

Fullwood Primary School

Computing Acceptable Use Policy

New technologies have become integral to the lives of children in today's society, both within school and in their lives outside school. The internet and other digital information and communication tools can stimulate discussion and promote creativity helping towards effective learning.

This policy is intended to ensure:

- that children and adults will be responsible users and stay safe whilst using the internet and other communication technologies for educational, personal and recreational use.
- that school computing systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

Fullwood Primary School will try to ensure that pupils will have good access to computing to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

By reading and agreeing to this agreement, you will have access to the school's systems and acknowledge that you agree to all the statements below. Additionally, that you have read and understand school policies which have a bearing on this agreement.

Pupils' use of internet

- Use of the internet, including e-mail, is permitted as directed by the teacher for purposes such as: - research and learning activities directly related to the curriculum.
- Pupils will only be able to download a file under the direct supervision of a member of staff and it will be virus checked prior to being opened.
- The use of game-style activities should be monitored by the teacher (or member of staff in computer suite) to determine suitability. Violent games are NOT permitted.
- Personal e-mail, social networking or instant messaging sites are NOT to be accessed by pupils.
- Children should report any misuse of the internet to their teacher.
- Children should be made aware of the possibility and consequences of online bullying.
- When e-mail is required as part of a curriculum based lesson, ALL e-mails transmitted and received will be approved by teaching staff.
- No emails will be approved where it may include information that may offend others or where it does not respect the rights, beliefs and feelings of others. Pupils of Fullwood Primary School should always remember that they are representing themselves and our school.
- Personal information such as full names, home addresses, and phone numbers will NEVER be sent by email.
- Children will follow Fullwood Primary school's Computing code of practice for pupils.

Staff use of internet

- Use of the internet on school premises should principally be for school use, e.g. accessing learning resources, educational websites, researching curriculum topics, use of email on school business.
- Use of the school's internet for personal financial gain (including the use of online auction sites), gambling, political purposes or advertising is excluded.
- Teachers should not be accessing the internet for personal reasons whilst teaching children.
- Use of the internet to access any illegal sites or inappropriate material is a disciplinary offence. (If accessed accidentally users should report incident immediately to the head teacher and it should be logged.
- The school recognises that many staff will actively use Facebook, Twitter, and other such social networking sites, blogging and messaging services. Staff must not post material (including text or images) which damages the reputation of the school or which causes concern about their suitability to work with children. Staff must recognise that it is not appropriate to discuss issues relating to children or other staff via these networks. Those who post material which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct.
- It is never acceptable to accept a 'friendship request' from pupils at the school, as in almost all cases children of primary age using such networks will be breaching terms and conditions of use of those networks. It is also extremely inadvisable to accept as friends ex pupils who are still minors. If a parent of a pupil seeks to establish contact, the member of staff should exercise their professional judgment.
- Setting a high security level on social networking sites as advisable.
- Staff will follow the schools Computing code of practise for staff.

- I shall keep all usernames and passwords safe and never share them. Writing down usernames and passwords, including storing them electronically, constitutes a breach to our data protection and safeguarding policy.
- I understand that I am fully responsible for my behaviours both in and out of school and as such recognise that my digital communications, subscriptions and content I access can have a bearing on my professional role.
- I recognise that my social media activity can have a damaging impact on the school and children in my care at school if I fail to uphold my professional integrity at all times whilst using it.
- If I am contributing to the school's social media account(s) or website(s) I will follow all guidelines given to me, with particular care given to what images/video imagery and details can be uploaded.
- I will never deliberately access, upload or download illegal, inflammatory, obscene or inappropriate content that may cause harm or upset to others.
- I will never download or install software unless permission has been given by the appropriate contact at school.

Use of portable computer systems, USB sticks or any other removable media

- 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.

Use of mobile phones

- 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.
- Mobile phones should not be used when teaching, unless in an emergency.
- Pupils should NOT bring mobile phones to school but if they need to, they must leave in the office at the beginning of the day and collect it before they go home.
- Personal mobile devices will not be used during lessons or formal school time unless as part of an approved and directed curriculum-based activity with consent from ULT / SLT.
- I understand that mobile devices, including smart watches, shall not be used, nor in my possession, during times of contact with children. These devices will be securely locked away with adequate password protection on them should they be accessed by an unauthorised person.

Use of digital images

- Any photos or videos taken by teachers, other adults (including parents), and the children themselves during ANY school activity (including trips / camp) should not be put on public display or published anywhere on the internet (including social networking sites such as Facebook).

(The above excludes the publication of photos on the school website as well as use by school for educational/display uses. In these circumstances, permission to use the photographs must be obtained from parents)

- Pupils and their parents will sign the Computing Code of Practise for Pupils at the beginning of Foundation stage or when they enroll at Fullwood Primary School.
- All pupils will revise and sign the Computing Code of Practise at the start of every year
- All staff will read and follow the guidelines as set out in the Computing Acceptable Use policies.
- At no point- will I use my own devices for capturing images/ video or making contact with parents/carers.

