Acceptable Use Policy

Acceptable Use Statement

The computer system is owned by the school.

"The computer system" means all computers and associated equipment belonging to the school, whether it is part of the school's network or stand-alone, or taken off-site.

The installation of software or hardware onto any part of the "computer system" must be authorised by the Headteacher and must be legitimately licenced.

All members of the School staff, students on placement, supply teachers etc. must sign a copy of this policy statement before access to the system is granted.

The "computer system" and network resources are intended for educational purposes, and may only be used for legal activities and consistent with the rules of the school. Any expression of a personal view about the school or County Council matters in any electronic form of communication must be endorsed to that effect. Any use of the network that would bring the name of the school or County Council into disrepute is not permitted.

The school expects that staff will use new technologies as appropriate within the curriculum and that staff will provide guidance and instruction to pupils in the use of such resources.

All users should be aware that the computer system is regularly monitored, by the Headteacher; using senso.cloud monitoring software to ensure that it is used in a responsible fashion. Any transgression will be investigated, recorded and reported to the appropriate authority, if necessary.

All users are required to 'Accept' or 'Decline' an 'Acceptable Use Policy' Agreement upon logging into the computer system. Declining the agreement will log the user out of the system.

The school reserves the right to examine or delete any files that may be held on its computer systems or to monitor any Internet sites visited.

Unsupervised pupil use of the Internet is strictly prohibited.

Services

There will be no warranties of any kind, whether expressed or implied, for the network service offered by the school. The school will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the network is at the user's own risk.

Internet and System Monitoring

All children must be made aware through class discussion of all the important issues relating to acceptable use, especially the monitoring of Internet use.

Copyright

Unless there is specific evidence to the contrary, it MUST be assumed that any material obtained from the internet is subject to copyright and users must ensure that they do not breach any copyright.

Conditions of Use
Personal Responsibility
Access to the networked resources is a privilege, not a right. Users are responsible for their behaviour and communications. Staff and pupils will be expected to use the resources for the purposes for which they are made available. Users are to take due care with the physical security of hardware they are using.

Networked resources, including Internet access, are potentially available to students and staff in the school. All users are required to follow the conditions laid down in the policy. Any breach of these conditions may lead to withdrawal of the user's access, monitoring and or retrospective investigation of the user's use of services, and in some instances could lead to criminal prosecution. Any breach of the conditions will also be considered a disciplinary matter.

Users will accept personal responsibility for reporting any misuse of the network to the Headteacher.

ACCEPTABLE USE
Users are expected to utilise the network systems in a responsible manner. It is not possible to set hard and fast rules about what is and what is not acceptable but the following list provides some guidelines on the matter:

Network Etiquette and Privacy
Users are expected to abide by the rules of network etiquette. These rules include, but are not limited to, the following:
1. Users must comply with the acceptable use policy of the school and any other networks that they access.
2. Users must log in with their own user ID and password, where applicable, and must not share this information with other users. They must also log off after their session has finished.
3. Users finding machines logged on under other user's username should log off the machine whether they intend to use it or not.
4. Be polite – never send or encourage others to send abusive messages.
5. Use appropriate language – users should remember that they are representatives of the school on a global public system.
6. Privacy – do not reveal any personal information (e.g. home address, telephone number) about yourself or other users. Do not trespass into other users' files or folders.
7. Do not introduce mobile media devices i.e. "pen drives" into the network without having asked for permission.
8. Do not attempt to visit websites that might be considered inappropriate (such sites would include those relating to illegal activity). All sites visited leave evidence in the county network and on the computer. Downloading some material is illegal and the police or other authorities may be called to investigate such use.
9. Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to e-mail.
10. Staff or students finding unsuitable websites through the school network should report the web address to the Headteacher and IT Technician.

11. Users must not download software onto the computer system in school without approval from Headteacher. Staff who have access to laptops may download educational software at their own discretion. Advice can be sought from IT Technician.

