



I.T. ACCEPTABLE USE POLICY

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Ratified by Governing Body:				
		Signature	Date	

Computing Acceptable use Policy

This policy outlines our purpose in providing e-mail facilities and access to the internet and explains how our school is seeking to avoid the potential problems that unrestricted Internet access could give rise to.

With internet use becoming more prominent in everyday life for personal and professional use, it is important that all members of staff are made aware that their online conduct both in and out of school could have an impact on their role and reputation.

As a professional organisation with responsibility for pupils' safeguarding it is important that all 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 Information Communication Technology and the school systems, they are asked to read and sign this acceptable use policy.

This is not an exhaustive list and all members of staff are reminded that Computing use should be consistent with the school ethos, other appropriate policies and the Law.

Internet access in school

The purpose of Internet access in schools is to raise educational standards, support the professional work of staff and enhance the school's management, information and business administration systems.

Teachers and pupils will have access to websites worldwide offering educational resources, news and current events.

In addition, staff will have the opportunity to access educational materials and good curriculum practice; to communicate with the advisory and support services, professional associations and colleagues; exchange curriculum and administrative data with the LA and DfEE; receive up-to-date information and participate in government initiatives.

Ensuring Internet Access is appropriate and safe

In common with other media such as magazines, books and video, some material available on the Internet is unsuitable for pupils. The school will take every practical measure to ensure that pupils do not encounter upsetting, offensive or otherwise inappropriate material on the internet. The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material.

- Our internet access has a filtering system which prevents access to material inappropriate for pupils.

- Children using the internet will be working in the classroom and will be under the supervision of an adult at all times.
- Staff will use their professional judgement and check that the sites preselected for pupil use are appropriate to the age and maturity of the pupils.
- Methods to minimise the risk of pupils being exposed to inappropriate material will be reviewed in consultation with colleagues from other schools and advice from the LA.
- If one or more pupils discover inappropriate material our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with everyone concerned to resolve any issue.
- If staff or pupils discover unsuitable sites - the Headteacher, designated SLT member and the Computing Lead (Amy Bromley) will be informed. The URL (address) will be reported to the Internet Service Provider and the LA.
- For reasons of safety and security, pupils should not use mobile or any other technology in a way that is likely to damage the reputation of the school or risk the welfare of other pupils or adults that work within school.
- At the start of any school performances, parents and visitors will be informed that any photographs and/or videos they take must be for personal use only and we request that they are not added to any social network sites.

Maintaining the security of the school Computing network

Security is maintained by updating virus protection which is managed by Kaelen McAtee

School website

The school website promotes the school and provides accurate up-to-date information about our school.

- The point of contact on the website is the school address and telephone number.
- To avoid identification of individual pupil, we do not publish pupils' names to accompany any photographs on our website.
- Staff will be identified by their first name and surname unless they request otherwise.
- Permission will be sought from other individuals before they are referred to by name on any pages we publish on our website.

Our website address is: <http://www.barleycroft.leicester.sch.uk>

Staff, Governor, Student and Volunteer Acceptable Use Agreement/Code of Conduct

Computing and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of Computing. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with James Canham (Deputy Headteacher) and Rebecca Dulieu (Headteacher)

- ❖ I will only use the school's e-mail, internet, and any related technologies for professional purposes or for use deemed 'reasonable' by the Headteacher or Governing Body.
- ❖ I will comply with the Computing system security and not disclose any passwords provided to me by the school or any related authorities.
- ❖ I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- ❖ I will not give out my own personal details, such as mobile phone number or personal e-mail address, to pupils.
- ❖ I will only use the approved, secure e-mail systems for any school business.
- ❖ I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately. Personal data can only be taken out of school when authorised by the Headteacher or the Governing Body.
- ❖ I will not install any hardware or software without permission of the Computing Co-ordinator or IT technician.
- ❖ I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- ❖ Images of pupils and/or staff will only be taken, stored and used for professional purposes in line with school policy.
- ❖ I understand that my use of the internet and other related technologies can be monitored and logged and can be made available, on request, to the Headteacher.
- ❖ I will support the school approach to online safety and will not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- ❖ I will respect copyright and intellectual property rights.

- ❖ I will ensure that my online activity, both inside and outside school, will not bring my professional role into disrepute.
- ❖ I will support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of Computing and related technologies.

Below is copy of text sent to all parents at start of academic year 2024/25 – receipt of this text by a parent / carer is confirmation that e-safety rules will be followed. Parents are welcome to discuss any aspect of the e-safety rules with the DHT or HT should they choose to.

Dear Parent/ Carer

Computing, including the use of the internet, has become an important part of learning in our school. We expect all children to be safe and responsible when using technology.

Please read and discuss these e-safety rules with your child and should you wish to discuss any aspect of these rules please contact the school office to arrange a meeting with the Deputy or Headteacher.

Please take care to ensure that appropriate systems are in place at home to protect and support your child.

Kind regards,

J Canham

R Dulieu

Deputy Headteacher

Headteacher



Pupil Acceptable Use Agreement – E-Safety Rules

Barley Croft Primary School recognises the importance of Computing in education and the needs of pupils to access the computing facilities available within the School. The School aims to make the Computing facilities it has available for pupils to use for their studies. To allow for this Barley Croft Primary School requires all pupils' parents to view and sign the Acceptable Usage Policy before their children use the school's computing facilities.

Listed below are the terms of this agreement. All pupils (EYFS, KS1 and KS2) at Barley Croft Primary School are expected to use the computing facilities in accordance with these terms. **Please read this document carefully** in order to indicate your acceptance of the Policy on your child's behalf. Access to the school's computing facilities will only take place once this document has been seen. It is important that your child understands the policy, so please ensure you take time to explain/ discuss this with them.

Agreement / e-safety Rules in School

- I will only use Computing in school for school purposes
- I will only use my class e-mail address or my own school e-mail address when e-mailing
- I will only open e-mail attachments from people I know, or who my teacher has approved
- I will not tell other people my Computing passwords
- I will only open/delete my own files
- I will make sure that all Computing contact with other children and adults is responsible, polite and sensible
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately
- I will not give out my own/others details such as name, phone number or home address. I will not arrange to meet someone or send my image unless this is part of a school project approved by my teacher and a responsible adult comes with me
- I will be responsible for my behaviour when using Computing because I know that these rules are to keep me safe
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school
- I know that my use of Computing can be checked and my parent/carer contacted if a member of school staff is concerned about my safety
- I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher

