



**MANOR JUNIOR SCHOOL
ACCEPTABLE USE OF ICT POLICY**

Reviewed: 26.06.24
Review by: 31.07.27

Acceptable Use of ICT Statement for staff and adult users

The computer systems within school are made available to students, staff, and other adults to further their education and to enhance professional activities including teaching, learning, research, administration and management.

The school's Acceptable Use Policy has been drawn up to gain maximum benefit from ICT resources and to protect all parties - the students, the staff, other adults and the school and are reviewed on a regular basis. This policy should be read in conjunction with county policies and guidelines and personnel practices.

Staff and other adults wishing to use the school's computer systems, e-mail or Internet should sign a copy of this Acceptable Use Statement and return it to the ICT Lead.

Contents

1. Using the Internet

- 1.1 Staff and Pupils**
- 1.2 Supervising Pupils**
- 1.3 Monitoring the Internet session**

2. Location and Supervision

- 2.1 Computer location**

3. Mobile Phones

- 3.1 Staff**
- 3.2 Pupils**
- 3.3 Visitors**
- 3.4 Liability**

4. Social Media

- 4.1 Responsibilities of staff members**
- 4.2 Using social media for approved school purposes**
- 4.3 Personal use of social media**
- 4.4 School reputation and confidentiality**
- 4.5 Personal information**

5. Legal Requirements

- 5.1 Legal considerations**

6. Use of ICT to record school activities

7. Annual Agreement

Appendix 1: Computer loan agreement

Appendix 2: Mobile Phone Contract

Appendix 3: Photographic, video and recording consent form

Appendix 4: Acceptable use agreement

1. Using the Internet

1.1 Staff and Pupils

When using the Internet, all users must comply with Hampshire guidance and all applicable legislation - copyright, libel, GDPR, fraud, discrimination and obscenity laws. All data held on the network is covered by Data Protection Legislation. A backup of the network is carried out by Harrap Systems and, where applicable, Hampshire County Council regularly. All school staff, both teachers and support staff, are expected to act in a professional manner consistent with the rules of behaviour governing employees in the education sector.

Pupils are responsible for their good behaviour on the school networks, just as they are on and off school premises. While computing and the use of information and communication technologies is a required aspect of the statutory curriculum, access to the Internet and to the network remains a privilege and not a right. It is given to pupils who act in a considerate and responsible manner, and will be withdrawn if they fail to maintain acceptable standards of use. Staff are to ensure the pupils act responsibly at all times when using the Internet. Staff are to ensure that pupils are taught how to use the internet safely through the explicit teaching of these skills within the curriculum.

Staff should ensure that pupils know and understand that no Internet user is permitted to:

- search for, retrieve, send, copy or display offensive messages or pictures
- use obscene or racist language
- harass, insult or attack others
- damage computers, computer systems or computer networks
- violate copyright laws
- use another user's password
- trespass in another user's folders, work or files (see also 4.2 and 5.8)
- intentionally waste resources (such as on-line time and consumables: paper and ink)
- use the network for commercial purposes

1.2 Supervising Pupils

All staff and adults in school who will at some time be responsible for supervising pupil use of the Internet should be trained or experienced in its use and be aware of this policy.

Schools have a duty of care and must take all reasonable steps to protect pupils against deliberate or accidental access to inappropriate material.

In practice this is through the use of an electronic filtering mechanism supported by careful adult supervision of Internet use by pupils. All computing equipment connected to the Manor network benefit from sophisticated filtering software. However, staff must be aware that no filtering system will be 100% secure and undesirable sites should be reported to the ICT lead for addition to the filtered list.

Supervision of pupils accessing the internet using school linked or based resources by staff / adults who are aware of the Internet and the issues surrounding its use is important. Staff should be clear at all times about what the children should be looking at and how to trace the history of web site access during a particular session. This is a collective responsibility. In situations of home-schooling, the responsibility of supervision and monitoring internet use predominantly falls upon the parents /carers. School staff will only interact with pupils and set prepared, vetted work through approved domains and applications. Currently this is through Google Classrooms and Google Meets.

