

Burrough Green CE Primary School

INTERNET AND EMAIL

ICT ACCEPTABLE USE POLICY

Incorporating Use of Images Policy

Spring 2015

Introduction

The internet, email and mobile phones are now indispensable tools for all school teaching staff, managers and administrators. While they offer huge potential benefits to improving work efficiency and effectiveness if properly applied, they also pose significant risks for the school.

This Acceptable Use Policy (AUP), reviewed every three years, provides staff at Burrough Green CE School with guidance on how to make the best use of these technologies whilst understanding potential dangers.

Pupil Use of the School's Internet and E-mail Services

The following is a series of statements indicating how pupils should use the internet and e-mail services at the school.

- Ensure that you are aware of the relevant internet and e-mail based skills that you are teaching the pupils
- Use sites saved to *Favourites* whenever possible
- Use sites known to be child safe whenever possible
- Check any open searches you intend to ask pupils to do in advance to ensure you are aware of the risks – particularly for an ‘image’ search; pictures are not always easy to filter out
- All Internet access is filtered through a proxy server to screen out undesirable sites at source, however unsuitable sites can slip through. Ensure the pupils know the procedures to follow if an unsafe site is located during lesson time. E.g. to click on the ‘hector’ button and put their hand up. Staff should then make a note of the web address. Report this to the ICT Co-ordinator straight away. Arrange for an email to be sent to the ICT service informing them of the site so that future access can be prevented ict.help@cambridgeshire.gov.uk
- Teach pupils what to do if they accidentally find an unsafe site while using the internet. Teach pupils to speak to their teacher, parents or carers if they feel unsure or unsafe
- **Teach pupils not to use any personal information such as name or address at any time when e-mailing an unknown person or organisation, or using the internet (eg at home or school) and the reasons why this could be unsafe. Limit personal details to first name only**
- Teach children to involve teachers, parents and carers whenever they are communicating with people that they do not know
- Teach pupils to use the internet responsibly and to speak to their teacher, parents or carers if they feel unsure or unsafe
- Teach pupils that web sources could be unreliable and inaccurate and to check their information against other sources and not to rely on just one information source
- Supervise pupil use of the internet and e-mail with their peers
- Encourage parents to be aware the risks of internet and e-mail use in order that they can take precautions at home
- Don't leave younger pupils to use the internet unsupervised

- Don't let staff or pupils use the internet or e-mail without being familiar with this Acceptable Use Policy.

School Web Sites and Use of Images

The most serious risk to pupils using the internet involves the possibility of someone being hurt, exploited or abused as a result of personal information being disclosed online. Pictures, names, addresses, ages or information about a child's likes or dislikes can be used to trace, contact and meet a pupil with the intention of causing harm. The risk to children may not be immediate, since there can be a long period of building up a relationship, known as the 'grooming process.'

The school believes that the taking and use of photos and videos (hereafter referred to as images) is a very positive part of recording school life and the individual achievements of pupils and therefore is generally not to be discouraged. The school website increases pupil self-esteem and provides information to parents and the community. However, in a minority of cases, a parent may have genuine reasons for not wanting their child to appear in a photo or video e.g. personal safety or concern about the potential manipulation/use of images. The purpose of this policy is to establish clear guidelines for staff, volunteers and parents regarding the use of images.

Images taken of children during school or at events fall into two categories:

- Images for official school use which are subject to the Data Protection Act (1998). These images are taken for use by the school e.g. prospectus, marketing, website, school twitter, decorative purposes and require parental consent. (Appendix 2)
- Images taken for personal use, e.g. by parents at school events. These are not subject to the Data Protection Act (1998) and as such cannot be used for commercial purposes, put into the Press, onto websites or in any other public domain without the express written permission of all individuals (or their legal guardians) that appear in the image/s. Any person taking images that is not known to the school should be asked to produce identification and the reason established for the interest in the event.

As each pupil joins the school a consent form will be given to all parents. This consent should also include publication of pupil's work e.g. on the school website. Should parents decline consent a list will be made available to staff to ensure that the request for exclusion is adhered to within the capabilities of the school. It is school policy that images will not be accompanied by names. Care must also be exercised that the filename of a photograph (eg. johnsmith.jpg) does not inadvertently identify a child. Accompanying text should also not name any children photographed.

All photographs of children should be general. Photos should be taken in such a way as to ensure that the individual identity of a child is protected.

Care should be taken in choosing activities that are to be photographed e.g. children changing for a performance/event must not be photographed/recorded.

Should any image be accidentally taken that is then deemed unsuitable the image should be destroyed in an appropriate confidential manner (e.g. shredded/erased).

We encourage press coverage where this builds confidence, pupil esteem or positive images in the community but will refuse if we feel it is not in the best interests of the school or will breach privacy. Ensure consent is gained in advance for any events to which the press are invited to photograph individuals. This would have been given by parents when children enter school via the signed consent form at Appendix 2

We do not allow images to be taken by journalists/others who attend the school without invitation.

Staff who elect to use their own cameras or computers for school use should ensure that any images or documents processed are used for school purposes only. Mobile phones should never be used for taking videos or photos of children.

Mobile Phones

In addition to the above the following guidelines for use of mobiles phones in school must be followed.

- Pupils should not bring mobile phones to school
- Personal staff phones should be switched off in school, or left securely in a locker in the staff room
- If communicating officially with parents via a mobile phone a school mobile should be used
- A school mobile should always be taken on educational visits in case of emergencies
- When communicating with parents in any way via a mobile phone staff should abide by the policy requirements laid out below.
- Mobile phones must not be used to store images of pupils attending Burrough Green CE Primary School. Mobile phones may be used for the sole purpose of supporting the school's twitter account. Any images uploaded from a mobile phone must be deleted immediately. Any volunteers or work experience students must not take or store images of children.

