



Acceptable use of ICT Policy

Reviewed by Mr. Kirkley: September 2024
Approved by Mr. M. Halliwell: September 2024

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The computer system is owned by the school. "The computer system" means all computers and associated equipment belonging to the school, whether part of the school's integrated network or stand-alone, or taken offsite.

Professional use of the computer system is characterised by activities that provide children with appropriate learning experiences; or allow adults to enhance their own professional development. The school recognises that technologies such as the Internet and e-mail will have a profound effect on children's education and staff professional development in the coming years and the school's Internet Access Policy has been drawn up accordingly.

The installation of software or hardware unauthorised by the school, whether legitimately licensed or not is expressly forbidden.

The school reserves the right to examine or delete any files that may be held on its computer systems or to monitor any Internet sites visited.

All members of staff, students on placement, supply teachers etc. must sign a copy of this policy statement before a system login password is granted. All children must be made aware through class discussion of all the important issues relating to acceptable use, especially the monitoring of Internet use.

Internet Access Policy Statement

All internet activity should be appropriate to staff professional activities or the children's education;

- Access is limited to the use of authorised accounts and passwords, which should not be made available to another person;
- The Internet may be accessed by staff and children throughout their hours in school;
- Activity that threatens the integrity of the school's computer systems, or that attacks or corrupts other systems, is prohibited;
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received. Due regard should be paid to the content. The same professional levels of language should be applied as for letters and other media;
- Use of the school's Internet for personal financial gain (including the use of online auction sites, gambling, political purposes or advertising) is excluded;
- Copyright of materials must be respected. When using downloaded materials, including free materials, the Intellectual Property rights of the originator must be respected and credited. All material saved on the school's network is the property of the school and making unauthorised copies of materials contained thereon may be in breach of the Data Protection Act, Individual Copyright or Intellectual Rights;
- Use of materials stored on the school's network for personal financial gain is excluded;
- Posting anonymous messages and forwarding chain letters is excluded;
- The use of the Internet, e-mail, or any other media to access inappropriate materials such as pornography, racist or any other offensive material is forbidden;
- All web activity is monitored, including the content of e-mail, therefore it is the responsibility of the user to ensure that they have logged off the system when they have completed their task;
- Children must not be given unsupervised access to the Internet. For the purposes of this policy, "supervised" means that the user is within direct sight of a responsible adult;
- The teaching of Internet safety is included in the school's Computing Curriculum, but all teachers within all year groups should be including Internet safety issues as part of their discussions on the responsible use of the school's computer systems;
- A Safer Internet Day and E-Safety Week will be held annually in school in order to increase awareness of e-safety. Child-friendly rules linked to the safe use of the internet will be displayed in each classroom and ICT suite and children will be encouraged to know and refer to them (SIDS tips). These are also communicated to parent/carers.
- All children must understand that if they see an unacceptable image on a computer screen, they must turn the screen off and report immediately to a member of staff.

- All pupils in Reception through to year 6 must sign the child-friendly Acceptable usage of ICT policy at the start of each academic year and also pupils who arrive at different points in the year will complete the child-friendly acceptable use of ICT policy at their induction meeting (see appendix 1). The acceptable use policy, outlines clear rules for the use of equipment within school.

Internet and Safety Monitoring

Through the enter name of the cache box, filter services etc, all internet activity is monitored by the system. It is the responsibility of senior leaders and the Computing lead to review this activity periodically. The School Business Manager, Head teacher and Computing lead will receive a weekly email alert called the Suspicious Report Query, which will detail any suspicious wording, or searches carried out. The Computing lead, along with a member of the SLT if necessary, will investigate these incidents further through discussion with relevant staff. It is their duty to report any transgressions of the school's Internet policy and / or use of obscene, racist or threatening language detected by the system to the Head Teacher. Occasionally, it may be necessary for the Computing lead to investigate attempted access to blocked sites, and in order to do this, the Computing lead will need to set his / her internet access rights to "Unrestricted". Whenever this happens, this should be recorded on C-poms under e-safety and on the ICT violations register, and the Head Teacher notified.

All serious transgressions of the school's Internet Access Policy are recorded in the school's ICT violations register. The violations register can be found in the school office.

Transgressions of Internet Policy and use of inappropriate language can be dealt with in a range of ways, including removal of Internet access rights; computer system access rights; meetings with parents or even exclusion; in accordance with the severity of the offence and the school's Behaviour Policy.

Breaches of Internet Access Policy by staff will be reported to the Head Teacher and will be dealt with according to the school's disciplinary policy, or through prosecution law.