While using the Internet at school, pupils should, where possible, be supervised. However, when appropriate, pupils may pursue electronic research independent of staff supervision if they have been granted permission. In all cases, pupils should be reminded of their responsibility to use these resources in line with the school policy on acceptable use.

1.3 Monitoring the Internet session.

Use of the Internet is to investigate, publish, communicate and research school subjects, cross-curricular themes and topics related to social and personal development.

There are systems to monitor the use of the Internet made from individual computers and school appliances. Staff and pupils need to be aware of this activity. An overview of sites accessed is tracked and monitored approximately every half term. However, the frequency of monitoring will increase if needed ie a taught topic is highly dependent on internet use, pupils causing concern based on previous use, or in situations of home schooling.

It may sometimes be appropriate to restrict access to the Internet from particular computers or for particular users; this is possible using a password or network access control function administered only by the ICT lead or approved deputy. The need for such restrictions will be approved by a member of the SLT and the situation recorded on CPOMS. Governors will be informed of the Numbers of pupils with such restrictions in place through the termly HT report.

Pupils are encouraged to develop an understanding of what is and what is not appropriate material and are encouraged to inform the teacher should such material be found.

Members of the community coming into school to use the ICT facilities should be aware of this policy before using the Internet and have completed the Acceptable Use Agreement.

2. Location and Supervision

2.1 Computer / technical equipment location

It is a requirement that the school ensures that access to the Internet provided to staff and pupils in any school or educational institution through any Internet Service Provider is a filtered service. All users should be aware that the school can and does track and record the sites visited, the searches made on the Internet and e-mail sent and received by individual users.

Internet access for pupils in schools should be available only on computers / equipment that are in highly-used areas of the school such as classrooms, libraries, study rooms, computer laboratories and media centres. Computers / equipment that are connected to the Internet should be in full view of people circulating in the area.

In situations of home schooling, pupils may be given or loaned a laptop or PC. In the case of computer loan schemes, a contract and loan agreement with the parents/carers and pupils is established (Appendix 1). Parents take on the responsibility to monitor internet usage. School will track usage of the system upon its return and implement appropriate procedures if inappropriate usage is found to have occurred. When Laptops or equipment are given to the families this becomes their property and responsibility. The school works with its ICT provider (Currently Harrap and/or theDFE) to ensure appropriate safety measures and precautions are in place.

3. Mobile devices

3.1 Staff

All mobile devices must be silenced from calls and text messages during working hours. Members of staff who need to use their phones during breaks should find a private area of the school to make use of their phones/devices, away from children.

Exceptions would include:

- Personal or professional circumstances where a member of staff is 'on call';
- School visits out of school, where a mobile phone is a means of communicating with another group or mini-bus;
- In line with other approved exceptions identified in school risk assessments (eg Pandemic related changes)
- Lone working in the school.

3.2 Pupils

Except in approved circumstances with a signed agreement in place (Appendix 2), pupils may not bring mobile devices to school or take them on school day or residential visits. If mobile devices are brought into school by pupils without prior agreement, these will be confiscated from the pupil and parents will be contacted to collect the device at the earliest opportunity.

3.3 Visitors

Visitors are permitted to take photo or video recordings of selected events such as assemblies/productions but only in accordance with our safeguarding policy and as long as these are for personal use only and not published on any social or public systems.

3.4 Liability

The school cannot accept liability for any mobile phone that goes missing from school premises. Staff members should ensure they have appropriate insurance to cover loss.

4. Social media

4.1 Responsibilities of staff members

The School has a duty to provide a safe working environment free from bullying and harassment. If a staff member uses any information and/or communications technology, including email and social networking sites, to make reference to people working at or for the School, or people receiving services from the School then any information posted must comply with all relevant professional Codes of Practice and the School Policies.

4.2 Using social media for approved school purposes

Staff must ensure that the use of social media does not compromise school information or computer systems and networks. They must ensure that their use will not adversely affect the school or its business, nor be damaging to the school's reputation and credibility or otherwise violate any school policies. In particular, staff need to keep in mind the Safeguarding and Child Protection Policy which states that the allegations procedure against staff will be followed in all cases in which it is alleged a member of staff or volunteer in a school, or another adult who works with children has behaved or may have behaved in a way that indicates they may not be suitable to work with children.

4.3 Personal use of social media

The school's Internet connection is intended primarily for educational use. There is no right for staff to use the Internet for private use and access can be withdrawn at any time.

4.4 School reputation and confidentiality

The school recognises an employee's right to a private life. However the school must also ensure its reputation and confidentiality are protected. Therefore an employee using any ICT away from school, including email and social networking sites must:

- refrain from identifying themselves as working for the school in a way that could have the effect of bringing the school into disrepute
- not express a personal view as a school employee that the school would not want to be associated with
- notify the Senior Leadership Team immediately if they consider that content posted via any information and communications technology, including emails or social networking sites, conflicts with their role in the school

- not have any unauthorised contact or accept 'friend' requests through social media with any pupil/student under the age of 18 (or under age 19 where the school has such provision), including former pupils/students and/or those who attend other schools unless they are family members;
- exercise caution when having contact or accepting 'friend' requests through social media with parents so as not to compromise the school's reputation or school information;
- not allow interaction through information and communications technology, including emails or social networking sites, to damage relationships with work colleagues in the school and/or partner organisations, pupils/students or parents
- not disclose any data or information about the school, colleagues in the school and/or partner organisations, pupils/students or parents that could breach the Data Protection Act 1998
- not use the Internet or social media in or outside of work to bully or harass other staff or others

5. Legal

5.1 Legal considerations

Certain behaviour is illegal such as using a computer to perpetrate credit card fraud, to spread viruses, to hack into other computers, or to download copyrighted materials. Such issues are covered by the Computer Misuse Act 1990, the Data Protection Act 1998 and copyright legislation.

Misuses of schools computer equipment, e-mail or the Internet are serious offences.

Hampshire County Council and the school reserve the right to disclose any information they deem necessary to satisfy any applicable law, regulation, legal process or governmental request.

Always comply with all software license agreements - this means don't copy any software. If you have any requirements for using non-standard software, please contact the ICT coordinator to discuss your needs.

Always comply with the Data Protection Act 1984. Computer facilities shall not be used to hold or process personal data except in accordance with the provisions of the Data Protection Act 1984.

Don't break the Copyright Designs & Patents Act. Copyright is infringed if a person acquires an unauthorised copy of a computer programme. Mere acquisition, without regard to the actual, or intended use, constitutes an infringement of the author's copyright. "Acquisition" includes loading a copy of a programme into the computer, or onto any form of permanent data storage medium.

Schools can be audited at anytime and anyone found to have unauthorised copies of software will immediately be suspended from using the IT facilities. The matter will be investigated and the necessary action taken.

Remember "hacking" is illegal - the Computer Misuse Act 1990

Regulations regarding unauthorised access or misuse of computing facilities are enforceable under the above law.

There are lots of laws covering offensive material. Regulations regarding the transmission, storage or displays of obscene material are enforceable by law under the Criminal Justice and Public Order Act 1984. which amends the Obscene Publications Act 1956, the Protection of Children Act 1978 and the Telecommunications Act 1984 to extend their provisions to transmission over a data communications network.

If you break these rules, you will lose access to the systems and be reported to the headteacher. Any infringement of regulations may lead to temporary or permanent suspension of use of facilities. If it is decided that it warrants such action, formal disciplinary proceedings will be instituted.

All members of staff, including systems staff, must ensure that their use of the computing facilities complies with all applicable laws. These include:

- Data Protection Act 1984; GDPR 2018
- Computer Copyright Software Amendment Act 1985
- Copyright, Designs and Patents Act 1988
- Computer Misuse Act 1990
- Criminal Justice and Public Order Act 1994

Copyright

Work produced whilst any employee works at the school remains the intellectual property of the school and Hampshire County Council.

