Roles and Responsibilities

The following section outlines the roles and responsibilities for the e-safety of individuals and groups

The Governing Board is responsible for the approval of the e-safety Policy and for reviewing the effectiveness of the policy.

The Head Teacher is responsible for ensuring that:

- The safety (including e-safety) of members within the school.
- Relevant staff receive suitable training and development to enable them to carry out their roles safely and to train other colleagues, as relevant.
- Systems are in place to allow for the monitoring and support of those in the school who carry out the internal e-safety monitoring role. This is to provide a safety net and also to support those Colleagues who take on important monitoring roles.
- Provide information to the Governing Body as appropriate.

Member of SLT with responsibility for e-safety:

- Take day to day responsibility for e-safety issues and oversee the sanctions for breaches of rules relating to e-safety.
- Ensure that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place.
- Provide training and advice to staff.
- Liaise with the Local Authority Designated Officer (LADO) or Police as appropriate.
- Liaise with external partners as appropriate.

Technical Staff (including external technical advisors i.e. TechTrio/ Education Space):

- Ensure that the school's infrastructure is secure and is not open to misuse or malicious attack and that all aspects of the school's ICT systems are secure, in line with the school's guidance and policies.

Teaching and support staff are responsible for ensuring that:

- They have an up to date awareness of e-safety matters and of current school e-safety policy and practices.
- They have read and understood the appropriate ICT agreements.
- They report any suspected misuse or problem to a member of SLT.
- Digital communications with students are only on a professional level and carried out using official school systems.
- It is understood that social media can play an important part in communication between the school and students, parents/carers; however, there is also a need to ensure it is used in an appropriate and safe way.
- Before any member of staff sets up a resource such as a student blog space, they must seek permission from the Headteacher and they should ensure that appropriate steps are taken to make such social media 'private' so that only people they approve can access it. The member of staff will then be responsible for the posts made on the site and for moderating the content from other users/contributors.
- E-safety issues are embedded in all aspects of the curriculum and other school activities.
- Students understand and follow the school's e-safety and Acceptable Use Policy.
- Students have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.
- They monitor ICT activity in lessons, extra-curricular and extended school activities.
- They are aware of e-safety issues related to the use of mobile phones, cameras and hand held devices and that they monitor their use and implement current best practice with regard to these devices.
- In lessons where internet use is pre-planned, students should be guided to sites that are checked as suitable for their use and that processes are in place to deal with any unsuitable material that is found in internet searches..

Designated Safe-guarding Person (and Deputy) should be trained in e-safety issues and be aware of the potential for serious child protection issues to arise from:

- Sharing of personal data.
- Access to illegal/inappropriate materials.
- Inappropriate on-line contact with adults/strangers.
- Potential or actual incidents of grooming.
- Cyber-bullying.

Children (appropriate to age / stage of pupil)

- Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
- Will be expected to know and understand school policies on the use of mobile phones, digital cameras and handheld devices. They should also know and understand the school's policies on the taking/use of images and on cyber-bullying.
- Should understand the importance of adopting good e-safety practice when using digital technologies out of school and realise that the school's E-Safety Policy covers their actions outside of the school gates, if related to their membership of the school.

Parents

Parents/carers play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. Research shows that many parents and carers do not fully understand the issues and are less experienced in the use of ICT than their children. The school will therefore take every opportunity to help parents understand these issues through communications and the website.

Parents and carers will be responsible for:

- Endorsing the school policy
- Accessing the school website in accordance with the relevant Acceptable Use Policy.

Education and Training

E-Safety education will be provided in the following ways:

- A planned e-safety programme will be provided as part of the ICT programme of study.
- Key e-safety messages will be reinforced as part of a planned programme of assemblies and within the PSHE curriculum.
- Students will be taught whenever an opportunity occurs to be critically aware of the material/content they access on-line and be guided to validate the accuracy of information.
- Students will be encouraged to adopt safe and responsible use of ICT, the internet and mobile devices both within and outside the school.
- Students will be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.
- Staff will act as good role models in their use of ICT, the internet and mobile devices.

Education and Training – Staff

It is essential that all staff receive e-safety training and understand their responsibilities, as outlined in this policy.

Training will be offered as follows:

- E-safety training for all staff is included as part of Level 1 & 2 child safeguarding training.

- All new staff will receive e-safety training as part of their induction programme, ensuring they understand the E-safety Policy and Acceptable Use Policy.

Infrastructure, equipment, filtering and monitoring

The school will be responsible for ensuring that the infrastructure/network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented.