GDPR Related

- I know what GDPR is and how this has a bearing on how I access, share, store and create data.
- I will never leave equipment unattended which could leave data and information vulnerable; this extends to accessing data/ services/content remotely
- Any data that I have access to away from school premises must be kept secure and used with specific purpose. As outlined in the school's data protection policy, it is my responsibility to ensure when accessing data remotely that I take every bit of reasonable care to ensure the integrity and security of the data is maintained
- I will inform the school at the earliest opportunity of any infringement both on and off site by myself. Furthermore, if I am concerned about others' behaviours/conduct, I will notify the school at the earliest opportunity.
- I shall keep all usernames and passwords safe and never share them. Writing down usernames and passwords, including storing them electronically, constitutes a breach to our data protection and safeguarding policy

Fullwood Primary School - Computing Code of Practice for Teachers and Adults

It should be understood that this Code of Practice is in place to protect staff from potential risk in their use of Computing in their everyday work.

- Teachers/adults should be familiar with the school's Computing Acceptable Use Policy and appendices.
- Teachers/adults should closely monitor and scrutinise what their pupils are accessing on the internet, including checking the history of pages.
- Pupils should be given clear guidelines for content of email messages and for sending and receiving procedures.
- When pupils are using the internet it should be controlled by a teacher or adult.
- Pupils should be given a clearly defined focus for using the internet and email and taught skills and techniques to enable efficient and effective use of it.
- Software should not be downloaded from the internet (including screen savers, games etc.) or installed by anyone other than the Computing technician or Computing leader, unless permission has been granted by the head teacher.
- All sensitive data, such as children's details or reports, should be stored on a password-protected laptop or memory stick. Other non-sensitive data, such as lesson plans and resources, may be stored on an unencrypted device
- The use of the internet to access any illegal sites or inappropriate material is a disciplinary offence.
- If offensive material is accessed accidentally, the website should be closed immediately and the incident reported to the Computing technician/Computing Leader and logged.
- Always ensure that when taking and /or publishing images of others, permission has been obtained in accordance with the school's policy on the use of digital/video images and a school camera has been used. Using personal equipment to record these images is not appropriate unless you have permission to do so, and these photographs will not be shared on the internet or put on public display without permission.
- Teachers/adults should use school systems (such as school phone / school mobile / school email {i.e. their www.abhps.com address}) for school business and external communications and understand that this to ensure personal phone numbers and email addresses are not compromised. On trips, teachers should use their own judgement and discretion for the safety of the children when giving out their phone numbers.
- Teachers/adults should understand that the school use of the internet on school premises should principally be for school use, e.g. accessing learning resources, educational websites, researching curriculum topics, use of email on school business. Teachers/adults should not be accessing the internet for personal reasons whilst teaching children.
- The school recognises that many staff will actively use Facebook, Twitter, and other such social networking sites, blogging and messaging services. Staff must not post material (including text or images) which damages the reputation of the school or which causes concern about their suitability to work with children. Staff must recognise that it is not appropriate to discuss issues relating to children or other staff via these networks. Those who post material which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct.
- It is never acceptable to accept a friendship request from pupils at the school, as in almost all cases children of primary age using such networks will be breaching terms and conditions of use of those networks. It is also extremely inadvisable to accept as friends ex-pupils who are still minors. If a parent of a pupil seeks to establish contact the member of staff should exercise their professional judgement.
- Teachers/adults should NOT use their personal phones for school business or for taking photos of children. Mobile phones should not be used when teaching, unless in an emergency.
- Any photos or videos taken by teachers, other adults (including parents), during ANY school activity (including trips / camp) should not be put on public display or published anywhere on the internet (including social networking sites such as Facebook).

The above excludes the publication of photos on the school website as well as use by school for educational/display uses.

Reviewed By Kenneth Luequee (Computing Leader) September 2018

Key Stage 1 - Computing Code of Practise

Think then Click

These rules help us to stay safe when using a Computer



- We only use the internet when an adult is with us

- We can click on the buttons or links when we know what they do.



- We can search the Internet with an adult.

- We navigate away from the page if there is something rude or unsafe on it.



- We can send and open emails together.

- We can write polite and friendly emails to people that we know.



- We tell an adult if we see something on the computer that is rude or makes us feel unsafe

- We always keep our passwords safe and never tell anyone what it is.

- We can use the iPads when we are with an adult.