6. Use of ICT to record school activities

Recordings of lessons and school based activities through audio, video and photographic means, may take place as long as these are securely stored and for school based use only. This may include recording incidents and outcomes of pupil behaviour. In compliance with GDPR regulations, recordings cannot generally be shared or used outside of the school without direct parental consent. A photographic, images and recordings consent form is signed by parents/carers when their children join the school (Appendix 3).

7. Annual Agreement

Staff must sign the statement in the staff handbook agreeing to abide by the school's conditions of ICT use (Appendix 4).

Appendix 1: Computer loan agreement

Acceptable Use Agreement for laptop or tablet devices supplied by the DfE. Parent/ Carer responsibilities

This document details the responsibilities of Parents/ Carers in relation to mobile devices for Children provided by the DfE.



Parent/ Carer responsibilities

The Parent/ Carer will:

- Have overall responsibility for the use of the device, agreeing with the young person how the device should be used, in an age appropriate way.
- This might include:
 - a. Take initial charge of the device to set up the young person's user account and age appropriate access controls. On devices that support it (e.g. Windows devices), this might include retaining control of the administrator password and not providing administrator privileges to the young person's account. The intention is that additional accounts cannot be set up on the device without the knowledge and agreement of the parent/carer.
 - b. Agree a set of rules with the young person for use of the device, e.g.
 - i. Who can use it, e.g. use by others in the family or friends.
 - ii. When it can be used, e.g. how late, taking a break.
 - iii. Where it can be used, e.g. in shared areas around the home, use in bedroom, use beyond the home.
 - iv. Using responsibly, keeping safe online, not sharing personal information, not using for anything inappropriate or illegal, not loaning it to others, giving it away or selling it, etc.
 - v. Agreeing how the installation of any new software or apps will be managed, particularly if this involves app purchases.
 - c. Consider agreeing a written 'Acceptable Use Agreement' that summarises how the device is to be used.
 - d. Agree how any age appropriate restrictions will be managed, e.g. through any filtering tools provided on the home broadband connection or via software on the device itself.
 - e. Supervise use of the device by discussing with the young person what activities they are undertaking and supporting the young person in staying safe.
 - f. Be aware of information regarding support and ownership of the device.
 - g. Where appropriate, pass on any relevant documentation and passwords if the device is returned to the school or social worker.
 - h. If the Young Person moves to becoming a Care Leaver, make arrangements to transfer passwords, etc to the Young Person as they will then have full responsibility for the device.

Support for the equipment

- In the event of any problems with the equipment

Software/security updates and anti-virus

- The carer and young person (as appropriate given the age of the young person) are responsible for ensuring that the device is kept up to date in terms of software/security updates and ensure that appropriate anti-virus software is installed, active and up to date.

Ownership

- All devices provided remain Council assets but on loan to the young person for the agreed period (normally 3 years) or until they leave the school.
- The young person must not loan it to other people, give it away or sell it. If the young person doesn't want it anymore, it should be returned to the school or social worker.

- Although devices are on permanent loan to the young person, they should be used as agreed with the parent/ carer. The school/ social worker retains the right to recover equipment should the need arise (for example due to improper use).
- At the end of the agreed period, or if the young person moves to becoming a Care Leaver, ownership of the devices will normally pass to the young person. When this happens, the school should be notified so that the device can be removed from the current list of assets.

