



# St. Nicholas Catholic Primary School



## Policy on Acceptable Use of the Internet & Technology

Policy Written & Agreed:

Ratified by Full Governing Body:

To be reviewed:

September 2021

September 2022



## **St. Nicholas**

# **Whole School Policy on Acceptable Use of the Internet & Technology**

This acceptable use of the internet & technology policy:-

- reflects the consensus of opinion of the whole staff;
- was discussed, written and agreed by the whole staff;
- has been approved by the Governing body.

The implementation and ownership of this policy is the responsibility of the whole staff.

The overall accountability and effectiveness of the policy will be the responsibility of the Executive Principal, Head of School and Senior Leadership Team.

At St. Nicholas Catholic Primary School we take a professional approach to ICT and we are committed to keeping technology up to date to assist with the delivery of our School Curriculum. We do understand, however, that there is a need to stay safe on line so we have established rules and protocols to ensure all of our stakeholders know and follow the expectations and what is considered acceptable use of the internet and ICT in our school. As a Catholic school we regard every individual as unique and special in God's family.

## **1.0 E-safety rules**

1.1 At St. Nicholas Catholic Primary School, pupils are expected to:

- Only use ICT on the school premises for studying purposes.
- Use the class or school e-mail address when sending or receiving emails.
- Only open email attachments from people known to them or people who the teachers have approved.
- Make sure ICT communication with other pupils and adults is polite and responsible.
- Be responsible for their behaviour while using ICT.
- Inform their class teacher of anything they see online which makes them feel uncomfortable.
- Understand that their use of ICT can be checked and that parents/carers will be contacted if a member of school staff is concerned about a pupil's e-safety.
- Be careful when using computer equipment and treat it with respect.
- Abide by the rules regarding bringing personal devices into school.
- Seek the advice of a teacher before downloading material.

1.2 Pupils will not:

- Try to bypass the internet settings and filtering system.
- Share passwords.
- Delete or open other people's files and documents.
- Use other people's accounts.
- Send any content which is unpleasant. If something like this is found, such as inappropriate images or the use of offensive language, pupils will report it to their teacher.
- Share details of their name, phone number or address.
- Meet someone they have contacted online, unless it is part of a school project and/or a responsible adult is present.
- Upload images, sound, video or text content that could upset pupils, staff and others.
- Try to install software onto the school network.

1.3 Staff will:

- Apply the principles of this policy whether systems are being used on or off school premises.
- Use the school's ICT systems primarily for educational, managerial or administration purposes of the school.
- Follow General Data Protection Regulations (GDPR) legislation at all times.
- Not try to use the equipment or systems for illegal purposes or materials.
- Communicate with others online in a professional manner.
- Not disclose their password, write it down or store it where it is possible for others to see and steal it.
- Not attempt to use another member of staff's username or password.
- Report immediately any apparent illegal, inappropriate or harmful material or event to the Head Teacher.

1.4 Parents will:

- Support and uphold the school's rules regarding the use of school ICT systems.
- Act in accordance with the school's policy when using the internet in relation to the school, its employees and pupils.
- Only store and use images of pupils for school purposes, acting in line with our school's E-Safety Policy.

## **2.0 Dealing with incidents of misuse**

- 2.1 Any suspicions of misuse or inappropriate activity related to child protection should be reported as prescribed in the schools Safeguarding Policy and the Safeguarding Boards child protection procedures.
- 2.2 Any suspicions of other illegal activity should be reported to the Head Teacher, who should take advice from appropriate persons (according to the nature of the suspected activity and the individuals apparently involved) and, depending on the advice and the outcome of preliminary investigations, should report any alleged criminal activity to the police and may also instigate disciplinary procedures.
- 2.3 Suspicions of inappropriate use of ICT should be reported to the Head Teacher for investigation and appropriate action. This may lead to informal management discussions, improved training or, depending on the nature of the alleged misuse, investigation under the disciplinary procedure for employees, or the school's behaviour policy for pupils.

