

North Nibley C of E Primary School

Acceptable Use of Technology Policy

Policy status	Required by GCC Safeguarding Audit
Committee responsible for this policy	Teaching, Learning & Community
Policy reviewed/amended	July 2020
Policy review term	Triennial
Policy due for renew	July 2023

North Nibley Church of England Voluntary Aided Primary School, formerly the William Purnell Endowed School, was founded in the Eighteenth Century to provide education for the children of North Nibley and the surrounding villages.

Our Vision is to inspire and celebrate learning, achievement, faith and fun.

Ours is a school that works in partnership with the community to enable and equip each child to live life to the full, reflecting the Christian values of our foundation.

We will realise our Vision by:

- demonstrating, as a Church school, our Christian values in action
- providing a happy, healthy and secure environment where all are respected, valued and encouraged to contribute
- encouraging participation and a love of learning by offering experiences full of opportunity and creativity
- pursuing excellence in every aspect of school life, supporting one another and celebrating the achievements of all

This policy supports our vision by making clear that we are responsible for our actions, to keep ourselves and others free from harm and potential harm; that we have a responsibility to act wisely and respect the property that does not belong to us; to respect confidentiality and the rights of others.

A Biblical Perspective:

“Whatever you do, work heartily, as for the Lord and not for men.” **Colossians 3:23**

“For God gave us a spirit not of fear but of power and love and self-control.” **2 Timothy 1:7**

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applicable for all adults working at school (Staff, Governors & Students)

As a professional organisation with responsibility for safeguarding, it is important that staff, governors and volunteers take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All adults have a responsibility to use the school's computer system in a professional, lawful, and ethical manner. To ensure that adults are fully aware of their professional responsibilities when using technology, they are asked to read this Acceptable Use Policy, and sign an acknowledgement slip.

This is not an exhaustive list; all adults are reminded that IT use should be consistent with the school ethos, school policies, national/local guidance and expectations, and the Law.

1. I understand that Information Systems and IT include networks, data and data storage, online and offline communication technologies and access devices. Examples include laptops, mobile phones, tablets, digital cameras, email and social media sites.
2. School owned information systems must be used appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
3. I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff and only for educational use. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate. I will protect the devices in my care from unapproved access or theft.
4. I will respect system security and will not disclose any password or security information. I will use a 'strong' password to access school systems. A strong password has numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system. School will need to securely keep a copy all passwords.
5. I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the system manager.
6. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection legislation (including GDPR).
 - This means that all personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.
 - Any data being removed from the school site (such as via email or on memory sticks) will be suitably protected. 'Memory sticks' must be provided by the school and encrypted. School will need to securely keep a copy of the password.
 - Any images or videos of pupils will only be used as stated in the school image use policy and will always reflect parental consent.

7. I will not keep documents which contain school-related sensitive or personal information, including images, files, videos and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. Where possible, I will use 'Cloud storage' (such as OneDrive or Google Drive) to upload any work documents and files in a password protected environment.

8. I will not store any personal information, such as personal photographs, files or financial information, unrelated to school activities, on the school computer systems including any school laptop or similar device issued to members of staff.

9. I will respect copyright and intellectual property rights.

10. I have read and understood the school's online safety policy which covers the requirements for use of mobile phones and personal devices and safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of learners within the classroom and other working spaces.

11. I will immediately report any illegal, inappropriate or harmful material or incidents I become aware of, to the Designated Safeguarding Lead (Paul Batchelor).

12. I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware, or if I have lost any school related documents or files, I will report this to the Head Teacher (or the Administration office) soon as possible.

13. My electronic communications with current or past pupils, parents/carers and other professionals will take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.

- All communication will take place via school approved communication channels, such as a school provided email address or telephone number, and not via my personal devices or communication channels, such as personal email, social networking or mobile phones.
- Any pre-existing relationships or situations that may compromise this will be discussed with the Designated Safeguarding Lead (Paul Batchelor) and/or Head Teacher.

14. I will ensure that my online reputation and use of IT and information systems are compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming and any other devices or websites.

- I will take appropriate steps to protect myself online and will ensure that my use of IT and the internet will not undermine my professional role, interfere with my work duties and will be in accordance with the school's Staff Code of Conduct and the Law.