Laptop/Tablet devices for CYP: Young person's responsibilities

This document provides information about the responsibilities of young people in relation to mobile devices provided through the DfE laptop/tablet scheme



The young person's responsibilities

The young person will:

Look after the device and use it safely and responsibly in line with the guidance below:

1. I will look after the device and use it safely and responsibly. I won't loan it to other people, give it away or sell it. If I don't want it anymore, I will return it to the school who loaned it to me.
2. I will look after and keep private my logins and passwords and my own and other people's personal information (e.g. full name, home address, email address, phone number, school name and photos) when chatting to people or posting things online, especially with people I don't know.
3. I will respect the views and opinions of other people that I have contact online, e.g. via social networking.
4. I will make sure that anything I write or post online is written carefully and politely and is free from strong language, harassment or bullying.
5. I will respect other people's work by only downloading, using or uploading material which I know to be copyright free.
6. I will remember that information I find on the Internet may not be reliable and should be checked by looking at other websites, books and talking to other people.
7. I will stay in control by only accepting and opening emails, messages, files and pictures from people I know and can trust.
8. I will take care not to use the device for anything that I know to be inappropriate or illegal.
9. I will talk to someone else I trust if anything I see, read or encounter on the Internet makes me uncomfortable.

Support for the equipment

- In the event of any problems with the equipment

Insurance

- The device is provided with insurance cover that provides the following levels of cover:

Ownership

- All devices provided remain school assets but on permanent loan to the young person for the agreed period (normally 3 years).
- The young person must not loan it to other people, give it away or sell it. If the young person doesn't want it anymore, it should be returned to the school that loaned it to them.
- The school retains the right to recover equipment should the need arise (for example due to improper use).
- At the end of the agreed period (normally 3 years) ownership of the devices will normally pass to the young person. When this happens, the school should be notified so that the device can be removed from the list of assets.

Mobile computing devices for Young People: Handover agreement form

Main details



Young person:	
Parent/Carer:	
Date of handover:	
Handed over by:	
Device make/model:	
Device Serial Number:	
Additional equipment etc provided:	
Does the young person have any existing IT equipment provided through PPG funding?	

Agreements

Parent/Carer – I confirm that the equipment has been handed over. I understand my responsibilities and agree to supervise the use of the device.

Signature of parent/carers:	
-----------------------------	--

Young person – I agree to look after the device and to use it safely and responsibly. I agree to obey the rules agreed with my parent/carers.

Signature of young person:	
----------------------------	--

School representative – I confirm that the equipment has been handed over.

Signature of school representative:	
-------------------------------------	--

Note: Once signed, please provide a signed copy to the young person and school representative.



**Mobile computing devices:
Handover agreement form for Staff**

Main details

Staff Member:	
Date of handover:	
Handed over by:	
Device make/model:	
Device Serial Number:	
Additional equipment etc provided:	

Agreements

Staff Member – I agree to look after the device and to use it safely and responsibly.

Signature of staff member:	
----------------------------	--

School representative – I confirm that the equipment has been handed over.

Signature of school representative:	
-------------------------------------	--

Note: Once signed, please provide a signed copy to the staff member and school representative.

Appendix 2: Mobile Phone Contract

Dear

Thank you for the letter requested that *name* brings a mobile phone to school. Based on the circumstances, I am giving permission for the phone to be brought into school on the conditions that:

- it is switched off whilst your child is on the entire school site.
- the phone is stored in your child's bag at your own risk (the school is not able to take any responsibility for loss or damage)
- safe and appropriate use of the phone for the journey to and from the school remains your responsibility.
- The phone will not be allowed to be taken on any school trip, residential or event.

If you still wish *name* to bring *his/her* phone to school, please could you sign and return the Agreement form attached.

Yours sincerely

Mr M Sammes
Headteacher

MOBILE PHONE AGREEMENT

- I acknowledge that any mobile phone remains the sole responsibility of the child and that the school will not accept any responsibility for any loss or damage howsoever caused.
- I acknowledge that the school will not provide any storage or supervision of any mobile phone.
- I acknowledge that any mobile phone must be switched off upon arrival at the **school boundary** and must remain off until the child leaves the school site.
- I acknowledge that if a mobile phone is found to be turned on within the school grounds, the phone will be taken from the child and the parent/carer must come to the school to collect the phone.
- I understand that breaking a condition of this agreement may lead to the agreement being ended.

Name:

Parent/Carer

Signed:

Parent/Carer

Name: Class:

Child

Child's Mobile Phone Number:

Signed:

Child

Date :.....