## **3.0 Internet Guidelines**

- 3.1 Rules for business use. All users will be provided with access to the Internet through the London Grid for Learning. Users should not download any material that is not directly related to their job responsibility. This especially relates to screensavers, images, videos games etc. The Computing Co-ordinator and SJPIIMA IT Team should be notified before any software is downloaded for business use: all downloaded software needs to be properly licensed and registered. Any such software automatically becomes the property of the school. There are systems in place to monitor all Internet usage including any software downloads.
- 3.2 Personal use. Employees are permitted to access the Internet for personal use on a limited basis as long as this does not interfere with their job responsibilities. This should be in own time, i.e. before or after school, or with the permission of the Head teacher. It should be noted that there are systems in place that can monitor and record all Internet usage, and these will be used. No user should have any expectation of privacy as to his or her Internet usage. Analysis of this information may be issued to the Senior Management team or Governors if thought appropriate.
- 3.3 Respecting copyright. Employees with Internet access must comply with the copyright laws of all countries relevant to Education Services. Users must not intentionally download any material that holds a copyright notice. This also relates to downloading and copying unlicensed software.
- 3.4 Security. Systems are in place to protect the school's information systems. However, users must also be aware of the potential risks associated with accessing the Internet. Employees are reminded that newsgroups are public forums where it may be inappropriate to reveal confidential information. Also, see section 4.2 below. Users are also reminded that unauthorised usage of a computer could include accessing e-mail or the Internet via a computer other than your own even if doing so under your own user identification, and could contravene City Council ICT Security Policy and even Computer Misuse legislation.
- 3.5 Virus protection. Although virus protection software is installed on all networked computers, users should be aware of the potential hazards associated with computer viruses. Any files that are downloaded will be scanned for viruses before being accessed. If you have any concerns about viruses on the Internet or think you may have accessed material that contains a virus, please contact Computing Co-ordinator or SJPIIMA IT Team technician.
- 3.6 Inappropriate websites. Under no circumstances should a user access a site that contains sexually explicit or offensive material. If you find yourself connected to such a site inadvertently, you should disconnect from that site immediately, and notify the Computing Co-ordinator who will log the incident. Because individuals may consider a wide variety of material offensive, users should not store, view, print or redistribute any material that is not directly related to the user's role or the school's activities.

## **4.0 Social Networking Sites**

The school recognises that many staff will actively use Facebook, Twitter and other such social networking sites, blogging and messaging services. The following guidelines form the school policy for use of such sites.

### 4.1 General guidelines for use of social networking sites:

- Staff must not have any contact with current pupils at St. Nicholas through such sites.
- Staff profile security should be set to maximum levels.
- Staff must ensure that personal information is not accessible via a 'Public' setting, but ensure it is set to a 'Friend's only' level of visibility.
- Staff should be aware that more distinctive surnames will be easy to track down using the search tool on such social networking sites, and that these services will display a profile picture and some personal information, regardless of security settings.
- Staff should not reveal confidential or sensitive information, with regards to other staff or pupils.
- Unless authorised to do so, staff must not post content on websites that may appear as if they are speaking for the school.
- Staff should not post any material online that can be clearly linked to the school or that may damage the school's reputation.
- Staff should avoid posting any material which could clearly identify themselves, another member of staff, or a pupil. This will avoid the risk of the information potentially being used to embarrass, harass, or defame the subject.

### 4.2 Staff Profiles - Statuses/comments

- Staff should not post comments/statuses which bring the school or pupils into disrepute.
- Staff should not name pupils in such comments/statuses.
- Staff should use discretion when naming other staff in comments/statuses.

### 4.3 Staff Profiles - Photos/videos

- Staff must use their discretion when deciding suitable, personal photos to post.
- Staff must seek permission of other staff if they wish to post photographs in which these staff appear.
- Photo albums should be set to maximum security.

### 4.4 Contact with pupils - Friends

- Staff must not add any pupils to their 'friends list'.
- If a request is made by a child, staff should decline and report the incident to the ICT Coordinator, who will speak to the child in question and report the incident to parents/guardians.
- Staff should use their discretion when accepting parents/parent helpers as friends.
- Staff should use discretion in terms of accepting past pupils, who are not minors. In the case of minors staff should reject the request.

