

Garrett Hall Primary School  
Information & Communication  
Technology:  
Acceptable Use Policy



January 2018

Review:

## **Purpose**

The purpose of this policy is to ensure that staff at Garrett Hall Primary School understand the way in which technology should be used in school. It aims to ensure that computers, tablets, digital cameras mobile phones and other associated technology and are used effectively for their intended purpose without infringing legal requirements or creating unnecessary risk.

Please read this policy carefully as by signing the statement of compliance you are agreeing to the following:-

## **General principles**

Computers and the Internet are a valuable resource, provided for users to conduct research and communicate with others and are made available to staff and pupils to improve efficiency, reduce workload and make effective use of current technology to raise standards of learning and teaching. Due to the nature of some material on the Internet and the possible misuse of this or other applications, a number of precautions have to be taken to help ensure that technology is used responsibly. The Acceptable Use of technology encompasses guidance within this document and other related policies including the E-Safety, Social Media and Mobile Phone policies.

## **Use of technology in school**

By signing the policy you have agreed to the following:

- Users will only access the Internet for study/research purposes, or for school *authorized* activities (*see appendix 1*)
- Users will **not** take part in Online Chats or Any Instant Messaging (MSN Messenger, Yahoo Messenger etc.) of a personal nature that has not been approved by the school.
- Users will report any unpleasant material or messages received. This report would be confidential and would help protect the user and other staff.
- Users will **not** take part in any activity which goes against school rules or Government legislation.
- Users will **not** use any inappropriate language.
- Users must **not** use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.
- Users will **not** harass, insult or attack others through any electronic media.
- Users will respect the ownership rights of people outside the school as well as staff and pupils. This includes abiding by copyright and plagiarism laws.
- Users will **not** reveal or publish any personal information, the home address, personal numbers or photographs of themselves, or other users on the network.
- Users will **not** give personal information e.g. home address / telephone number or other personal information about anyone else.
- Users will **not** download any programs or other files from the Internet unless they have permission from a member of the Senior Leadership Team. (*see appendix 2*)
- Use of the school's wireless Internet connection is subject to the Social Media Policy for Employees in Schools and the Mobile Phones policy.

## **Inappropriate use**

You should not engage in any activity that is illegal, distasteful or likely to have negative repercussions for Garrett Hall primary school. You must not upload, download, use, retain, distribute or disseminate any images, text, materials or software which:

- Are or might be considered to be indecent, obscene, pornographic illegal
- Are or might be offensive or abusive in that its context is or could be considered to be a personal attack, rude or personally critical, sexist, racist, intended to radicalise or is generally distasteful
- Encourage or promote activities which make unproductive use of school time e.g. playing games.
- Involve the unauthorized selling/advertising of goods and services.
- Might affect or have the potential to affect the performance of, damage or overload the school's system, network and/or external communications in any way
- Might be defamatory or incur liability on the part of Garrett Hall primary school or adversely impact on the image of the school
- Would be a breach of the copyright designs and patents Act 1998, Computer Misuse Act 1990, Human Rights Act 1998, Data Protection Act 1998, Obscene Publications Act 1964 or any other government Act or license provision with respect to both programs and data
- You cannot or are not prepared to account for
- The following activities are expressly forbidden:
  - The introduction of any form of computer virus
  - Seeking to gain access to restricted areas of the network or other hacking activities

### **Monitoring**

All Garrett Hall primary school resources, including computers, email and voicemail are provided solely for educational purposes. At any time and without prior notice, the Senior Management Team and contracted external agencies maintain the right and ability to examine any systems and inspect/review any data recorded in those systems. Any information stored on a computer, whether the information is contained on a hard drive, computer disk or in any other manner may be subject to scrutiny. This examination helps ensure compliance with internal policies and the law. It supports the performance of internal investigations and assists the management of information systems.

In order to ensure compliance with this policy, the school has employed monitoring software to check on the use of all computer applications across the network to ensure that there are no breaches of the policy.

### **Consequences**

***If any failure of the policy above take place this could lead to the following consequences being enforced. At the same time, your conduct and/or action(s) may be unlawful or illegal and you may be personally liable.***

1. A temporary or permanent ban on use of computers and related technology.
2. Additional disciplinary action may be added in line with the school's behaviour policies
3. When applicable external agencies may be contacted

***Garrett Hall primary school reserves the right to suspend all Network & Internet systems at any time.***

***Garrett Hall primary school makes no warranties of any kind for the network service it is providing and will not be held responsible for any loss of data.***

If you are unclear about any of the issues discussed in this policy, please contact the ICT coordinator or member of the senior Management team.

I agree to the above terms and conditions and will abide by them to ensure that computers and associated technology is used effectively for its intended purpose without infringing legal requirements or creating unnecessary risk.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

## **Appendix 1:** Authorised use of the Internet for activities not directly concerned with study/research purposes.

The Internet may be used for activities not directly concerned with study/research purposes where:

- The material being accessed is required by the user before close of working hours (ie. In the case of contacting services that may be closed/no longer available when the user has returned home after work).
- The material being accessed by the user is in relation the personal or medical issue.
- The user has sought permission from the SMT to access material of immediate personal interest and only does so during break periods & in a limited capacity.

*Activities not directly concerned with study/research purposes must not take place during curriculum time, including time set aside for PPA.*

## **Appendix 2:** Downloading programs or other files from the Internet and obtaining permission from a member of the Senior Leadership Team.

Files may be downloaded from the Internet where:

- The school has taken out a subscription to an education-services provider
- The website address ends with the prefix '.ac.uk' or '.gov.uk' which are prefixes for academic and government institutions.
- Files are required by the user are for use within their professional practice. This may include materials for their professional development as well as classroom based resources.
- Files are downloaded from reputable 'safe' sites that the user has had previous experience with. Such sites may include: primary-resources.co.uk, tesonline.co.uk, sparklebox.com, displayideas.co.uk, etc (this is not an exhaustive list)
- **Program files end with the prefix '.exe' and should not be executed (run) under any circumstances without prior consultation with the SMT, ICT Coordinator or Technical Maintenance contractors,**