Appendix 3: Photographic, video and recording consent form

Using images and recordings of children Multimedia consent form for use by Hampshire County Council schools

To **Name of the child's parent
or guardian:** _____

Name of child: _____

School: Manor Junior School _____

General Information

Occasionally, we may take photographs of the children at our school. We may use these images in our schools prospectus or in other printed publications that we produce, as well as on our website or on project display boards at our school. We may also make audio, video or webcam recordings for lessons, school-to-school conferences, pupil assessments, monitoring, end of year 6 production, other productions or other educational use including tracking behaviour.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with data protection legislation, we need your permission before we can photograph or make any recordings of your child for promotional purposes. Please answer questions 1 to 7 below, then sign and date the form where shown.

The information you provide (address, contact numbers) will be securely stored and processed within the EEA and not be used for any other purpose than confirming your permission to use the material.

Please note that the press have some exemptions from data protection legislation and may want to include the names and personal details of children and adults in the media.



Conditions of use

1. This form is valid for five years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time. However, photos being kept/used for historic purposes (as signed for overleaf) i.e. Manor Junior School "special" birthdays etc, may still be used until you withdraw your consent which can be done at any time, whilst your child is at the school or after they have left, in writing.
2. We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications without good reason. For example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award. If we name a pupil in the text, we will not use a photograph of that child to accompany the article without good reason.
3. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
4. We may include pictures of pupils and teachers that have been drawn by the pupils.
5. We may use group or class photographs or footage with very general labels, such as 'a science lesson' or 'making Christmas decorations'.

6. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
7. Your consent can be withdrawn at any time in writing.

Please circle your answer

1. May we use your child's photograph in printed publications that we produce for promotional purposes or on project display boards?	Yes / No
2. May we use your child's image on our website?	Yes / No
3. May we record your child's image on video or webcam?	Yes / No
4. Are you happy for your child to appear in the media?	Yes / No
5. May we use any photos taken for historic purposes? (i.e. to keep an historic record of the school and its activities)	Yes / No
6. Are you happy for your child to have an annual class photo taken?	Yes / No
7. Are you happy for your child to have an annual individual photo taken? (these photos are used on our pupil management system – SIMS – so that pupils can be identified in case of an emergency)	Yes / No

At present we do not use social media at the school i.e. Twitter and Facebook. If we started using these then we would inform you separately and seek consent for these specific social media platforms.

I have read and understood the conditions of use and give my consent for my child's image/s to be used as described above.

Your signature **Date**

Your name (in block capitals)

Appendix 4: Acceptable use agreement

STAFF HANDBOOK

Please tick as appropriate

1. I have received, read and understand the content of the Staff Handbook
2. I know where I can access the school policies listed below and understand my responsibilities in relation to them
- Child protection/safeguarding procedures
 - Health & Safety Policy, practices and associated appendices
 - Fire Safety management
 - Emergency evacuation procedures
 - Absence Policy
 - Behaviour Policy
 - Teaching & Learning Policy
 - Curriculum Policy
 - Homework Policy
 - Marking Policy
 - Performance Management Policy and procedures
 - VIR/Personal Security training
 - Restraint
 - Lone working
 - Induction*
 - Confidentiality Policy
 - Whistleblowing procedures
 - Educational Visits Procedure
 - Protected Disclosure Policy
 - Acceptable use of ICT
3. I have undertaken the mandatory e-learning courses:
- Fire Safety (All)
 - Manual Handling (All)
 - DSE computer use (All)
 - GDPR (All)
4. I am aware of my responsibilities in understanding and following all risk assessments and know where they are stored.
5. I have attended the annual Safeguarding training. I confirm I understand the implications of Keeping Children Safe in Education) and my responsibilities.
6. **Acceptable Use of ICT Agreement:** I have read and understood the statement and agree to abide by the conditions. I understand that misuse of the school’s computer systems, e-mail or the Internet are serious offences and could lead to disciplinary procedures, up to and including dismissal.

Signed: _____

Print Name: _____