Gosfield School

Acceptable Use of ICT Policy for Staff and Pupils

Whole School Policy, including EYFS

AIMS

The purpose of this policy is to ensure that all staff and pupils of Gosfield School understand the ways in which the Information Communication Technology (ICT) equipment is to be used. Our aim is to provide a service within school to promote educational excellence in ICT, innovation, communication and educating users about online behaviour. This includes interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness. The policy aims to ensure that ICT facilities and the Internet are used effectively for their intended purpose, without infringing legal requirements or creating unnecessary risk.

ROLES AND RESPONSIBLITIES

The Principal is responsible for approving this policy.
The DSL with the IT Network Manager is responsible for updating this policy and ensuring that it is followed.
All staff members of Gosfield School are responsible for applying this policy.

SCOPE

All staff employed by Gosfield School and all pupils currently on the attendance register at Gosfield School are set up as users of the school network. This includes pupils from Reception to Year 13.

This policy applies to all users of the Gosfield School ICT services and/or infrastructure and applies when accessing any of the school's systems from home or an external location.

On evidence provided by the Principal, an employee may enter disciplinary procedures by their employer. At the same time, if a user's conduct and/or action(s) are illegal, the user may become personally liable in some circumstances.

POLICY STATEMENT

Staff and pupils are provided with free access to a wide range of ICT provision to enable and assist their work and support their educational development. By using the school's provision all users are automatically agreeing to this policy.

A copy of the policy is included on the website. Before being set up as a user on the school network, all users are expected to read this policy and sign to accept its contents. For the younger pupils in the school, those in years Reception to Year 6, their parents are expected to read the policy with them and sign on their behalf. Years 7 to 13 students are automatically in acceptance of this policy. On the basis that they wish to "opt out" then school access will be provoked until consent is given. A Further confirmation of the acceptance of this policy is indicated within the central MIS system Bromcom and a brief warning of acceptance will also appear on any internal school device before a user is able to log in they must press OK**.**

When logging on to any computer in the school, users are presented with an informational message that alerts them to the fact that they are bound by the terms in this, and all related policies. All users must click 'OK' to show that they agree to the policies before they can continue to use the systems. This action is considered as further agreement to the terms of these policies.

Users are responsible and personally accountable for their use and activity on the school's ICT systems. Any use that contravenes this policy will be dealt with by the standard disciplinary procedures and may result in them being removed as a user from the school network. This applies to both staff and pupils.

EDUCATION

This Acceptable Use Policy is available to parents, pupils, governors, staff and supply staff and volunteers. The School ensures that all staff and students are made aware of the policy, and a copy of the policy is included in the pupil planner. Safeguarding training for staff is delivered annually and incorporates the contents of this policy. Students are spending increased amounts of time on devices and mobile phones during the Covid 19 crises, they may develop friendships online though gaming and social media platforms presenting risks during this unusual time.

MANAGEMENT OF PERSONAL DATA

The school operates a number of procedures to protect personal data. These include:

- Centrally controlled storage of data
- Central hosting of pupil personal data
- File encryption when transferring data outside secure networks

MONITORING

The school has an internet filtering system in place designed to remove controversial, offensive or illegal content. However, it is impossible to guarantee that all controversial material is filtered. If you come across any inappropriate website or content whilst using the ICT equipment, you must report it to a member of staff immediately.

The school reserves the right to monitor all activity on the school network and any personally owned device connected to the school network whilst inside the school grounds for users. All forms of electronic data held on the school's systems are the property of the school. Any member of the senior leadership team can access any data stored on the school's systems at any time to ensure that the system is being used appropriately. At the request of the Principal, the Vice Principal or the Head of Prep, the IT Network Manager will investigate if there has been any breach of this policy by searching files and communications on the school's systems. Users should not expect nor assume that their school files, emails and Internet activities are private.

PASSWORDS

All users are allocated a unique username and password. Passwords must always be kept private, should not be written down or given to another user. Staff are required to change their password at regular intervals to maintain the security of their files and the data that they have access to. The IT Network Manager will request users to change their password if they feel it may have been compromised. If a pupil believes that their password has been compromised, they must see the IT Network Manager immediately to have it reset.

