SUTTON CE (VC) PRIMARY SCHOOL

ACCEPTABLE USE OF IT POLICY

Version 2019:v1

Approved by Governors □ Date March 2019

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Policy for Acceptable Computer Use

Rationale

Computers and the use of the Internet are a valuable resource for learners of all ages. It is increasingly providing the focal point of educational content within the UK. The school's IT Policy sets out how the school intends to teach and use IT to benefit its pupils' education. However, Sutton CE (VC) Primary School acknowledges that computers and the Internet do have the potential for inappropriate use and access to undesirable material and that we have a duty of care to protect our pupils.

The purpose of this policy is to set out the procedures by which the school will minimise the misuse of computers and associative technology.

General use of Computers

- The use of school computers will be permitted only for purposes directed by the school
- Users are not permitted to access and amend another users work without permission
- All PCs connected to the Internet will be protected by anti-virus software which will be kept up to date to check for the latest viruses
- No files should be brought in from home and loaded on the school system without the permission of the IT Subject Leader
- The school reserves the right to look at any files on their systems including text, graphics and emails
- The school reserves the right to deny access to school computer systems
- Supply teachers will be provided with a standard supply username and password so that the school files are accessible to them

Internet Access

- The school provides Internet access for educational purposes, this should only be used by staff, pupils and members of the community for these purposes
- The school uses the 'Lightspeed' system which is currently managed centrally by Cambridgeshire County Council and E2BN. Internet Access at Sutton CE (VC) Primary School will be planned to enrich and extend learning activities.
- Access levels will be reviewed periodically to reflect the curriculum requirements.
- Pupils will be taught how to be responsible internet users. Prior to all IT lessons involving the Internet staff will discuss with pupils appropriate internet use.
- Where reasonably possible, all Internet access by pupils is supervised by a member of staff or other responsible adult
- No pupil, member of staff or community user is permitted to access material that is illegal or potentially offensive using school systems.
- Where access to illegal or potentially offensive material is obtained accidentally using the school system it should be reported immediately to the IT Subject Leader and logged in an Incident Report Book.

- Guidelines detailing how all users should respond to accidental access to prohibited sites are displayed in the staffroom, individual classrooms. Staff are also reminded during staff meetings.
- The copyright and intellectual property rights of material using the school system will be respected.

Use of email

- Pupils will be given email access at the discretion of the staff. Pupil access is needed as part of the National Curriculum and children are able to access this through their Starz+ account which is password protected.
- The forwarding of chain letters and the use of chat lines is not permitted.
- Staff and pupils will be advised on the importance of keeping passwords safe.
- Any user of the school email system must **not** use the system to communicate offensive, suggestive or defamatory material.
- All staff are provided with email accounts via Office 365 which is accessible through the internet or through use of the Outlook 2016 (this is configured within Outlook) to use for communication of school business.
- Email messages sent and received from school systems should **not** be considered private. Pupils and staff should expect that emails could be inspected at any time.
- School staff are **not** permitted to put into place an automatic forwarding of emails intended for the school email address to their own personal email accounts.

Publishing on the Internet

The school has its own website. Ultimate responsibility for the content of the site rests with the Headteacher in line with the following guidelines:

- The school is registered under the Data Protection Act
- The points of contact on the website should be the school address and telephone number. Home information or individual email identities will not be published.
- Individual pupils will not be identifiable by name
- Names will not be linked to pictures, care must be exercised that the filename of a photograph eg joshuasmith.jpg does not inadvertently identify the child.
- No personal information will be published without the individuals permission
- Parental consent will be sought prior to any reference – text, audio or video – to a child or children being published. All photographs of children should be general. Photos should be taken in such a way as to ensure that the individual identity of a child is protected – eg from a distance, from an angle, in profile.

Internet Safety

The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of information available via the internet, it is not possible to guarantee that unsuitable materials will never appear on the screen.

- Methods to identify, assess and minimise risks will be continuously reviewed
- The Headteacher and IT Subject Leader will ensure that the Internet Access Policy is implemented effectively.

Misuse Procedure

The main protection against misuse will be the education of the children in the correct use of the internet and its potential risks. By becoming responsible users of the internet the risks will be minimised. In addition, all internet use will be part of a managed curriculum or other activity and will be the responsibility of a member of staff. In the event of deliberate or persistent misuse of the facilities a series of sanctions will be taken including: logging of the incident, parental involvement and withdrawal of access except under strict curriculum control.