### 4.5 Contact with pupils - Messages

- Staff must not message any pupils for any reason over social networking sites, even for school-related purposes.
- If at any time, a member of staff receives a message from a pupil, they must not reply. They should notify the ICT Coordinator, who will speak to the child in question and report the incident to parents/guardians.

## **5.0 Use Of Portable Computer Systems, USB Sticks Or Any Other Removable Media**

- 5.1 All sensitive data, such as children’s details and reports, should be stored on an encrypted storage device or password-protected laptop. Other data, such as lesson plans and resources, may be stored on unencrypted devices.
- 5.2 Tablet devices such as iPads must be used in accordance with earlier acceptable use guidelines (see part 4). Such devices, when used off the school premises, must only be used for directed activities such as for the purpose of assessment.
- 5.3 When not in use, tablet devices must be passcode protected at all times.
- 5.4 Digital cameras and any other unprotected devices must be stored safely at all times and not removed from the premises.

## **6.0 Use Of Mobile Phones**

- 6.1 Staff should NOT use their personal phones for school business or for taking photographs of children. Unless, in exceptional circumstances, an emergency telephone call needs to be made.
- 6.2 Mobile phones should not be used when teaching or there are children present, unless in an emergency.
- 6.3 Staff mobile phones should be stored away securely while at work to limit the chance of an allegation being made of inappropriate conduct.
- 6.4 Pupils should NOT bring mobile phones to school. (see e-safety policy)

## **7.0 Use Of Digital Images**

- 7.1 Any photos or videos taken by teachers, other adults (including parents), and the children themselves during **ANY** school activity (including trips / residential) should not be put on public display or published anywhere on the internet (including social networking sites such as Facebook).
- 7.2 The above excludes the publication of photos on the school website/secure Twitter account. (See E-safety policy for guidelines) as well as use by school for educational/display use.

For your own protection it is important that all staff **log off** after using one of the PCs or laptops to prevent use by another person. On occasion the school will undergo an I.T. audit which may reveal that inappropriate material has been viewed. If staff **do not** log off machines they could be wrongly accused of accessing such material.



# St. Nicholas Catholic Primary School



## ACCEPTABLE USE AGREEMENT/CODE OF CONDUCT (Staff)

The use of ICT and the related technologies such as e-mail, Internet and mobile/portable devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with Mr Neil Porter or the E-Safety Co-ordinator.

- I will only use the school’s email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed ‘reasonable’ by the Head or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will only use the approved, secure email system(s) for my professional role in school.
- I will ensure that personal data (such e-Portal, IEP) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will not browse, download or upload material that could be considered offensive or illegal.
- I will not send to pupils or colleagues material that could be considered offensive or illegal
- Images/videos of staff and pupils will not be taken on personal devices and will only be used for professional purposes and will not be distributed outside the school network without the permission of the Parent/Carer.
- I will respect copyright and intellectual property rights.
- I will support and promote the school’s e-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.
- I will report any misuse or inadvertent exposure to inappropriate conduct.
- I understand that any infringement of these rules may be treated as misconduct or gross misconduct.

I agree to follow this code of conduct and to support the safe use of the internet and ICT throughout the school.

Full Name: .....

Job title: .....

Date: .....

Signature: .....



# St. Nicholas Catholic Primary School



## ACCEPTABLE USE AGREEMENT/CODE OF CONDUCT

(Pupils)

The use of ICT and the related technologies such as e-mail, Internet and mobile/portable devices are an important part of learning in our school. We expect all pupils to be responsible for their behaviour when using ICT and/or its resources. It is important that pupils are aware of e-Safety and know how to stay safe when using any ICT.

Pupils are expected to discuss this policy with their Parent/Carer and then to sign and follow the e-Safety Rules. Any concerns or explanation can be discussed with Mr Neil Porter or the School E-Safety Co-ordinator.

