

# HAYFIELD LANE PRIMARY



## ACCEPTABLE COMPUTER USAGE POLICY

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## ACCEPTABLE COMPUTER USAGE POLICY

*We want schools to equip their pupils with the knowledge needed to make the best use of the internet and technology in a safe, considered and respectful way, so they are able to reap the benefits of the online world. (Teaching Online Safety in Schools DfE: Jan 2023)*

### **Introduction**

Computers are essential to the delivery of Information and Communication Technology within the National Curriculum and are integral to the delivery of many curriculum areas. It is vital that computers and other ICT equipment are treated with respect by all members of the school community.

- All children, from starting school will be taught and encouraged to use computers and tablets sensibly. This includes following instructions and using only the programs they are instructed to by their teachers.
- Children are not permitted to tamper with any hardware or wires. They should report and faults to their teacher who will report it to the technician via the technical support book.
- Computer work benches, laptops, tablets and their environments will be kept free from food and drink and any other liquids at all times.
- Deliberate misuse or abuse of hardware or software will be treated very seriously.

### **Relevant legislation and guidance**

This policy refers to, and complies with, the following legislation and guidance:

- [Data Protection Act 2018](#)
- The UK General Data Protection Regulation (UK GDPR) - the EU GDPR was incorporated into UK legislation, with some amendments, by [The Data Protection, Privacy and Electronic Communications \(Amendments etc\) \(EU Exit\) Regulations 2020](#)
- [Computer Misuse Act 1990](#)
- [Human Rights Act 1998](#)
- [The Telecommunications \(Lawful Business Practice\) \(Interception of Communications\) Regulations 2000](#)
- [Education Act 2011](#)
- [Freedom of Information Act 2000](#)
- [Education and Inspections Act 2006](#)
- [Keeping Children Safe in Education 2022](#)
- [Searching, screening and confiscation: advice for schools 2022](#)
- [National Cyber Security Centre \(NCSC\): Cyber Security for Schools](#)

- [Education and Training \(Welfare of Children\) Act 2021](#)
- UKCIS guidance on [sharing nudes and semi-nudes: advice for education settings working with children and young people](#)
- [Meeting digital and technology standards in schools and colleges](#)

### **ICT system security**

Local Area Network security issues include:

- The user must act reasonably. Loading non-approved software is not permitted.
- Good password practice is required including log out after use.
- The workstation is secure from casual mistakes by the user.
- Cabling is secure and wireless Local Area Networks are safe from interception.
- The server is located securely, and physical access is restricted.
- Virus protection for the whole network must be installed and current.

The Internet is a connection to the outside world that could compromise system performance or threaten user or system security. The downloading of large files can compromise system user performance.

- The school's ICT systems will be reviewed regularly with regard to security.
- Virus protection will be installed and updated regularly.
- Use of portable media such as memory sticks will be reviewed. Portable media may not be brought into school without specific permission and virus check.
- Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to e-mail.
- Files held on to the school's network will be regularly checked.
- The computing subject leader along with ACS support technician will ensure that the system has the capacity to take increased traffic caused by Internet use.

### **The importance of the Internet**

- The purpose of Internet use in school is to raise educational standards, to promote the professional work of staff and to enhance the school's management information and business administration systems.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Internet access is an entitlement for pupils who show a responsible and mature approach to its use.
- The Internet is an essential element for education, business and social interaction. The school has a duty to provide pupils with quality Internet access as part of their learning experience.

### **The benefit of the Internet in education**

A number of studies and government projects have identified the benefits to be gained through the appropriate use of the Internet in education.

**Benefits of using the Internet in education include:**

- Access to worldwide educational resources and research including museums and art galleries.
- Educational and cultural exchanges between pupils worldwide.
- Cultural, vocational, social and leisure use in libraries, clubs and at home.
- Access to experts in many fields for pupils and staff.
- Staff professional development through access to national developments, educational materials and good curriculum practice.
- Communication with support services, professional associations and colleagues.
- Exchange of curriculum and administration data with the Local Authority and government agencies.

### **Managing e-mail**

- In the school context, email should not be considered private and school reserves the right to monitor e-mail.
- Pupils may only use approved e-mail accounts on the school system.
- Pupils must tell teachers immediately if they receive an offensive e-mail.
- Pupils must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.
- If a class are sending an external email, whole class e-mail addresses will be used.
- Access in school to external personal e-mail accounts is not permitted.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

### **Managing Website content**

The school has a website which aims to celebrate pupils' work, keep parents and friends of the school informed and promote the school.

- Website photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- Pupils' full names will not be used anywhere on the website and no names will be associated with photographs.

- Permission from parents/carers will be obtained annually before photographs of pupils are published on the school website.
- The Head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

#### **Newsgroups and chat**

- Newsgroups will not be made available to pupils.
- Pupils will not be allowed access to public chat rooms.