UNACCEPTABLE USE

Gosfield School expects all users to use the ICT facilities and the Internet responsibly and strictly according to the following conditions. Users must not use the school's ICT systems:

- For the creation or transmission of obscene, abusive, offensive or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material.
- To harass or bully any other person. Any such activity will be treated in the same way as physical bullying and will be subject to the same anti-bullying policy.
- To corrupt or destroying other users' data.
- To violate the privacy of other users.
- To disrupt the work of others.
- To knowingly copy content for research skills and should avoid plagiarism, and uphold copyright regulations
- For the creation of material with the intent to defraud.
- For the creation or transmission of defamatory material.
- For the creation or transmission of content that promotes extremist activity, including terrorism and weapons.
- To post any information on websites or social media that could cause any other member of the school distress, or bring the school into disrepute.
- For private financial gain, or any political or commercial activity.
- To breach the copyright of any materials whilst using the school's ICT systems. This includes, but is not exclusive to:
- Not copying, or attempting to copy, any of the school's software
- Not copying the work of another user or engaging in plagiarism
- Not storing any files in their personal storage area which require copyright permission, and where that permission is not held.

- To download, copy or attempt to install any software onto school computers.
- To deliberately attempt to gain unauthorised access to networked facilities or services, including any attempt to probe, scan or test the vulnerability of the system or network.
- To connect any network-enabled personal device to the school's network without the express permission from the IT Network Manager.
- Use devices to access inappropriate material using 3G/4G networks

Users must not:

- Use another person's account nor attempt in any way to discover their password, to do so is a clear breach of this policy.
- Bring into school any material that would be considered inappropriate on paper. This includes files stored on CD, DVD or any other electronic storage medium.
- Download, upload or bring into school material that is unsuitable for children or schools. This includes any material of a violent, racist, terrorist or inappropriate sexual nature. The transmission, display, storage or promotion of any such material is a violation of the Computer Misuse Act 1990, and possession of certain types of material can lead to police prosecution.
- Under any circumstances upload staff/student pictures online other than via school owned social media accounts
- Staff should not use social media to air internal grievances
- Attempt to circumvent the school's firewall and Internet filtering systems. To do so will be treated as a breach of this policy. This includes the use of proxy servers and websites to bypass the Internet filtering system. Such activity will be subject to the standard disciplinary procedures and may result in them being removed as a user from the school network. This applies to both staff and pupils.
- Continue to use an item of networking software or hardware after a member of staff has requested that use of it cease because it is causing disruption to the correct functioning of the school's ICT systems.

- Attempt to deny the provision of ICT services to other users by the deliberate or reckless overloading of access links or by switching equipment.
- Introduce a virus or other harmful software to the school's ICT systems.
- Monitor data or traffic on the school's ICT network/systems without the express authorisation of the owner of the network/system.
- Use their personal devices to access inappropriate material. This includes the use of 3G/4G/5G networks.

Any activity carried out under the username of an individual is the responsibility of the named person associated with that username. It is the user's responsibility to ensure that they properly log out of the computer when they have finished using it. Users are responsible for all files that are stored in their storage area and any visits to websites accessed by their user account.

The school encourages all users to use the Internet; however, it is provided for school business and any non-school use of the Internet must be carried out in the user's free time. The school cannot be held responsible for any failed personal financial transaction that may happen whilst using the school's ICT systems.

Any personal ICT equipment physically connected to the school's ICT network must have appropriate, fully functioning and up to date antivirus software protection.

Any breach of copyright whilst using the school's ICT systems is the individual user's responsibility and the school cannot accept any liability or litigation for such a breach.

Any attempt by a user to compromise the security or functionality of the school network and its ICT systems, either internally or externally, will be considered as "hacking". It should be noted that "hacking" is illegal under the Computer Misuse Act 1990 and is prosecutable under law. Any such attempt by a Gosfield School user may result in a referral to the Police and a subsequent Police investigation.

There is a wealth of information on the Internet; however due the open nature of the Internet, a lot of material is either illegal or unacceptable. Any user that thinks inappropriate or illegal material is being accessed must report it to their teacher, line manager or the Network Manager. Any user found accessing such material will be subject to the standard disciplinary procedures and may result in them being removed as a user from the school network. This applies to both staff and pupils.