- All users will have clearly defined access rights to Trust's ICT systems.
- All users will be provided with a username and password. Users will be required to change their password regularly.
- Users will be made responsible for the security of their username and password, must not allow other users to access the systems using their log on details and must immediately report any suspicion or evidence that there has been a breach of security.
- In the event of the filtering system needing to be switched off for any reason, or for any user, this must be logged and carried out by a process that is agreed by the Head Teacher.
- Requests from staff for sites to be removed from the filtered list will be considered by the Network Manager.
- An appropriate system is in place for users to report any actual / potential safety incident to SLT.
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, hand held devices etc from accidental or malicious attempts which might threaten the security of the school's systems and data.
- Personal use of the school's ICT systems should be limited to what may be deemed reasonable. The services are provided predominantly for education purposes.
- Neither staff nor students should install programmes or other software on workstations, portable devices or servers, without written permission of the school's Network Manager.
- The school's ICT infrastructure and individual workstations are protected by up to date virus software.
- Personal data (as defined by the Data Protection Act) cannot be sent over the internet or taken off the school site unless safely encrypted or otherwise secured by password or other means.
- Where staff have email accounts and other Trust data on their phone or other mobile device they must ensure that the device is locked with a password.

Curriculum

- E-safety should be a focus in all areas of the curriculum and staff should reinforce e-safety messages in the use of ICT across the curriculum.
- In lessons where internet use is pre-planned, it is best practice that students should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Where students are allowed to freely search the internet, e.g. using search engines, staff should be vigilant in monitoring the content of the websites the young people visit.
- Students should be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information.
- Students should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.

Use of digital and video images - Photographic, Video

The development of digital imaging technologies has created significant benefits to learning, allowing staff and students instant use of images that they have recorded themselves or downloaded from the internet. However, staff and students need to be aware of the risks associated with sharing images and with posting digital images on the internet. Those images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term.

There are many reported incidents of employers carrying out internet searches for information about potential and existing employees. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

- When using digital images, staff should inform and educate students about the risks associated with the taking, use, sharing, publication and distribution of images. In particular, they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.
- Staff are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment; the personal equipment of staff should not be used for such purposes. They should also only be stored on the school's network and not on any personal device.
- Care should be taken when taking digital / video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Students must not take, use, share, publish or distribute images of others without their permission.
- Photographs published on the website, or elsewhere that include students will be selected carefully and will comply with good practice guidance on the use of such images.
- Written permission from parents will be obtained before photographs of students are published on the school website, newsletters, work books and displays (this is covered as part of the agreement signed by parents or carers).
- Be aware that downloading, copying or printing images from the internet may also breach copyright laws..

Data Protection

Personal data (as defined by the Data Protection Act) will be recorded, processed, transferred and made available according to the Data Protection Act 1998 which states that personal data must be:

- Fairly and lawfully processed.
- Processed for limited purposes.
- Adequate, relevant and not excessive.
- Accurate.
- Kept no longer than is necessary.
- Processed in accordance with the data subject's rights.
- Secure.
- Only transferred to others with adequate protection.

Staff must ensure that they:

- At all times take care to ensure the safekeeping of personal data, minimising the risk of its loss or misuse.
- Use personal data only on secure password protected computers and other devices, ensuring that they are properly 'logged-off' at the end of any session in which they are using personal data.
- Transfer data using encryption/ secure password protected devices or ensure that the file is password protected.

When personal data is stored on any portable computer system, USB stick or any other removable media:

- The data must be encrypted and password protected.
- The device must be password protected (many memory sticks / cards and other mobile devices cannot be password protected, if this is the case then each individual file will need to be password protected).
- The data must be securely deleted from the device, once it is no longer required.

Communications

A wide range of rapidly developing communications technologies has the potential to enhance learning.

- Users need to be aware that email communications may be monitored.
- Users must immediately report, to a member of SLT, the receipt of any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such email.
- Any digital communication between staff and students or parents / carers (email, WEDUC etc.) must be professional in tone and content. These communications may only take place on official (monitored) school systems. Personal email addresses, text messaging or public chat / social networking programmes must not be used for these communications.
- Students should be taught about email safety issues, such as the risks attached to the use of personal details. They should also be taught strategies to deal with inappropriate emails and be reminded of the need to write emails clearly and correctly and not include any unsuitable or abusive material.
- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff.

Unsuitable / inappropriate activities

Some internet activity e.g. accessing child abuse images or distributing racist material is illegal and is obviously be banned from the school ICT systems. Other activities e.g. Cyber-bullying, use of electronic communications to radicalise children or others, is banned and could lead to criminal prosecution. There are however a range of activities which may, generally, be legal but would be inappropriate in a school context, either because of the age of the users or the nature of those activities.

Responding to incidents of misuse

It is hoped that all members of the school community will be responsible users of ICT, who understand and follow this policy. However, there may be times when infringements of the policy could take place,

through careless or irresponsible or, very rarely, through deliberate misuse. Listed below are the responses that will be made to any apparent or actual incidents of misuse:

If any apparent or actual misuse appears to involve illegal activity i.e.

- Child sexual abuse images.
- Adult material which potentially breaches the Obscene Publications Act
- Criminally racist material.
- Other criminal conduct, activity or materials.
- Radicalisation of others.

The Headteacher must be informed immediately (or Trust Principle if necessary).

The Headteacher and any other relevant members of the SLT must inform the relevant authorities immediately of any concerns/ infringements.

This policy should be read in conjunction with the Safeguarding Policy, E-Safety Policy, Staff Code of Conduct and GDPR information.