HANLEY CASTLE HIGH SCHOOL

ACCEPTABLE USE OF ICT POLICY

SEPTEMBER 2023

Review Frequency:	Every 3 Years	**Date of Next Review:**	June 2026
Date Reviewed:	September 2023	**Staff responsible:**	R Johnston
Date Approved by ASC:	September 2023		

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THE HANLEY AND UPTON EDUCATIONAL TRUST

Contents

1 Aim

To ensure user safety whilst embracing the potential of Information and Communications Technology to enhance teaching, learning, management, communication and preparation of students for life beyond school.

2 Responsibilities

- All users need to agree to the relevant aspects of this policy by signing the relevant acceptable use agreement on an annual basis.
- All staff should read the student acceptable use agreement to ensure that they understand their responsibility to support appropriate student use of ICT.
- Computing teaching staff will explain the Student AUP to students during their Year 7 induction period in the school, and tutors will reinforce this at the beginning of each academic year. Students joining the school other than at the beginning of year 7 will have an explanation of the AUP as part of their induction programme by the relevant Key Stage Team.
- The safeguarding team will continually monitor 'immediate key stroke' notifications from software installed on the network to capture the use of inappropriate words and phrases. Notifications are sent directly via email, enabling a fast response. Positive identification is then followed up in line with the safeguarding policy.
- The IT support team will liaise with the Internet broadband / e-mail provider to ensure that every reasonable step is taken to prevent exposure of students to undesirable materials or contacts via the internet.
- The school will support parents by providing and/or referring to information regarding e-safety at home.

3 Main e-safety issues

- We acknowledge that the following represent potential threats to e-safety, and aim to educate students, parents, staff and other users against:
  - Access to inappropriate information or images
  - Exploitation / misrepresentation
  - Personal identity fraud
  - Online bullying
- Personal data of students and staff needs to be protected, which includes photographs of them (see data protection policy).

4 Sanctions

- Students who deliberately fail to abide by the acceptable use code will be sanctioned appropriately. This may include one or more of:
  - Verbal discussion and warning from a teacher, Form tutor or Key Stage Leader.
  - Telephone conversation or meeting with parents / carer.
  - Letter to parents / carer.
  - Ban from using the network for a fixed period.
  - Detention
  - Further sanction in line with the school positive behaviour management policy if the nature and impact of the breach is deemed to be significant.

- Other users who deliberately fail to abide by the policy will be sanctioned by the Headteacher. Incidents of unacceptable use will be treated as a disciplinary issue. If abuse is found to be repeated, flagrant or habitual, the matter will be treated as a serious disciplinary issue.

5 Appendix 1: Student Acceptable Use Agreement

This code of conduct applies at all times, in and out of school hours, whilst using school equipment. It also includes any occasion when you are permitted to use your own mobile device in school time (this applies particularly to Sixth Form students).

The School Network, Office 365 apps, school e-mail and Internet access will be provided for you to undertake work, conduct research and communicate with others but only on the understanding that you agree to follow this code.

This code of conduct is not intended to be exhaustive. At all times you should use the Internet in an appropriate and responsible manner

Protect yourself:

- *To ensure the safety of my work, and to ensure that I am not accused of inappropriate actions taken by somebody else:*
  - I will only log on with my own user name and password
  - I will not share my passwords with anyone else.
  - I will always log out when I have finished my session, and will not leave a computer unattended whilst I am logged on.
- I will not give out any personal information such as name, phone number or address to strangers. I will not arrange to meet someone without first discussing this with my parents/carer. *Anyone pretending to be someone else may not have your best interests at heart.*
- I will report any aggressive or inappropriate behaviour directed at me.

Respect yourself:

- I will be responsible when using the Internet, including what I access and the language that I use.
- I will not share or upload any inappropriate personal information about myself. This applies to images of myself that could be considered inappropriate by the school, and that I could later regret (including "sexting").
- I will not take information off the internet and pass it off as my own work.

Respect others

- I will make sure that all IT-based interaction with others is respectful. This includes communication using words, images or content that could be considered to be sexual harassment, racist or otherwise offensive by someone else.
- I know that I can use Teams and email to contact staff but I cannot expect them to respond immediately, especially in evenings and weekends.
- I will not deliberately browse, download, upload or forward material that could be considered inappropriate by the school, that is offensive or illegal. If I accidentally come across any such material I will report it immediately to a teacher.
- I will not attempt to access any part of the network that is not designed to be accessed from my own personal logon (including other users' work areas), and will immediately report any instance where I have gained access to a restricted area.

