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| Policy | Computing – Acceptable Use Policy – Staff and Parents |
| Last reviewed on | December 2024 |
| Next review date | December 2025 |
| Approval level | Headteacher |

WHEATFIELDS PRIMARY SCHOOL
ACCEPTABLE USE POLICY -
STAFF AND PARENTS

1. Staff and Pupils

When using the Internet, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws, and all school staff (both teachers and support staff) are expected to communicate in a professional manner consistent with the rules of behaviour governing employees in the education sector.

Pupils are responsible for their good behaviour on school computing equipment (chrome books, IPADs) just as they are on and off school premises. Although access to the Internet is an important part of the curriculum, pupils who fail to maintain acceptable standards of use may find their internet access restricted or withdrawn.

Staff will ensure that pupils know and understand that no Internet user is permitted to:

- retrieve, send, copy, display or share offensive messages, pictures, audio clips or videos
- use obscene or racist language;
- harass, insult or attack others;
- damage computers/tablets, computer systems or computer networks;
- violate copyright laws;
- use or share another user's password;
- trespass in another user's folders, work or files;
- intentionally waste resources (such as on-line time and consumables)

If any unsuitable sites or images are accidentally encountered, this must be reported to the Class Teacher and Head Teacher immediately. This must be reported to the relevant organisation. This may also need to be logged as a concern and parents informed.

2. Access and Supervision

Access to the Internet provided to staff and pupils will be through a filtered service (currently via the LA). All users will be aware that the school and local authority can and does track and record the sites visited, the searches made on the Internet and e-mail sent and received by individual users.

Internet access for pupils will be available on chrome books and IPADs that are in highly used areas of the school such as classrooms, school halls, library and outside on the playground. Devices which are connected to the Internet will be in full view of people circulating in the area.

Whilst using the Internet at school, pupils will be supervised. They will not necessarily be directly supervised, but there will still be an adult responsible for checking on their progress.

Pupils will be asked at times to do independent work involving internet research, but only after being taught Internet Safety. Any websites allocated for children to use will be checked by staff beforehand. In particular any suggested Internet 'Searches' will be checked and filtered by the LA service.

Pupils will be instructed in appropriate use of the Internet and why associated rules exist. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. While normal privacy is respected and protected by password controls, as with the Internet itself, users must not expect files stored on school or internet servers to be absolutely private.

3. Examples of Acceptable and Unacceptable Use

On-line activities which **are encouraged** include, for example:

- ✓ the use of email and computer conferencing for communication between colleagues, between pupil(s) and teacher(s), between pupil(s) and pupil(s), between schools and industry; if using private email accounts, care should be taken to access these outside class hours, because of the risk of unsuitable advertising or 'spam' email
- ✓ use of the Internet to investigate and research school subjects, cross-curricular themes and topics related to social and personal development;
- ✓ the development of pupils' competence in Computing skills and their general research skills.

On-line activities which **are not permitted** include, for example:

- × searching, viewing, retrieving and sharing materials that are not related to the aims of the curriculum or future careers;
- × copying, saving and/or redistributing copyright protected material, without approval;
- × subscribing to any services or ordering any goods or services, unless specifically approved by the school;
- × playing computer games or using other interactive 'chat' sites, unless specifically assigned by the teacher;
- × publishing, sharing or distributing any personal information about a user (such as: name, school address, home address, email address, phone number, etc.);
- × any activity that violates a school rule.

4. Publishing content

The school website is a valuable source of information for parents and potential parents.

- Contact details on the Website will be the school address, e-mail and telephone number.
- Staff and pupils' personal information will not be published.
- A member of staff will take overall editorial responsibility and ensure that content is accurate and appropriate.
- Photographs and videos that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- Pupils' full names will not be used in association with photographs.
- Consent from parents will be obtained before photographs of pupils are published on the school Website.
- Work will only be published with the permission of the pupil.
- Parents should only upload pictures of their own child/children onto social networking sites.
- The Governing body may ban the use of photographic equipment by any parent who does not follow the school policy.
- We strongly discourage pupils from publishing images of themselves or other pupils online, particularly alongside any personal details.
- Staff members who are made aware of pupils publishing information online that puts them at risk must report this to the Headteacher, Computing coordinator or designated CP person and must not search for the concerning content alone. See 'E- safety policy' for further detail.