REPORTING CONCERNS

It is the duty of staff to support the school's safeguarding policy and report any behaviour (staff or students), which is inappropriate or a cause for concern, to a member of the Senior Leadership Team.

PORTABLE DEVICES

This policy always applies to any portable laptop, iPad, tablet, smartphone, smartwatch or other such mobile device used to access Gosfield School systems including email. Devices issued to you by Gosfield School remain the property of Gosfield School and can be recalled for maintenance at any time. Portable devices are provided for business use and any personal use should not be significant. Limited and 'reasonable' personal use is permitted.

The same care with security and confidentiality of information should be taken as would be the case with ICT use within the school. Portable devices must be password protected and should be locked away when not in use. Portable devices should be left out of sight of thieves when in public places and cars. Sensitive or confidential data, and data related to people protected under the Data Protection Act should remain on secure and protected network drives.

- Personal devices should be charged before being brought to the school as the charging of personal devices is not permitted during the school day
- Devices must be in silent mode on the school site and on school buses
- School devices are provided to support learning. It is expected students will bring devices to the school as required.
- Confiscation and searching (England) - the school/academy has the right to take, examine and search any device that is suspected of unauthorised use, either technical or inappropriate.
- Users must only photograph people with their permission. Users must only take pictures or videos that are required for a task or activity. All unnecessary images or videos will be deleted immediately
- *Devices may be used in lessons in accordance with teacher direction*
- *Staff owned devices should not be used for personal purposes during teaching sessions, unless in exceptional circumstances*

Users should avoid unnecessarily downloading sensitive or confidential information onto portable devices, or storage devices such as Flash memory sticks, CDs, DVDs or portable hard drives. Any sensitive or confidential data, as identified through the Data Protection Act 1998, which is for whatever reason downloaded to a portable device or storage device must be encrypted using appropriate encryption software and be password protected.