Key Stage 2 – Computing Code of Practise

Think then Click

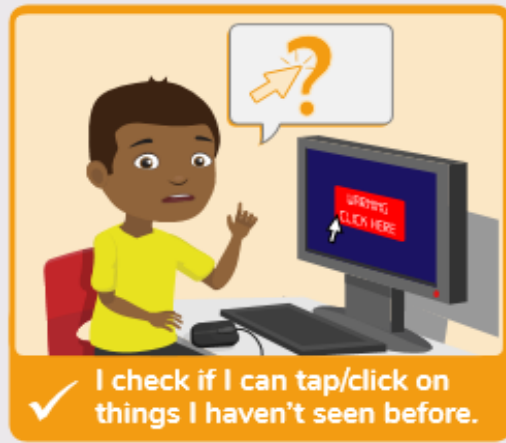
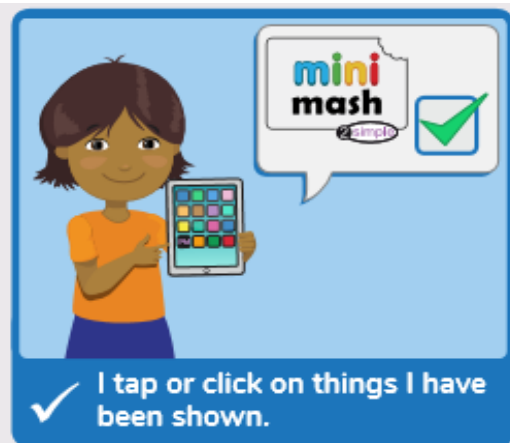
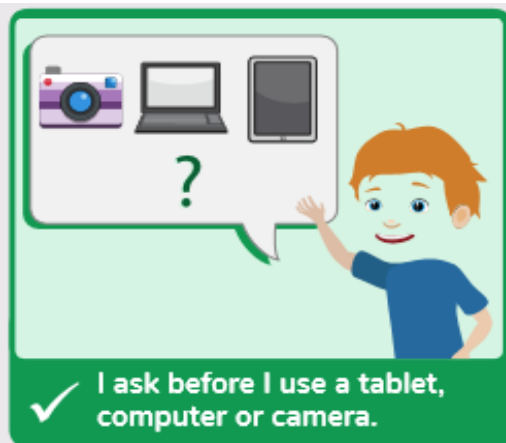
Online Safety Rules for Key Stage 2

- I know that I will get to use the internet if I use it responsibly. I understand that if I do not, I may not be allowed to use the internet at school.
- I know that being responsible means I should not look for bad language, inappropriate images or violent games, and I know that if I accidentally come across any I should report it to a teacher or parent. I know that my teacher can check the websites I have visited!
- I will treat my password like my toothbrush –and not share it with anyone (even my best friend), and I will log off when I have finished using the computer.
- I will never stay around in a chat room if someone says or writes something which makes me feel uncomfortable or worried and I will always report it to a teacher or parent.
- I will never answer unpleasant, suggestive or bullying emails or messages and I will always report them to a teacher or parent. I know not to delete them straight away but show them to the person I have reported it to, as evidence.
- I will always be myself and not pretend to be anyone or anything I am not. I know that the posting of anonymous messages and the forwarding of chain messages is not allowed.
- At school, I may not download any software from the internet. I know that information on the internet may not always be reliable and may need checking. I know that some websites may be sponsored by advertisers.
- If I bring in memory sticks/CD ROMs from outside school I will give them to the teacher, to check for viruses and content, before opening a file.
- I will be polite and sensible when I email others and not send, or encourage, material which may offend or annoy others or invade another person's privacy.
- I know that I am not allowed on personal e-mail, social networking sites or instant messaging in school.
- I will not bring a mobile phone to school unless absolutely necessary. If I bring my mobile phone into school, I will hand it into the office in the morning and collect it before I go home.
- I will NEVER tell anyone I meet on the internet my home address, my telephone number or my school's name without permission, or send a picture of myself. I will NEVER arrange to meet anyone in person.
- I will not use the iPad for games unless approved by my teacher and they must be at an appropriate age rating.

EYFS - Computing Code of Practise

Think then Click

These rules are for when we use the computer



Key Stage 2 – Computing Code of Practise

Think then Click

Online Safety Rules for Key Stage 2

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- I know that I am not allowed on personal e-mail, social networking sites or instant messaging in school.
- I will not bring a mobile phone to school unless absolutely necessary. If I bring my mobile phone into school, I will hand it into the office in the morning and collect it before I go home.
- I will NEVER tell anyone I meet on the internet my home address, my telephone number or my school's name without permission, or send a picture of myself. I will NEVER arrange to meet anyone in person.
- I will not use the iPad for games unless approved by my teacher and they must be at an appropriate age rating.
- I understand that if I behave negatively whilst using technology towards other members of the school, my parents/carers will be informed and appropriate actions taken.
- In order to help keep me and others safe, I know that the school checks my files and the online sites I visit. They will contact my parents/carers if an adult at school is concerned about me.
- Before I share, post or reply to anything online. I will T.H.I.N.K

T - is it true?

H - is it helpful?

I - is it inspiring?

N - is it necessary

K - is it kind?