#### **Pupil use of mobile phones and cameras**

Pupils are not allowed to bring mobile phones to school, unless prior arrangements have been agreed with the class teacher for safe storage during the day. Otherwise, mobile phones and cameras are not permitted in school or at out of school activities e.g. discos run by the Friends of Hayfield Lane. Pupils are not allowed to take mobile phones on school visits or residential visits. Pupils are allowed to take cameras with them on a visit but are only allowed to take photographs during directed group activities.

#### **Authorising Internet access**

- Parents will be informed that pupils will be provided with supervised internet access.
- Parents new to the school will be asked to read the school rules for Responsible Computer Use, and sign and return a consent form as part of the new parents Welcome Pack. The school rules for Responsible Computer Use, letters to parents and consent form are included at the end of this document.
- Pupils will only be issued with individual e-mail accounts within Purple Mash and may only use these under supervision.

#### **Assessing the risks**

As the quantity and breadth of information available through the Internet continues to grow it is not possible to guard against every undesirable situation. The school understands that it is difficult to remove completely the risk that pupils might access unsuitable materials via the school system.

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content it is not possible to guarantee that

unsuitable material will never appear on a school device. The school cannot accept liability for the material accessed, or any consequence of the Internet access.

- Methods to identify, assess and minimise risks will be reviewed regularly.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- The Head teacher will ensure that the Acceptable Computer Usage Policy is implemented and compliance with the policy monitored.

### **Managing Filtering**

Internet access is provided by an Internet Service Provider whose provision is filtered to exclude inappropriate material through ACS.

Despite careful design, filtering systems cannot be completely effective due to the speed of change of Web content. It is imperative therefore, that users be held accountable for their use of technology.

- The school will work in partnership with parents Local Authority, government agencies, ACS and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved regularly.
- If staff or pupils discover unsuitable sites the URL (address) and content must be reported to the Internet Service Provider via the ICT subject leader and ACS.
- Filtering strategies will be selected by the school, in discussion with ACS where appropriate. The filtering strategy will be selected to suit the age and curriculum requirements of the pupils.

### **Introducing the policy to pupils**

- Pupils are reminded of the importance of responsible use of computers and devices in an assembly at the start of each school year and further discussions take place in individual classes throughout the year.
- Rules for Internet access will be posted in all rooms where computers and tablets are used.
- Pupils will be informed that Internet use will be monitored.
- Instruction in responsible and safe use should precede all Internet access.

### **Consulting staff**

It is important that teachers and teaching assistants are confident to use the Internet in their work. The Acceptable Computer Usage Policy will only be effective if all staff subscribe to its values and methods. Staff will be given the opportunities to discuss the issues and staff development will be provided if required.

- All staff including teachers, teaching assistants and office staff will be provided with the Acceptable Computer Usage Policy and its importance explained.
- All staff must accept the terms of the Responsible Internet Use statement before using any Internet resource in school.

#### **Handling complaints regarding Internet use**

Parents and school staff must know how and where to report incidents. Prompt action will be required if a complaint is made. The facts of the case will need to be established, for instance whether the Internet use was within or outside school. A minor transgression of the rules may be dealt with by the teacher as part of normal class discipline. Other situations could potentially be serious and a range of sanctions will be required, linked to the school's behaviour policy. Complaints of a child protection nature must be dealt with in accordance with school and Local Authority child protection procedures.

- Responsibility for handling incidents rests with the Head teacher.
- Any complaints about staff misuse must be referred to the Head teacher.
- Pupils and parents will be informed of the complaints procedure.
- Pupils and Parents will need to work in partnership with staff to resolve issues.
- Sanctions available include
  - Informing parents/ carers
  - Removal of Internet or computer access for a short period of time.

## **OUR RULES FOR RESPONSIBLE COMPUTER USE**

**These rules are to help us be fair to others and to keep everyone safe.**

- I will treat tablets, computers and other ICT equipment with care.
- I will use computers and tablets sensibly and as my teacher tells me.
- I will only use programs that my teacher allows me on.
- I will only look at and delete my own files.
- I will only use my class's network login.
- I understand that I must not bring software into school.
- I will ask permission before using the Internet.
- I will never use the Internet unless a member of staff is with me.
- I will only email people that my teacher has approved.
- The messages that I send will be polite, sensible and checked by my teacher.
- I know that I must never give anyone my full name, home address or telephone number.
- I will not share anyone else's personal information online.
- I will ask permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- If I see anything that I am unhappy with or if I receive a message that I do not like, I will tell a teacher immediately.
- I know that the school may check my computer files and the Internet sites I visit.
- I will not use the Internet to arrange to meet someone outside school hours.

**I understand that if I deliberately break these rules, I may not be allowed to use the Internet or devices.**