English Martyrs Catholic Primary School
Acceptable Use Policy

English Martyrs Catholic Primary School expects that all staff and pupils will:

- behave at all times within the terms of current legislation and the expectations of the school community;
- only use school ICT resources to further curriculum, professional and managerial responsibilities or other uses that are sanctioned by the head teacher or governors;
- make careful and considerate use of the schools ICT resources, report faults and work in a way that minimises the risk of introducing computer viruses to the system.
- protecteveryone in school from the harmful or inappropriate material accessible via the Internet or transportable on computer media;
- help children to use email and similar systems appropriately and anonymously;
- recognise their responsibility to maintain the privacy of individuals;
- know and abide by the schools acceptable use policy as it applies to them and to the people in their care.

Appropriate Use

The school's ICT resources are to be used to enhance learning and teaching and are not for private and/or personal use, unless the school's Headteacher has given specific permission.

Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene or explicit materials through any form of technology.

Internet and Email Access

Published content, the school web site and Learning Platform.

The school will only publish its own address, e-mail and telephone number on the school website. Staff and pupils' personal information will never be published on the school's website.

The Headteacher/Office Manager will take overall editorial responsibility and ensure that content is both accurate and appropriate at all times.

The Kaleidos Learning Platform is a valuable learning resource for use both at school and at home. Both pupils and parents are briefed on the safe use of this in conjunction with the school e-safety rules.

Publishing pupil's images and work

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

Once a consent form has been signed and returned, parents still retain the right to withdraw consent at any stage, but they need to do so in writing.

Pupils' full names will not be used anywhere on the Web site or on any Blog or podcast. In addition, any photographed children will never be named.

As with photographs, pupil's work will only be published once the school has the permission of the pupil and parents. This permission will be sought annually although parents can amend their views during the academic year.The school will ensure that pupil's work is not published to the Internet until it has received written permission from the parent or guardian.

Safe surfing of the Internet

At English Martyrs Catholic Primary School we aim to keep our children safe when using the Internet. The school's ISP (Kapita/KCOM/OpenHive) has a stringent filtering system in place so that children are protected whilst using the Internet.

All staff should promote the schools policy for E-Safety using the SMART message. This should be promoted in all lessons where any form of technology is used.

If staff or pupils discover an unsuitable site, they will turn off the monitor and report the site to the ICT co-ordinator.

Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Staff are aware that checks can be made to view website and email history.

Online File Sharing

Online File Sharing applications e.g. Dropbox may be used to support academic work.

The class Dropbox account must not be accessed from personal computers/devices.

Personal Dropbox accounts must not be accessed on school computer equipment.

Accounts must not be used for online storage of photographs of children – these should be transferred to the server as soon as possible and then deleted from the Dropbox account.

Personal school email addresses may be used for a work-related account – these accounts must not be sync to home computers or school computers. There must be no personal files.

Social networking sites

The school's Internet Service provider has blocked all social networking sites so children are unable to access them at school (see above).

All media news facilities (such as those on Real Player) have been restricted/disabled.

In addition, we teach our children to never to give out personal details of any kind which may identify them or their location.

E-mail

Pupils may only use approved e-mail accounts on the school system.

Pupils must immediately tell a teacher if they receive offensive e-mail.

Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.

E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.

Staff email use is strictly limited to school related business. Personal addresses should not be used for school business.

Virus Protection

The school has an annual subscription to AVG Anti Virus Network Edition. This software ensures that all networked machines are kept up to date against viruses.

In addition, all machines run up to date versions of MS Windows XP or Windows 7 and Internet Explorer. This ensures that children and staff are protected from malicious spyware or pop up windows which might contain inappropriate material.

Mobile Technology – iPad, iPod, handheld devices, peripherals

Protective covers/cases must be used at all times

The iPad/iPod screen is made of glass and therefore is subject to cracking and breaking if misued. Never drop nor place heavy objects on top of a device.

Mobile devices should not be taken off the premises unless permission is given by the headteacher

Apps are only to be installed by the ICT coordinator or ICT technician. Requests for paid apps will only be agreed by the headteacher.