- I will only use the school’s ICT systems including the internet, email, digital video, etc,... for school purposes.
- I will only access the school network using my own user name and password.
- I will follow the school’s ICT security system and not reveal my passwords to anyone.
- I will only use my school email address.
- I will make sure that all ICT communications with pupils, teachers or others is responsible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download or upload material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not send to pupils, teachers or others material that could be considered threatening, offensive or illegal.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project and is approved by my teacher.
- I understand that all my use of the Internet and other related technologies will be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my Parent/Carer may be contacted.

Please complete and return this form to the school office.

Parent and Pupil signatures:

We have discussed this policy with ..... in Class ..... and he/she agrees to follow the e-Safety Rules and to support the safe use of the internet and ICT at SS Peter & Paul Catholic Primary School.

Parent/Carer Signature: .....

Pupil Signature: .....

Date: .....





# St. Nicholas

## Catholic Primary School



### Staff Laptop User Agreement

At St. Nicholas, we are committed to keeping technology up to date to assist with the delivery of our School Curriculum. All teaching staff are being issued with a new laptop to enable them to plan effectively for the delivery of this curriculum. This laptop is on loan to the staff member while they remain employed by the school. This loan is subject to review on a regular basis and can be withdrawn at any time.

As a member of staff to whom a laptop has been loaned, I have read and agree to the following terms and conditions that apply while the laptop is in my possession:

- The laptop will be used in accordance with St. Nicholas Catholic Primary School policies and procedures; in particular, the *Code of Conduct* and *Acceptable Use of the Internet & Technology*, as approved by the Governing Body.
- The laptop and any accessories provided with it, remains the property of St. Nicholas Catholic Primary School and are subject to all of the school's rules, policies and procedures concerning access to, and use of, the internet and e-mail. This is a school laptop and is for professional use only, strictly for **my sole** use in assisting in the planning and delivery of the school curriculum.
- The use of this laptop to access Social Media internet sites (Facebook, Twitter, Instagram, Snapchat, etc,...) is strictly prohibited. I understand that home internet access is permitted; however, staff may not use school laptops to view illegal or seditious material, in school or elsewhere, which could place the member of staff or school at legal risk.
- Lending the laptop to any third party is strictly prohibited; use of a school laptop by the employee's family and/or friends is also strictly prohibited. However, shared use of a laptop with colleagues and fellow employees of St. Nicholas is permitted, provided the employee concerned is satisfied that the colleague is competent to use the laptop in a safe and professional manner.
- Maintenance of the equipment is the responsibility of St. Nicholas School. On occasion, it may be necessary to request the laptops to be handed in to perform software updates and maintenance. The laptop must be handed in within 24 hours of the request being made.
- Any malfunctions or technical problems should be reported immediately to a member of the Senior Leadership Team so that steps can be taken to rectify the issue. Under no circumstances is the employee to organise or attempt to repair the laptop themselves.
- To ensure maximum functionality of the laptop, specific software will be installed by the SJPIIMA IT Team Technician. No other software is to be installed or downloaded without prior consultation with the school SJPIIMA IT Team Technician.
- It is my responsibility to 'back up' my work on a regular basis, to a memory stick or external hard drive. I understand the school will not accept responsibility for the loss of work in the event of the laptop malfunctioning. It is considered good practice to keep my work on a memory stick or external hard drive as filling up the internal hard drive may slow down the laptops performance.

- Security of the laptop is at all times the responsibility of the staff member. The laptop should:
  - not be left unattended in offices, classrooms or at training facilities.
  - be stored in a secure, safe location when used outside school or during transportation.
  - not be left in a visible place in a motor vehicle.
  - always be transported in the laptop bag provided.
  - be kept away from food, drinks and chemicals.
- It is my responsibility to check my own Home Contents Insurance Policy to ensure the school laptop is covered for theft or damage while at my house.
- Please complete the form below and return it to the Head Teacher.

**Laptop Details**

Laptop Manufacturer: \_\_\_\_\_

Laptop Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_

**Personnel Details**

Loan Authorised by: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read the St. Nicholas – Staff Laptop User Agreement and agree to be bound by the terms and conditions stated in this agreement.