Internet Publishing Statement

The school wishes the school's web site to reflect the diversity of activities, individuals and education that is provided at The Benalmádena International College. However, the school recognises the potential for abuse that material published on the internet may attract, no matter how small this risk may be. Therefore, when considering material for publication on the internet, the following principles should be borne in mind;

- No video recording may be published without the written consent of the parents / legal guardian of the child concerned, and the child's own verbal consent;
- Surnames of children should not be published, especially in conjunction with photographic or video material;
- No link should be made between an individual and any home address (including simple street names);
- Where the person publishing material suspects that there may be child protection issues at stake then serious consideration must be taken as to whether that material may be published or not. In the case of a simple piece of artwork or writing, this may well be fine, but images of that child should not be published. If in any doubt at all, refer to the person responsible for child protection.

Sites such as Google Classroom for Education will be used by staff to record and share school and class news, information, photos, pupil behaviour rewards, attainment and achievement. Secure passwords will be issued to parent/carers of school pupils and these sites cannot be accessed by the public.

Acceptable usage in the event of remote learning:

Pupils can use Google Classroom for Education to interact with their teachers, parent and carers.

Staff are welcome to post videos of themselves explaining some of the activities if they wish, however this is not an expectation.

Communication between staff and pupils / families must be through the authorised school systems above and not through personal email or personal social media accounts. It should follow the usual rules outlined in the Online Safety Policy and Acceptable Use Agreements.

Due consideration should be put in by staff before sharing photo or video as to whether there are any issues regarding reputation, professional conduct, online safety or other safeguarding.

The school will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for students learning and will, in return, expect staff and volunteers to agree to be responsible users.

Staff and Volunteers need to be agreed with the Policy Agreement (see appendix 3).

ICT Acceptable Use Policy EYFS KS1 2024

(appendix 1)

Pupil Agreement / ESafety Rules

This is how I stay safe when I use computers:

I will ask a teacher if I want to use a computer / Ipad.

I will not play apps or look at websites that are too old for me.

I will only use activities that a teacher has told or allowed me to use.

I will take care of the computers and other equipment.

I will ask for help from a teacher if I am not sure what to do or if I think I have done something wrong.

I will tell a teacher if I see something that upsets me on the screen.

I know that if I break the rules I might not be allowed to use a computer / Ipad.

..... agrees to follow the ESafety rules and to support the safe use of ICT at The Benalmádena International College.

Signed.....

Class

Date.....

ICT Acceptable Use Policy (AUP)

(appendix 2)

Pupil Agreement / eSafety Rules

- I will only use the Internet and/or online tools when a trusted adult is present.
- I will only use my class email address when emailing.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty.

- I will not deliberately look for, or access inappropriate websites or apps. I will consider the age-appropriate certificate when playing games or viewing videos.
- If I accidentally find anything inappropriate I will tell my teacher immediately.
- I will only communicate online with people a trusted adult has approved.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not allow myself to get involved in incidents of cyber-bullying either at school or home via apps or websites such as What's App, Snapchat or Facebook
- I will not give out my own, or others' details such as names, phone numbers or home addresses or photos when using devices at school or home.
- I will not tell other people my ICT passwords.
- I will not arrange to meet anyone that I have met online.
- I will only open/delete my own files.
- I will not attempt to download or install anything on to the school network or at home without permission.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I know that my use of ICT can be checked and that my parent /carer contacted if a member of school staff is concerned about my e-Safety.
- I will not use my mobile phone in school for any reason. If I do bring my phone to school with me I will follow the school's mobile phone policy.
- I understand that failure to comply with this Acceptable Use Policy may result in disciplinary steps being taken in line with the school's Behaviour Policy.

..... agrees to follow the e-Safety rules and to support the safe use of ICT at The Benalmádena International College.

Signed.....

Class

Date.....

Policy Agreement Staff (and Volunteer) (appendix 3)

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety security of the ICT systems and other users. I recognize the value of the use of ICT for enhancing learning and will ensure that students receive opportunities to gain from the use of ICT.

- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.

- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital images/video.
- I will only communicate with students/pupils and parents/cares using official school systems.
- I will not engage in any on-line activity that may compromise my professional responsibilities.
- When I use my personal hand held/external devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I will not try to upload, download or access any materials which are illegal (child sexual, abuse images, criminally racist material, adult pornography covered by the Obscene Publications ACT).
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.

..... agrees to follow the eSafety rules and to support the safe use of ICT at The Benalmádena International College.

Signed.....

Date.....