Photographs and videos should be only recorded with the consent of people in the photograph or video. Users must use good judgement when using the camera function or other handheld devices and peripherals. Any use of the camera function in toilets or changing rooms, regardless of intent, will be treated as a serious violation.

Devices must be signed out and returned to the agreed storage area – staff should ensure that each device is able to be charged and that any unnecessary files have been removed (for example, photographs, video files)

English Martyrs' Catholic Primary School reserves the right to confiscate and search a mobile device to ensure compliance with this policy.

See additional Apple guidel;ines

Legal Issues

- All of the school's software is legally licensed and catalogued.
- Apps for mobile devices are only to be installed by the ICT coordinator/ICT technician and paid apps will be purchased through the Apple Volume Purchasing Programme to ensure that there are enough licenses.
- No software can be added to machines unless permission has been given by the school's ICT coordinator.
- No material is to be shared (either via e-mail or via the school's website) until it has been checked by the school's ICT coordinator. This will ensure that no copyright laws are broken.

Security of ICT Resources

English Martyrs Catholic Primary School has clear security measures to help protect its ICT equipment.

- Firstly, all equipment has been recorded on our inventory.
- The school has security marked all equipment.
- Security cages have been placed around all projectors.
- Moving equipment to a secure room at the end of the day, or locking a door/cupboard after each use.
- Laptops are never left on display over night, they are either taken home by the class teacher or placed in a secure room/lap safe.

Data Protection

All members of the school community can save appropriate material onto the school network. The network is password protected to ensure that children cannot access any staff material.

Informal checks ensure that only appropriate material is stored on the school's server.

Privacy

The school will collect personal information about you fairly and will let you know how the school and Derbyshire LA will use it. The school will use information about pupils to further curriculum, professional and managerialactivities in accordance with the business of the school and will contact the parents or guardians, if it is necessary, to pass information beyond the school or Derbyshire LA. For other members of the community the school will tell you in advance if it is necessary to pass the information on to anyone else other than the school and Derbyshire LA. The school will hold personal information on its systems for as long as you remain a member of the school community and remove it in the event of your leaving or until it is no longer required for the legitimate function of the school. We will ensure that all personal information supplied is held securely, in accordance with the policies and practices of Derbyshire County Council and as defined by the Data Protection Act 1998.

You have the right to view the personal information that the school holds about you and to have any inaccuracies corrected.

Disposal of ICT Resources

English Martyrs Catholic Primary School will dispose of any ICT resources in line with current DCC protocol.

Therefore Governor approval will be sought before ICT resources are disposed. Following Governor approval, all equipment which contains sensitive files will have their hard disk drives wiped, and serial numbers will be collected. Finally, the English Martyrs Catholic Primary School's ICT hardware audit will be updated as well as the school's inventory.

Backing Up Procedures

Administration System

- The Office Manager ensures that systematic back up of data is completed on a regular basis so that recovery of essential data can be managed in the event of loss of data files or system failure.
- Back up copies will be securely stored against theft, corruption or physical damage, so that in the event of a major incident a back up copy is available.
- An electronic and/or paper based record of all back ups will ensure the most up to date information is retrieved.

Curriculum System

English Martyrs Catholic Primary School's work is backed up fortnightly. This means that both staff and children's work is protected every 2 weeks.

Two alternate pieces of backup hardware are used so that only one is ever onsite at a time.

Disaster Recovery Procedures

The school has a procedure in case anything untoward happens to the school network:

- An up to date list of contacts that will be available to assist in the recovery process, e.g. head teacher, network manager, other key staff members.
- A list of procedures and actions required by key individuals in the event of a critical incident.
- The ICT Co-ordinator, the head teacher and the school administrator/secretary should also keep a copy of these procedures off site.
- The contingency plan must take into account any staff changes. The documentation needs to be formulated in a way that new staff can easily access it and understand the school procedures.
- There are certain budgetary implications to consider when putting together a contingency plan. Schools should have a separate contingency fund in the event of theft, corruption or environmental damage. This fund must be discussed with governors and staff to reach an appropriate figure and where the funding is coming from. The school should ensure that with an ever changing amount of ICT equipment in school, that all items are appropriately insured.

Additional Notes

Managing emerging technologies

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed (e.g. video-conferencing, blogging).

