

# BARTON PRIMARY SCHOOL AND EARLY YEARS CENTRE.



## COMPUTER AND INTERNET USE POLICY

DATE: October 2011  
TO BE REVIEWED: 2012

Signed..... Chair of Governors

Date.....



## **Aims**

The aim of this policy is to make clear the expectations and requirements that the school has of all users of computers, IT equipment and Internet provision within the school. The school recognises that Information Technology is an important part of school life and the education system and the responsibilities that come with it are taken very seriously.

## **Staff, Volunteers and Governors**

All persons with access to computers in relation to their work in the school are expected to adhere to the following Code of Practice for safe use:

- This code covers not only school based technologies but any personal technologies brought onto the school site.
- When using the Internet, email systems and other digital technologies all users must comply with all relevant legislation on copyright, property theft, libel, fraud, discrimination and obscenity.
- Users will not install any software or application that is not for school use and must be approved by the ICT Technician.
- All staff are expected to communicate in a professional manner consistent with the School Staff Disciplinary Rules.
- Whilst normal privacy and Confidential Items are respected and protected, users may not expect files and messages on publicly funded networks to be private.
- All internet site visit histories and communications on the school system may be examined by the relevant person at any time. The relevant person is the Headteacher or a person directed by the Headteacher, usually the ICT Technician.
- No part of the school system may be used for non-work or social networking other than those directly involved in education purposes such as communicating with another school.
- No user is permitted to disable or attempt to disable the school's security system.
- Confidential information must not be transferred to computers outside the system (inc. email) without being password protected.
- Memory sticks or other data carrying devices must be password protected
- Any computer, document or memory device which contains school information must be stored securely.
- Users should be aware that postings on other sites outside the school system which refer to the school or its staff and which bring the school into disrepute will be subject to misconduct proceedings and/or legal proceedings.
- Users will adhere to the rules of any other school or Local Authority property where they may be using IT equipment.
- No user will give out their personal details, email etc to pupils. Contact with pupils on social networking sites is inappropriate.
- Any school equipment, such as a laptop, issued to any member of staff is to be used for school purposes only.
- Adults will sign the ICT Use Agreement.

## **Pupils**

- All pupils will receive instruction on safe internet use. (See ICT Policy)
- All pupils will be made aware (age appropriate) of the hurt and damage that displaying or sending offensive material can cause.
- Pupils will only use their own password.
- Pupils will only access their own files, work or folders unless instructed otherwise by the teacher.
- Pupils are expected to take care of computers and other IT equipment
- Pupils will not intentionally waste IT resources.
- Pupils will only visit approved sites.
- Parents will sign the Internet Use Agreement

## **Monitoring and Review**

An inventory of IT equipment will be kept and reviewed in March each year. This will be kept by the ICT Technician.

Any equipment loaned to staff, such as laptops, will be signed for.

The school review of firewall, filtering and blocking procedures will be on-going as technology is constantly changing.

This policy will be reviewed on a yearly basis and should be read in conjunction with the Safeguarding Policy and the Disciplinary Procedures for School Staff Policy.

Any incidents using computers and the internet which give rise to concern will be notified to the Headteacher and if necessary recorded in the Safeguarding log

## Acceptable Internet Use Statement

### For Pupils

**The school has installed computers and internet access to help our learning. These rules will keep everyone safe and help us be fair to others.**

- I will not access other people's files.
- I will use the computers only for school work and homework.
- I will not bring floppy disks, CDs, Memory sticks etc. into school unless I have permission.
- I will only e-mail people I know, or my teacher has approved
- The messages I send will be polite and sensible.
- I will not give my home address or phone number, or arrange to meet someone, unless my parent, carer or teacher has given permission.
- To help protect other pupils and myself, I will tell a teacher if I see anything I am unhappy with or I receive messages I do not like.
- I understand that the school may check my computer files and may monitor the Internet sites I visit.

I have discussed the above rules and agree to my child using the Internet in School.

Name of child \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

### **Adult ICT Use Agreement**

- I understand that these rules cover school technologies and any personal technologies that I may bring into school
- I will not take any images of children on personal technologies
- I will comply with any current legislation with regard to copyright, property theft, libel, fraud, discrimination and obscenity
- I will not install any software or application that is not for school use and only use software and applications approved by the school's ICT Technician
- I will communicate only in a professional manner
- I understand that my school communications, internet history and any device loaned to me by the school (such as a laptop) may be examined at any time by a person appointed by the Headteacher.
- I will not use any part of the school system for non-work items or for social networking unless it is directly connected with an educational purpose (such as communicating with another school) and approved by my line manager or the Headteacher.
- I will not attempt to disable or interfere in any way with the school computer security system
- I will not communicate confidential items outside the system without password protection
- I will store securely any school records; electronic and paper
- I will return all school items and records upon ceasing to be part of the school staff or governing body
- I will not give out my personal details to pupils
- I understand that communicating on social networking sites with pupils is inappropriate and will report any such contact to the Headteacher
- I understand that any device loaned to me by the school (such as a laptop) is to be used for school purposes only and must be returned on request
- Any device loaned to and signed for by me is my sole responsibility until returned
- I undertake to take reasonable care to the best of my ability of all school ICT equipment
- I am aware that any comments posted by me on any public/social network sites that could bring the school into disrepute may be the subject of disciplinary procedures for misconduct and/or legal action
- I will observe the rules in any other school or LA workplace

Signed..... Name.....