Horsmonden Primary School

Acceptable Use Policy

Prepared by:	Approved on:
……..	……
Signed *(Chair of Governors)*	Date of next Review:
……	……..……..

Staff Acceptable Use Policy

As a professional organisation with responsibility for safeguarding it is important that staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the school's computer system in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using technology, they are asked to read and sign this Acceptable Use Policy.

This is not an exhaustive list; all members of staff are reminded that IT use should be consistent with the school ethos, school policies, national/local guidance and expectations, and the Law.

- I understand that Information Systems and IT include networks, data and data storage, online and offline communication technologies and access devices. Examples include laptops, mobile phones, tablets, digital cameras, email and social media sites**.**

- School owned information systems must be used appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.

- I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff and only for educational use. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate. I will protect the devices in my care from unapproved access or theft.

- I will respect system security and I will not disclose any password or security information. I will use a 'strong' password; a strong password has numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system and is changed regularly.

- I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the system manager.

- I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 1998.
    - This means that all personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.
    - Any data which is being removed from the school site (such as via email or on memory sticks or CDs) will be encrypted by a method approved by the school.
    - Any images or videos of pupils will only be used as stated in the school image use policy and will always take into account parental consent.

- I will not keep or access professional documents which contain school-related sensitive or personal information, including images, files, videos and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. Where possible I will use KLZ to upload any work documents and files in a password protected environment.

- I will not store any personal information on the school computer system including any school laptop or similar device issued to members of staff that is unrelated to school activities, such as personal photographs, files or financial information.

- I will respect copyright and intellectual property rights.

- I have read and understood the school online safety policy which covers the requirements for safe IT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces.

- I will immediately report any illegal, inappropriate or harmful material or incidents I become aware of, to the Designated Safeguarding Lead Hayley Sharp or in her absence Tracy Thomas as soon as possible.

- I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware, or if I have lost any school related documents or files, then I will report this to EIS immediately – 0300 065 8888

- My electronic communications with current or past pupils, parents/carers and other professionals will take place within clear and explicit professional boundaries, and will be transparent and open to scrutiny at all times.
    - All communication will take place via school approved communication channels such as a school provided email address or telephone number, and not via personal devices or communication channels, such as personal email, social networking or mobile phones.
    - Any pre-existing relationships or situations that may compromise this will be discussed with the Designated Safeguarding Lead Hayley Sharp and/or headteacher.

- I will ensure that my online reputation and use of IT and information systems are compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming and any other devices or websites.
    - I will take appropriate steps to protect myself online as outlined in the Online Safety/Social Media policy and will ensure that my use of IT and the internet will not undermine my professional role, interfere with my work duties and will be in accordance with the school code of conduct and the Law.

- I will not create, transmit, display, publish or forward any material online that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the County Council, into disrepute.

- I will promote online safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.

- If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with the Designated Safeguarding Lead Hayley Sharp or the headteacher.

- I understand that my use of the school information systems, including any devices provided by the school, school internet and school email may be monitored and recorded to ensure the safety of children and staff and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.

- I understand that the school may exercise its right to monitor the use of information systems, including internet access and the interception of emails, in order to monitor policy compliance. Where it believes unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, the school may invoke its disciplinary procedures. If the school suspects criminal offences have occurred, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read, understood and agree to comply with Horsmonden Primary School Staff Acceptable Use Policy

Name: …… Signed: …….... Date: ……

Accepted by: …….. Date: ……

Horsmonden Primary School Wi-Fi Acceptable Use Policy

As a professional organisation with responsibility for children's safeguarding it is important that all members of the school community are fully aware of the schools boundaries and requirements when using the school Wi-Fi systems, and take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. This is not an exhaustive list and all members of the school community are reminded that ICT use should be consistent with the school ethos, other appropriate policies and the Law.

Please be aware that the school will not be liable for any damages or claims of any kind arising from the use of the wireless service. The School takes no responsibility for the security, safety, theft, insurance and ownership of any device used within the School premises that is not the property of the School.
The school provides Wi-Fi for the school community and allows access for (state purpose e.g. education use only) Schools should include any include information about time limits, passwords, security etc.

1. The use of ICT devices falls under Horsmonden Primary school's Acceptable Use Policy, online safety (e-Safety) policy and behaviour policy (any other relevant policies e.g. data security, safeguarding/child protection) which all students/staff/visitors and volunteers must agree to, and comply with.
2. The school reserves the right to limit the bandwidth of the wireless service, as necessary, to ensure network reliability and fair sharing of network resources for all users.
3. School owned information systems, including Wi-Fi, must be used lawfully and I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
4. I will take all practical steps necessary to make sure that any equipment connected to the schools service is adequately secure (such as up-to-date anti-virus software, systems updates).
5. The school's wireless service is not secure, and the school cannot guarantee the safety of traffic across it. Use of the school's wireless service is done at my own risk. By using this service, I acknowledge that security errors and hacking are an inherent risk associated with any wireless network. For that reason, I expressly agree that I knowingly assume such risk, and further agree to hold the school harmless from any claim or loss arising out of, or related to, any such instance of hacking or other unauthorized use or access into my computer or device.
6. The school accepts no responsibility for any software downloaded and/or installed, e-mail opened, or sites accessed via the school's wireless service's connection to the Internet. Any damage done to equipment for any reason including, but not limited to, viruses, identity theft, spyware, plug-ins or other Internet-borne programs is my sole responsibility; and I indemnify and hold harmless the school from any such damage.
7. The school accepts no responsibility regarding the ability of equipment, owned by myself, to connect to the school's wireless service.
8. I will respect system security and I will not disclose any password or security information that is given to me. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.
9. I will not attempt to bypass any of the schools security and filtering systems or download any unauthorised software or applications.
10. My use of the school Wi-Fi will be safe and responsible and will always be in accordance with the school AUP and the Law including copyright and intellectual property rights. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites.
11. I will not upload, download, access or forward any material which is illegal or inappropriate or may cause harm, distress or offence to any other person, or anything which could bring the school into disrepute.
12. I will report any online safety (e-Safety) concerns, filtering breaches or receipt of inappropriate materials to the Designated Safeguarding Lead (Hayley Sharp), the Online Safety (e-Safety) Coordinator (Hayley Sharp) and/or the designated lead for filtering (Hayley Sharp) as soon as possible.
13. If I have any queries or questions regarding safe behaviour online then I will discuss them with the Online safety (e-Safety) Coordinator or the Head Teacher.
14. I understand that my use of the schools Wi-Fi will be monitored and recorded to ensure policy compliance in accordance with privacy and data protection legislation. If the schools suspects that unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, then the school terminate or restrict usage. If the School suspects that the system may be being used for criminal purposes then the matter will be brought to the attention of the relevant law enforcement organisation.

I have read and understood and agree to comply with Horsmonden Primary school's Wi-Fi Acceptable Use Policy.
Signed: ……..... Print Name: …… Date: ……

Accepted by: …….. Print Name: …….

Further Information

- Kent Schools and settings can consult with the e-Safety Officer via: esafetyofficer@kent.gov.uk or 01622 221469. Training is available via CPD Online http://cpdschools.kenttrustweb.org.uk and KSCB www.kscb.org.uk

- "Safer Use of New Technology" is a Kent Safeguarding Children Board (KSCB) document which discusses ideas and FAQs for professionals on how to use technology safely when working with young people. The document can be downloaded from www.kenttrustweb.org.uk?esafety

- "Supporting School Staff" is an essential document to help staff understand how to protect themselves online created by Childnet International and DfE: http://www.digizen.org/resources/school-staff.aspx

- Teach Today is a useful website which provides useful advice and guidance for staff from industry: http://en.teachtoday.eu

- The UK Safer Internet Centre's Professional Online Safety Helpline offers advice and guidance around e-Safety for professionals who work with children and young people in the UK. The helpline provides support with all aspects of digital and online issues such as social networking sites, cyber-bullying, sexting, online gaming and child protection online. Staff can contact the helpline via 0844 381 4772, helpline@saferinternet.org.uk or can visit www.saferinternet.org.uk/helpline for more information.

- 360 Degree Safe tool is an online audit tool for schools to review current practice: http://360safe.org.uk/

- "Guidance for Safer Working Practice for Adults who Work with Children and Young People" (2009) contains useful guidance around professional use of technology. www.childrenengland.org.uk/upload/Guidance%20.pdf