Reviewed P Allen Feb 2013
Passed by School Governors: March 2013

English Martyrs Catholic Primary School

> **All pupils use computer facilities including Internet access as an essential part of learning. Both pupils and their parents/carers are asked to sign below to show that our ICT Safety rules have been understood and agreed.**

Pupil Agreement:
- I will ask permission before using the internet or an iPad/iPod.
- I will only use apps and websites that an adult has chosen.
- I will immediately tell an adult if I see any webpage or other material thatI am uncomfortable with.
- I will only e-mail people when asked to by a teacher and write to them in a polite and friendly manner.
- I will never give out personal information or passwords.
- I will always ask permission to take a photograph or record a video of someone and respect their wishes if they do not agree to this.
- I will not open e-mails sent by anyone I don't know.
- I will not use chat rooms, social networking sites or other forms of communicationunless asked to by a teacher.
- I will not bring in computer games or files from home unless asked by a teacher.
- I will treat all technology, including iPads and iPods, with care and respect.

Pupil Declaration

My name is_____ Signature_____

Parent/Guardian Agreement:
- The school has installed ICT equipment (computers which are connected to the internet, handheld devices including iPads and iPods, peripherals such as microphones and digital cameras) to help with your child's learning. The Internet Service Provider used by this school provides a continually updated, filtered service to attempt to ensure only acceptable Internet sites are available.
- Your child's teacher will only set ICT work which is related to the curriculum and which will benefit their learning.
- We encourage you to contact the school if you have any concerns regarding your child's use of our ICT provision, and our 'Acceptable Use Policy' is available for viewing in our office.
- Portable storage devices (DVD's, Memory Sticks etc) from home, cannot be used in school due to virus and licensing implications unless checked by members of staff.
- Occasionally digital images containing children and/or their work will be taken. Permission will be sought each year through the green parental consent form before this occurs. You have the right to retract consent at any point.
- Our school websitemay occasionally have children's work, or images of them working, but children will not be named.

In addition, staff:
- Supervise children using technology at all times.
- Check that the sites and apps pre-selected for pupil use are appropriate to the age and maturity of pupils.
- Are extra vigilant when pupils are undertaking their own research and check that pupils are following the agreed search plan.

Parental Declaration

I have read the schools policy for pupils use of ICT and agree to allow my child to use the resources for the purposes described.

English Martyrs' Catholic Primary School
Staff Code of Conduct for ICT

To ensure that members of staff at English Martyrs' Catholic Primary School are fully aware of their professional responsibilities when using information systems and when communicating with pupils, they are asked to sign this code of conduct. Members of staff should consult the school's e-safety policy for further information and clarification.

This is issued to staff upon receipt of a school computer, laptop or mobile device (e.giPad, iPod).

- ✓ I understand that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner.

- ✓ I appreciate that ICT includes a wide range of systems, including mobile phones, digital cameras, email, social networking, handheld devices, and that ICT use may also include personal ICT devices when used for school business.

- ✓ I understand that school information systems may not be used for private purposes without specific permission from the headteacher, including online file sharing.

- ✓ I understand that my use of school information systems, online file sharing, Internet and email may be monitored and recorded to ensure policy compliance.

- ✓ I will respect system security and I will not disclose any password or security information to anyone other than an authorised technician.

- ✓ I will not install any software or hardware without permission.

- ✓ I will ensure that personal data is stored securely and is used appropriately, whether in school, taken off the school premises or accessed remotely.

- ✓ I will respect copyright and intellectual property rights.

- ✓ I will report any incidents of concern regarding children's safety to the e-Safety Coordinator, the Designated Child Protection Coordinator or Headteacher.

- ✓ I will ensure that electronic communications with pupils, including email, blogging, learning platform comments, reflect my professional role and that messages cannot be misunderstood or misinterpreted.

- ✓ I will promote e-safety with students in my care and will help them to develop a responsible attitude to system use, communications and publishing.

The school may exercise its right to monitor the use of the school's information systems and Internet access, to intercept e-mail and to delete 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 accept the Staff Code of Conduct for ICT.

Signed: ……………………………… Capitals: ……………………… Date: ………