Protect others

- I will not distribute or use images of students or staff outside the school network eg on social media (eg Instagram) or using images for memes.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress or bring the school into disrepute.
- I will not photograph or film others without their permission. I will not forward or use images or movies of others

if they are sent to me, and will report these to the Key Stage Office.

- I will report any inappropriate activity that I am aware of to the Key Stage Office.

Protect the school network

Users must only use a school e-mail address in school. (This is to protect against viruses and to ensure appropriate filtering of content). If I need to use an alternative e-mail account I will first have this approved by the school IT team.

- I will not download or install software (such as games, screensavers etc) on school technologies.
- I will not download music or other media in a manner that violates their licences.
- I will not attempt to bypass the internet filtering system, e.g. by setting up or using proxy bypass software or sites.
- I will not interfere with school IT equipment, deliberately introduce malware or viruses, or seek to access another user's data
- I shall only print materials required for school work, and will not print multiple copies. I understand that I will be charged the cost of inappropriate or excessive printing which is sent from my network account.
- I will report any inappropriate behaviour that I witness to the Key Stage Office.

I understand that all my use of the Internet and other related technologies can be monitored and logged. In the event of a transgression this could be made available to my teachers and parents/carer.

I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/carer may be contacted.

Student signature

I agree to follow the eSafety rules and to support the safe and responsible use of ICT at Hanley Castle High School.

Student Name (block capitals) …………………………………………………………………. Tutor Group ………………………………….

Student Signature………………………………………………………………………………………. Date ………………………….…………………

6 Appendix 2: Staff, Governor & Visitor Acceptable Use Agreement

ICT (including data) and the related technologies such as e-mail, a VLE and the internet are an expected part of our daily working life in school. This agreement is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT.

All staff are expected to sign this agreement and adhere at all times to its contents. Any concerns or clarification should be discussed with Rob Johnston (Deputy Head) or the school's Business & Finance Director.

I agree that:

- I will only use the school's email / Internet / network / online sharing platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body. *A reasonable use is defined as one that is not inappropriate, not offensive and not illegal [please ask for further clarification if required].*

- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.

- I will not disclose my personal password to other users, and will not allow students to access the network, Microsoft Office 365 etc using my logon details.

- I will ensure that all electronic communications with pupils and staff are compatible with my professional role, ensuring my responsibility for safeguarding of students at all times.

- I will not give out my own personal details, such as mobile phone number and personal e-mail address, to pupils. However, an exception to this might be in the case of a school trip where the trip leader might choose to provide parents and students a mobile phone number for emergency contact.

- For the purposes of school business I should only use the approved, secure e-mail system. If the limitations of the school e-mail system prevent effective communication with students or external partners then the use of an external e-mail system must first be approved by the network manager. Private e-mail addresses must never be used for communication with students or parents. *This is to safeguard staff from inappropriate / offensive material and from possible allegations, and to safeguard the school network from unfiltered sources.*

- I will ensure that the language used in electronically communicated messages cannot be misinterpreted to cause offense.

- I will not open any e-mail or attachments that are from an unidentified source, as these could contain viruses that could jeopardise the network.

- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.

- I will not install any hardware of software without permission of the network manager.

- I will ensure that personal data (such as students names, assessment data or data held on MIS software) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body. Personal or sensitive data taken off site must be encrypted and must not be taken off the school system on an unencrypted USB stick (etc).

- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher.

- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Headteacher.

- I will respect copyright and intellectual property rights.

- I will ensure that my online activity, both in school and outside school (e.g. through social media), will not bring my professional role into disrepute.

- I will support and promote the school's e-Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies.

- As a teacher I will use the technologies and procedures available to monitor and ensure appropriate student use of IT equipment and applications.

- I will not add, amend or delete any personal data held on the system, including my own. Changes must only be made by the HR Manager.

- I will ensure that any personal data that I am able to access from SIMS will not be viewed in lessons, e.g. when a computer is attached to a projector in a classroom.

- I will ensure that I will not leave a computer or laptop logged on where it could be viewed or accessed by another user without either first locking it so that my password is required to use it. I will log off at the end of each day.

- I will not interfere with school IT equipment, deliberately introduce malware or viruses, or seek to access another user's data.

- I understand this forms part of the terms and conditions set out in my contract of employment.

User Signature

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout the school

Signature …… Date ………………………………………………

Full Name ………………………………………………… (block capitals) Job title/role ……………………………………………………………