15. I will not create, transmit, display, publish or forward any material online that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the County Council, into disrepute.

16. I will promote online safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.

17. If I have any queries or questions regarding safe and professional practise online either in school or off site, I will raise them with the Designated Safeguarding Lead (Paul Batchelor) and/or the Head Teacher.

18. I understand that my use of the school information systems, including any devices provided by the school, including the school internet and school email, may be monitored and recorded to ensure the safety of children and staff and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.

19. I understand that the school may exercise its right to monitor the use of information systems, including internet access and the interception of emails, to monitor policy compliance. Where it believes unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour may be taking place, the school may invoke its disciplinary procedures. If the school suspects criminal offences have occurred, the matter will be brought to the attention of the relevant law enforcement organisation.

(The acknowledgement slip will be circulated separately.)



SAFEGUARDING STATEMENT:

THIS POLICY IS PART OF OUR SUITE OF SAFEGAURDING POLICIES AND PROCEDURES.

IT MUST BE READ IN CONJUNCTION WITH THE FOLLOWING, ALL OF WHICH CAN BE FOUND ON OUR WEBSITE: www.northnibley.gloucs.sch.uk

- **Acceptable Use of Technology**
- **Anti-bullying and hate**
- **Attendance**
- **Behaviour**
- **Child protection/safeguarding**
- **Complaints**
- **Confidentiality**
- **E-safety**
- **Health and Safety**
- **Intimate Care**
- **Offers of Early Help**
- **RHSE (relationships, health and sex education)**
- **Safer Recruitment, Staff Selection and Induction**
- **Special Educational Needs and Disabilities**
- **Staff code of conduct/Staff handbook**
- **Whistleblowing**

North Nibley C of E Primary School

SAFE AND ACCEPTABLE USE OF TECHNOLOGY – CLASS POSTER

Our school has provided computers, tablets, Internet access and other technologies to help you learn. These rules will keep everyone safe and help us be fair to others. You are responsible for your own behaviour when using technology, just as you are in a classroom or on the playground.

The Acceptable Use Policy for children in Classes 1 & 2 **(Reception, Years 1 and 2)**

- I must not bring any technology in to school without the school's permission
- I only use the internet when an adult is with me
- I will keep my full name, my home address, my phone number and passwords safe
- I only send messages online which are polite and friendly
- I will not work with another child's files without a member of staff's permission
- I know the school can see what I am doing online
- I always tell a member of staff if something online makes me feel unhappy or worried
- I know that I should ask permission before printing my work
- I Know how to put devices away carefully and properly
- I have read and talked about these rules with my parents/carers
- I know that if I do not follow the rules then school can stop me from joining in
- I can visit <http://www.thinkuknow.co.uk> to learn more about keeping safe online

By following these rules, we will make using technology a safe and rewarding experience for everybody.



With thanks to the School Council, February 2019.

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The Acceptable Use Policy for children in Classes 3 & 4 **(Years 3, 4, 5 and 6)**

Safe

- I must not bring any technology in to school without the school's permission, including memory sticks, cameras and CD's. Phones must be handed in to the office
- I only use the internet when an adult is with me
- I keep all my personal information and passwords safe

Meeting

- I only send messages online which are polite and friendly, and only to people that a member of staff has approved
- I will not arrange to meet anyone without my parent or teacher's permission
- I will not enter Internet chat rooms, other than those created by the school

Acceptable

- I will not accept or open emails, messages, or files from people I don't know
- I know the school can see what I am doing online and can look at my files at any time
- We will never allow bullying (including 'cyber-bullying') in our school
- I will not work with another child's files without a member of staff's permission
- I will not violate copyright laws or license agreements, crediting sources if needed
- I will not knowingly view, send, or display offensive materials. (If this happens, don't panic, or cause a fuss - just turn the monitor off and then tell a member of staff)

Responsible

- I Know how to fetch and put devices away carefully and properly
- I know that I should ask permission before printing my work, and do my best to limit waste such as disk space or printing ink and paper

Tell

- I always tell a member of staff if something online makes me feel unhappy or worried
- I have read and talked about these rules with my parents/carers
- I know that anyone using school technology in an unsafe or unacceptable way will have their use of technology suspended
- I can visit <http://www.thinkuknow.co.uk> to learn more about keeping safe online



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