UNACCEPTABLE USE
Examples of unacceptable use include but are not limited to the following:

- Accessing or creating, transmitting, displaying or publishing any material (e.g. images, sounds or data) that is likely to or intended to cause offence, inconvenience or needless anxiety. (The County Council have filters in place to block e-mails containing language that is or may be deemed to be offensive).
- Receiving, sending or publishing any material that violates UK Legislation.
- Transmitting unsolicited material to other users (including those on other networks).
- Unauthorised access, transfer or sharing of data and resources on the school network system or other systems.
- User action that would cause corruption or destruction of other users' data, or violate the privacy of other users, or intentionally waste time or resources on the network or elsewhere.

Network Security
Users are expected to inform the Headteacher immediately if a security problem is identified e.g.
- Malicious software (i.e. virus infections and malware)
- Unauthorised removal of hardware or software

Wilful Damage
Any malicious attempt to harm or destroy any equipment or data of another user or network connected to the school system will result in loss of access, disciplinary action and, if appropriate, legal referral. This includes the creation or uploading of computer viruses.

Staff
Schools need to consider the following guidelines regarding the safe use of the Internet.
1. All staff and adults in school who are responsible for supervising pupil use of the Internet, should be experienced in its use and comply with this policy.
2. All school staff must be aware that there is a considerable amount of material on the Internet that is unsuitable for pupils. This includes pornographic, racist, extremist, political and drug related information as well as information which is deliberately misleading or incorrect. Schools have a duty of care and must take all reasonable steps to protect pupils against deliberate or accidental access to such material. All computers benefit from filtering and monitoring software; however, staff must be aware that no filtering system will be 100% secure. Undesirable sites should be reported to the Headteacher.
3. Staff should check, prior to allowing pupils access, planned access to Websites and 'results' from Search engines.
4. Staff should sign an 'Acceptable Use Policy' Agreement.

Internet Access Policy Statement
Staff primarily, should always use an approved email account when conducting School business. Internet/email facilities are primarily for educational use but it is acknowledged that ~~exceptional~~ circumstances may arise where it is permissible for Staff to respond to a private email.
However, Internet/email facilities must not under any circumstances be used in connection with any secondary business activities and/or for personal financial gain (including the use of online auction sites, gambling, political purposes or advertising).

All Internet activity should be appropriate to staff professional activities or the children's education;

- Access is limited to the use of authorised accounts and passwords, which should not be made available to any other person, unless authorised.
- The Internet may be accessed by staff and children throughout their hours in school.
- Use of materials stored on the school's network for personal financial gain is prohibited.
- All web activity is monitored, including the content of e-mail, therefore it is the responsibility of the user to ensure that they have logged off the system when they have completed their task.
- Children must not be given unsupervised access to the Internet. For the purposes of this policy, "supervised" means that the user is within direct sight of a member of the Teaching Staff.
- The teaching of Internet safety is included in the school's Computing Curriculum, but all teachers within all year groups should be including Internet safety issues as part of their discussions on the responsible use of the school's computer systems.

Internet Publishing Statement

The school wishes the school's web site to reflect the diversity of activities, individuals and education that can be found at Longhoughton C of E Primary School. However, the school recognises the potential for abuse that material published on the Internet may attract, no matter how small this risk may be. Therefore, when considering material for publication on the Internet, the following principles should be borne in mind:

- No video recording or photographs may be published without the written consent of the parents/legal guardian of the child concerned.
- Surnames of children should not be published, especially in conjunction with photographic or video material.
- No link should be made between an individual and any home address (including simply street names).
- Where the person publishing material suspects that there may be a child protection issue the Designated Person for Child Protection (Tracey Critchlow) must be consulted.