5. Communicating and collaborating

Social networking Internet sites provide facilities to chat and exchange information, images and videos online and are easily accessible for children. This online world is very different from the real one with the temptation to say and do things beyond usual face-to-face contact.

- Use of social networking sites in the school, is not allowed and will be blocked/filtered.
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.
- Many online games and games consoles provide opportunities for social networking and we advise parents to monitor this and review privacy settings.
- Pupils will be advised to communicate with parents and teachers any networking sites they may use and anything they see that they find upsetting.
- Pupils will be advised never to give out personal details of any kind that may identify themselves, other pupils, their school or location. This will also include not using personal photographs and videos.
- Pupils will be encouraged to only interact with known friends, family and staff over the Internet and deny access to others.
- Parents are not to name members of staff or post photographs of them on any social media platform.
- Parents, pupils and staff will be advised of the dangers of discussing pupils, staff or the school on social networking sites. The governors will consider taking legal action, where appropriate, to protect pupils and staff against cyber bullying and defamatory comments.

6. Digital/Video Cameras/Photographs

Pictures, videos and sound are not directly connected to the Internet but images are easily transferred.

- Pupils will not use IPADS to film or capture images at school unless specifically authorised by staff.
- Publishing of images, video and sound will follow the policy set out in this document under 'Publishing Content'.
- Parents and carers are permitted to take photos/videos of their own children in/at school events.
- Parents are requested not to share photos/videos from school events on social networking sites if other pupils appear in the background.
- The Head teacher or a nominee will inform parent(s)/guardian(s) and others present at school events that photographs/videos may be taken on the basis that they are for private retention and not for publication in any manner
- Staff can choose to access their work email via their personal mobile phone or tablet. The device must be password protected and the app or website used should be logged into and then logged out of when not in use.
- Staff are not to have notification visible for school email.

Photographs

Photos on staff mobile phones: Staff are not to take photographs of children on their personal mobile phones. If this does happen the photo must be emailed to the school, deleted and then the deleted items folder cleared. The member of staff must then ensure that the image has not shared to the cloud or other devices link to the cloud.

Staff should always use a school camera or IPAD to capture images and should not use their personal devices. Photos taken by the school are subject to the Data Protection act.

7. Mobile Phones – For further information see the schools mobile phone policy

Mobile phones have access to the Internet and picture/video messaging. They present opportunities for unrestricted access to the Internet and sharing of images. There are risks of mobile bullying, inappropriate contact or viewing of inappropriate content.

- Pupils by permission of the Headteacher can bring mobile phones onto the school site where it is seen by the school and parents as a safety/precautionary use. These are handed into the school office in the morning and collected at the end of the day.
- The sending of abusive or inappropriate text messages is forbidden.
- Staff should always use the school phone to contact parents, if they must use a mobile phone they should block their number so it cannot be discovered by the person receiving the call.
- Staff including students and visitors are not permitted to access or use their mobile phones within the classroom during the school day. All staff, visitors and volunteers should ensure that their phones are stored safely away during the teaching day.
- Staff may use their mobile phones in the staffroom/one of the school offices.
- Parents cannot use mobile phones on school trips to take pictures of the children

On trips staff mobiles are used for emergency only

E-safety resources:

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| http://www.thinkuknow.co.uk/ | Set up by the Police with lots of information for parents and staff including a place to report abuse. |
| http://www.childnet-int.org/ | Non-profit organisation working with others to "help make the Internet a great and safe place for children". |
| https://www.nspcc.org.uk/keeping-children-safe/online-safety/ | Advice about staying safe online as a family. |