Member of Staff:

Laptop received – Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# St. Nicholas

## Catholic Primary School



### Staff iPad Tablet User Agreement

At St. Nicholas, we are committed to keeping technology up to date to assist with the delivery of our School Curriculum. All teaching staff are being issued with a new iPad Tablet to enable them to plan effectively for the delivery of the curriculum. This iPad Tablet is on loan to the staff member while they remain employed by the school. This loan is subject to review on a regular basis and can be withdrawn at any time.

As a member of staff to whom an iPad Tablet has been loaned, I have read and agree to the following terms and conditions that apply while the iPad Tablet is in my possession:

- The iPad Tablet will be used in accordance with St. Nicholas Catholic Primary School policies and procedures; in particular, the *Code of Conduct* and *Acceptable Use of the Internet & Technology*, as approved by the Governing Body. **It must be brought into school for daily use in the classroom.**
- The iPad Tablet and any accessories provided with it, remains the property of St. Nicholas Catholic Primary School and are subject to all of the school's rules, policies and procedures concerning access to, and use of, the internet and e-mail. This is a school device and is for professional use only, strictly for **my sole** use in assisting in the planning and delivery of the school curriculum.
- The use of this iPad Tablet to access Social Media internet sites (Facebook, Twitter, Instagram, Snapchat, etc,...) is strictly prohibited. I understand that home internet access is permitted; however, staff may not use school iPad Tablets to view illegal or seditious material, in school or elsewhere, which could place the member of staff or school at legal risk.
- Lending the iPad Tablet to any third party is strictly prohibited; use of a school iPad Tablet by the employee's family and/or friends is also strictly prohibited. However, shared use of an iPad Tablet with colleagues and fellow employees of St. Nicholas is permitted, provided the employee concerned is satisfied that the colleague is competent to use the device in a safe and professional manner.
- Maintenance of the equipment is the responsibility of St. Nicholas School. On occasion, it may be necessary to request the iPad Tablet to be handed in to perform software updates and maintenance. The iPad Tablet must be handed in within 24 hours of the request being made.
- Any malfunctions or technical problems should be reported immediately to a member of the Senior Leadership Team so that steps can be taken to rectify the issue. Under no circumstances is the employee to organise or attempt to repair the iPad Tablet themselves.
- The iPad Tablet pass code will be set up by the school before the device is issued to a member of staff. This pass code **must not** be changed.
- To ensure maximum functionality of the iPad Tablet, specific software and Apps will be installed by the school ICT Technician. Certain Apps will be mandatory, other Apps and software are to be installed or downloaded if deemed useful in an educational setting and following consultation with the school ICT Technician.

- Staff are able to log in with their own Apple ID and download their own Apps for use in school if deemed suitable. However, any Apps which would benefit other members of staff can be requested via e-mail to the ICT Technician, ICT Co-ordinator or Head Teacher who will be responsible for the App budget. These can then be purchased and synced to other devices.
- Security of the iPad Tablet is at all times the responsibility of the staff member. The iPad Tablet should:
  - not be left unattended in offices, classrooms or at training facilities.
  - be stored in a secure, safe location when used outside school or during transportation.
  - not be left in a visible place in a motor vehicle.
  - always be transported in the front pocket of the laptop bag provided or a suitable alternative.
  - be kept away from food, drinks and chemicals.
- It is my responsibility to check my own Home Contents Insurance Policy to ensure the school iPad Tablet is covered for theft or damage while at my house.
- Please complete the form below and return it to the Head Teacher.

**iPad Tablet Details**

iPad Tablet Manufacturer: \_\_\_\_\_

iPad Tablet Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_

**Personnel Details**

Loan Authorised by: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read the St. Nicholas – Staff iPad Tablet User Agreement and agree to be bound by the terms and conditions stated in this agreement.

Member of Staff:

iPad Tablet received – Signature: \_\_\_\_\_ Date: \_\_\_\_\_