Use of Email

As the use of email continues to grow; there is a need to identify good practice. The suggestions below are a few examples of good practice;

- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received. Due regard should be paid to the content. The same professional levels of language should be applied as for letters and other media.
- Do not forward chain letters to anyone else, and report them to the IT Technician.
- Know how to deal with and avoid receiving junk mail and unsolicited mail
- Do not impersonate anyone else using e-mail
- Do not use e-mail to send comments or information that is defamatory or libellous, or use e-mail as a means of harassment, intimidation or annoyance to anyone else. (The sender of an e-mail should only send messages, the contents of which, they would be happy to receive or have read out in court. E-mail messages are admissible as evidence.)
- Do not reply to pestering, offensive or suggestive e-mails - Users should report such occurrences to a teacher or IT .Technician.
- There is a growing instance of computer viruses being sent by email, often innocently. If you think you have received a virus, inform the IT Technician.
- Follow school guidelines contained in the IT Security Policy for the use of e-mail.
- Observe netiquette on all occasions. E-mail should not be considered a private medium of communication.

- Make sure nothing in the messages could be interpreted as libellous.

Use of Portable Equipment

The school provides portable IT equipment such as laptop computers, colour printers and digital cameras to enhance the children's education and to allow staff to make efficient use of such equipment to enhance their own professional activities.

Exactly the same principles of acceptable use apply as in the Acceptable Use Statement above, in addition, specifically in relation to portable equipment the following rules apply;

- Equipment such as laptop computers are encouraged to be taken off-site for use by staff in accordance with the Acceptable Use Statement and Internet Access Policy and that the equipment is fully insured from the moment it leaves the school premises. The School Insurance policy covers equipment whilst at 'Home'.

- Any costs generated by the user at home, such as phone bills, printer cartridge etc. are the responsibility of the user.

- Where a member of staff is likely to be away from school, for a significant period of time, through illness, professional development (such as secondment etc.) or maternity leave, arrangements must be made for any portable equipment in their care to be returned to school. In the event of illness, it is up to the school to collect the equipment if the individual is unable to return it.

- If an individual leaves the employment of the school, any equipment must be returned.

Linked policies:

LA ICT related policies:
- Data Protection Policy
- Email Usage Policy
- ICT & Information Security Policy
- Internet Policy
- Mobile Computing Policy
- Reporting Security Incidents Procedure
- Transportation of Data Policy
- Photographs Policy

Longhoughton C of E Primary School ICT Security Policy

Longhoughton C of E Primary School Computing (Curriculum) Policy

Longhoughton C of E Primary School Photographic & Video Images Policy

Longhoughton C of E Primary School E Safety Core Policy

Longhoughton C of E Primary School Mobile Device Policy

Author	Creation Date
LA Model Policy	Autumn 2008
Agreed and Adopted by	
Full Governing Body	Autumn 2008
Reviewed by	**Revision date**
School Staff	July 2010, September 2013, September 2016, April 2021
Full Governing Body	Autumn 2010, Interim Meeting Autumn 2013
Committee One: Policies & Resources	Autumn 2016, April 2021
Signed	

Annex A to Longhoughton C of E Primary School Acceptable Use Policy

Acceptable Use Policy

I confirm I have read and understood the Acceptable Use Policy.

I will ensure that any computer equipment (other than the School's) which I use to access my School E-mail account has up to date Anti-Virus Protection.

I will ensure that I add the e-mail disclaimer below onto any e-mails sent using the school e-mail system.

Signed:

Date:

E-Mail Disclaimer

This email and any files transmitted with it are strictly confidential. It is for the intended recipient only. If you have received the email in error please notify the author by replying to this email. If you are not the intended recipient, you must not disclose, distribute, copy, print, or rely on this email in any way. Any views expressed by an individual within this email which do not constitute or record professional advice relating to the business of Longhoughton C of E Primary School, do not necessarily reflect the views of the School.

On Screen Pupils' Acceptable Use Policy

I will use this equipment properly and safely

I will keep my password safe

I will respect others' work

I will follow instructions

I will get permission before going on the Internet

I will tell an adult if I find anything that makes me feel uncomfortable or strange.

Annex C to Longhoughton C of E Primary School Acceptable Use Policy

On Screen Staff 'Acceptable Use Policy' Agreement

I will use this equipment for professional purposes only

I will not reveal my password(s)
to anyone (unless authorised)

I will abide by all NCC and School policies
relating to the use of this equipment