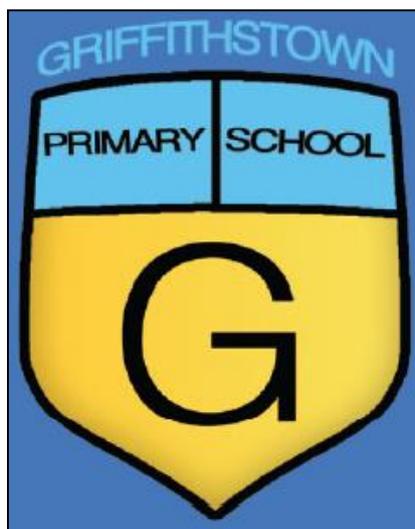


GRIFFITHSTOWN PRIMARY SCHOOL



Title	Acceptable Use Policy (Re: ICT)
Date	Autumn 2016
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INSPIRE CHALLENGE ACHIEVE

Acceptable Use Policy (Re: ICT) 2016
GRIFFITHSTOWN PRIMARY SCHOOL

Introduction

This document is an addendum to the school's general ICT and E-Safety Policies. It addresses issues related to the acceptable use of the ICT facilities provided for children, staff, parents and governors to use. Specifically it deals with the use of the school curriculum network, the Intranet that runs on this network, the publicly available school web-site and the facility for access to the Internet provided through the network. It has been produced in accordance with National Association of Advisers for Computers in Education (NAACE) guidelines.

School Policy

This policy applies to all members of the school community (including staff, students, volunteers, parents / carers, visitors and community users) who have access to and are users of the school ICT systems, both in and out of school.

This Acceptable Use Policy covers the use of all ICT and digital communication devices including: computers; laptops; personal hand held devices (e.g. PDAs, PSPs, smart phones); mobile phones and cameras. New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

Legitimate users

Legitimate users of the school network are:

- Current pupils
- All teaching and support staff
- Governors
- Parents, when specifically authorised and supervised by a member of staff.
- Visitors, when specifically authorised and supervised by a member of staff, e.g. Local Authority officers, software engineers from support companies.

It is not envisaged that the system will be available for use by, for example, former pupils or cleaning staff.

- The network is only to be used for educational purposes, personal usage is not permitted.
- The network must not be used for commercial use in any way.

Staff Responsibilities

- All staff will sign that they have read and understand the Acceptable Use Policy annually.
- Actively monitor the web-sites that children are visiting during open web-browsing sessions and do not leave a group unsupervised.
- Teachers should research any website they plan to use in a lesson beforehand, checking for suitability.
- Don't divulge your staff logon password under any circumstances and change it if you think it has been compromised.
- Don't leave a computer unattended and logged on to a staff logon. If you do need to leave the computer while logged on, then ensure the PC is locked: using ctrl+alt+delete, select 'lock computer'.
- The school network is for educational use only, therefore use of the network for personal reasons is not permitted.
- Report any inappropriate web-sites, making a note of the full address that you find to the ICT Co-ordinator so that they can be filtered out.
- Actively monitor pupils' e-mail messages.
- Always respond to an on-screen virus warning. If you do encounter a virus warning. **Stop using the machine and inform the ICT technician or co-ordinator immediately.**
- Always get USB memory storage devices scanned before using them on the network.
- Never download any documents unless you were expecting it to be sent. If an executable file (e.g. a file that ends in .exe) always refuse it.
- Never open or execute a file sent to you by someone that you don't know. Delete it immediately.
- Do not buy or sell anything via the school network without the permission of the Head Teacher.
- Be careful not to divulge staff e-mail addresses accidentally.
- Social networking sites are not permitted in school for personal use, e.g. Snapchat, Facebook, Twitter, Instagram and Bebo . If you have colleagues as friends on social networking sites, school issues should not be discussed in any non-private areas.
- Mobile phones must be turned to silent during lesson time, unless permission has been given for them to be kept on. It is not acceptable to use your mobile phone camera to take pictures, video or record audio.
- Respect and look after all of the school ICT equipment.

Pupil Responsibilities

It is the responsibility of teachers to ensure that pupils understand their responsibilities linked to 'Acceptable Use'

- Always log off when I have finished using a computer.
- Never disclose my password.
- Do not log on as anyone else.
- If I get a message on the screen about a virus, stop working and tell a teacher straight away.
- Don't put USB memory storage devices, CDs, or DVDs into the school's computers. If I want to use one, discuss it with a teacher.
- If I see anything on the Internet that you think is upsetting or rude, show it to a teacher straightaway.
- Never type my name, address or other personal details in on a web page e.g. chat room or forum, without asking permission first.
- Never tell anyone private details about myself in an e-mail or web page, especially my address and telephone number.
- Remember that the school rules about being kind and considerate in what I say to others applies to e-mail.
- Be aware that my internet use is not private and that teachers may look at what I have written or sites I am on.
- Be aware that the network can detect misuse of the computers and record details of the person responsible.
- Never download files or programs from the Internet without getting permission from a teacher.
- Be careful not to change or delete other people's work in the Shared Files folders.
- If I find any equipment that is broken or damaged, I will report it to my teacher immediately.
- I will respect and look after all equipment that I use within the school.

EQUAL OPPORTUNITIES

Griffithstown Primary School is committed to equality, including racial equality, for all members of the school community. The school promotes a positive and proactive approach to valuing and respecting diversity, and will not tolerate racial harassment of any kind. Griffithstown Primary is committed to providing a curriculum and environment that challenges and extends the learning and opportunities for more able and talented pupils.