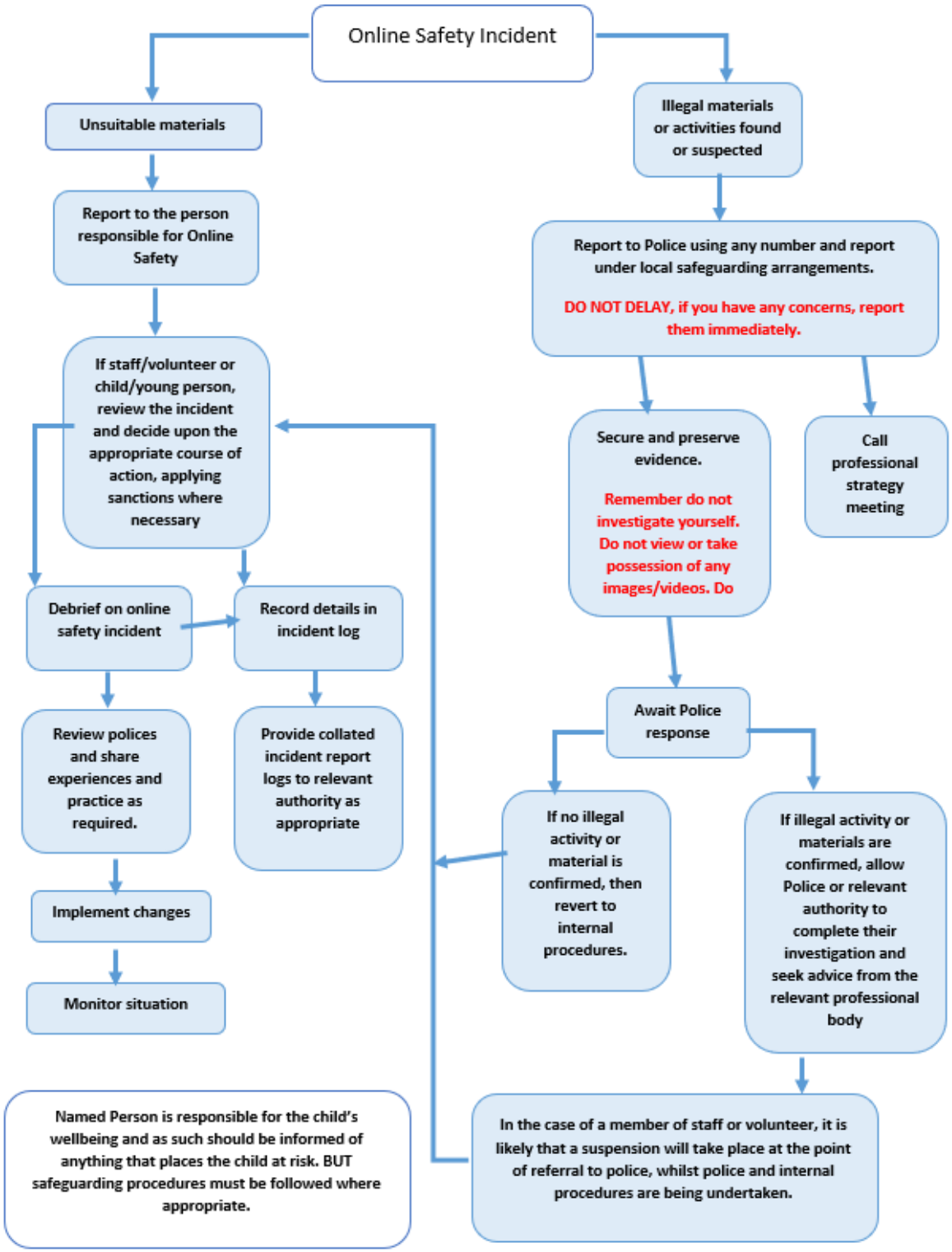
SANCTIONS

The sanctions imposed on a pupil will vary depending on the severity of the misuse. The sanctions imposed are at the discretion of the Principal and for a pupil may include:

- Removal of internet privileges for 24 hours
- Removal of internet privileges for 7 days
- Permanent withdrawal of Internet privileges
- Detention
- Suspension
- Exclusion

Misuse of the ICT provision at school by a member of staff may result in disciplinary action being taken by the Principal. Disciplinary procedures for staff are set out in the staff handbook.

RESPONDING TO INCIDENTS OF MISUSE – FLOW CHART



REMOTE LEARNING DURING COVID 19

Gosfield School will continue to facilitate remote learning, some flexibility is required due to the impact of Covid 19. Working online presents challenges to both staff and students, both should comply to the code of conduct at all times and have an awareness of the following.

Guidance for staff and students is as follows regarding remote learning:

- Staff should ensure backgrounds in videos do not share any personal information or inappropriate content - This should include considerations of whether other members of households are visible or can be heard.
- Appropriate clothing should be worn, and appropriate language should be used by all participants.
- It is advisable to mute/disable learners' videos and microphones in live situations.
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen
- Use professional language

Where possible and appropriate, live events and/or chat messages should be captured and/or recorded.

- Many systems offer the ability for settings to 'record' conferences; if this is the case, all participants should be made aware that the live events are being formally recorded, this should be in line with existing data protection requirements.
- If recording live content is not possible, leaders should evidence action taken to reduce risks and ensure that clear expectations and safeguarding procedures are in place.
- Two members of staff should be present where possible when live streaming events.
- Staff should not provide any one-to-one tutoring, support or messaging unless the activity is pre-approved by leaders and is auditable.
- Students should be in a shared space in their house, rather than in their bedroom. Students should also be appropriately dressed, alternatively staff may request they turn their cameras off, any misconduct will be alerted to parents and students will be sanctioned accordingly.

Staff and students should be aware of acceptable online behaviour and expectations at the start of any lessons/ live events. This should also include any participation in the chat function. Staff should raise awareness to students regarding whether it is acceptable for learners to record events and any expectations or restrictions about onward sharing.

- Staff may only participate in Zoom lessons if there are 3 members to the Team. All Zoom/Teams lessons should be recorded for safeguarding reasons.
- Communication with vulnerable students/ families will require staff contact, during remote learning situations staff should withhold personal numbers if telephoning individuals.

If deliberate misuse is bought to the school's attention, it should be responded to in line with existing policies.

- Parents/Guardian must take responsibility for the monitoring of safe internet usage when remote learning is taking place in the home setting away from school. Either by placing appropriate filters/parental control on your home internet connection or physical checks of the remote learners' devices usage.

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Name of Student Parent/ Carer/ Guardian Signature

_____ _____

Signature of Student Date

AG September 2020