Staff Use of the School's Internet Service

The school wishes to encourage the use of e-mail and internet by staff in support of their work and the use of these facilities should be appropriate to the work, standards and ethos of the school.

The use of the school's internet and e-mail systems is not provided as a right to any of their users. They may be withdrawn from any user adult or pupil who does not conform to this Acceptable Use Policy.

The school is responsible for authorising any user of its internet or e-mail facilities, and should monitor and police their use.

Any member of staff who commits a serious offence in the use of the schools internet service may be subject to the school's staff disciplinary procedures.

Any user, adult or pupil, who breaks the law in respect of using the schools internet service will be reported to the police.

Staff or administrative users should be mindful to protect the school from computer virus attack or technical disruption when downloading from the internet any programs or executable files other than by agreement with the schools ICT subject leader.

Never pass on, make obvious or leave in an insecure place any passwords associated with using the internet, e-mail and computer system.

Never provide personal details or contact details of your own, or any other person, to internet sites including weblogs, forums or chat rooms. Exceptions should be checked with the Headteacher. At all times comply with the Data Protection Act.

If you see any unacceptable site or material as a result of an innocent internet query, unsolicited pop-up window or in any other way, report it immediately to the Headteacher, ICT Co-ordinator or the Education ICT Service Helpline - 08450 450973. Action can then be taken to block the site or material.

Staff or approved adult school users should at all times abide by the copyright laws in respect of documents and materials downloaded from the internet.

Staff using a school laptop or other device off the school site, at home or elsewhere, will still have to abide by the school internet Acceptable Use Policy. Colleagues will be aware that the misuse of such devices for activity not agreed by the school may be breaking the law under the *Computer Misuse Act (1990)*.

Staff should not allow family or friends to use their laptop under any circumstances, and staff must ensure that passwords that enable use of the equipment must be kept securely and not divulged.

School laptops remain the property of the school and are provided solely for the purpose of assisting staff in fulfilling their professional duties. They should not, therefore, be used to store personal information, such as family photographs.

Never upload an image to a web site without complying with the School's guidance on images loaded to the internet.

Staff will at all times work to maximise the safety of pupils within their care in their use of the internet.

Colleagues will be aware of the ethos, standards, equalities and ethnic mix of the school and will not access any internet material, or work with the internet, in any way that infringes or offends these.

Virus protection software is installed and updated regularly using Sophos Anti Virus as recommended by the CCC ICT Service.

Staff use of the School's E-mail Service

E-mail Acceptable Use Statements

Use of the Local Authority's Digital Brain e-mail service must conform with the Council e-mail code of practice at all times which is based upon the Governments Safe Working Practices guidelines: <http://www.teachernet.gov.uk/docbank/index.cfm?id=8200> and existing network security guidance as published by the Local Authority and detailed on the front cover of this policy.

Treat the content of any e-mail or an attachment that you prepare in the same way as any other paper based letter or document from a legal point of view. The Laws of the land apply equally to electronic messages and documents as they do to paper documents, including the laws relating to defamation, copyright, obscenity, fraudulent misrepresentation, freedom of information, and wrongful discrimination. Remember it is easy for your e-mail to be passed on electronically to others should any recipient decide to do so.

Make sure that the 'subject' field of any e-mail that you send is meaningful and representative of the message it contains.

The schools e-mail system should not be used by any user (adult or pupil) for the sending of personal mail unconnected with school work or activity unless specifically approved by the Headteacher, or senior member of staff.

Remember that sending an e-mail from the school e-mail account is similar to sending a letter on school letter headed paper. Do not in any way bring discredit or embarrassment to the school or local authority.

Any e-mail received by a member of staff, which is regarded as illegal or offensive, should be reported to the **e-safety Coordinator** immediately. Similarly, any e-mail received by a student, which is regarded as illegal or offensive, should be reported to the **e-safety Coordinator** immediately.

To safeguard against computer viruses do not open external e-mails or an e-mail attachment that looks in any way suspicious. Report it to the school's ICT co-ordinator for checking.

Never make changes to someone else's e-mail and then pass it on without making it clear where you have made the changes. Not to do this is a form of misrepresentation.

Do not copy images or any other material for use in your e-mail or an attachment that infringe the copyright law.

Never give your Portal/e-mail password to anyone else.

Only print out emails if it is absolutely necessary to do so.

Staff using social networking sites should not add parents of school children at Burrough Green CE School, current or ex-pupils onto their 'site' as friends. This avoids a potential of 'conflict of interest' situation and maintains the parent/teacher trust and respect.

Staff using social networking sites should not bring themselves, or the school, into disrepute. Simple steps can be taken to ensure this by reviewing privacy settings, and ensuring images and/or messages are discrete, and do not breach confidentiality rules.

Chain letter emails should not be opened or forwarded.

Unless you are authorised to do so, do not send an e-mail to any supplier that could be interpreted as creating a contract in any way. In general, do not use e-mails for contractual purposes. NOTE: within the law, a user could send an e-mail containing wording which may form a legally binding contract with a supplier.

Never open an attached program file with a file extension of "exe", "com" or "bat" sent to you with an e-mail unless you are absolutely certain that it has come from a trusted source. All such files must be thoroughly virus checked before they are opened.

Reading other people's email is not permitted.

The e-safety Coordinator is supported by the Head Teacher.

Informing parents / carers

Parents' attention will be drawn to the School AUP by letter, in the school newsletter and the prospectus and on the school's website. Advice that accords with acceptable and responsible Internet use by students at home will be made available to parents. Safety issues will be handled sensitively.

If parents take images e.g. photos or videos of events at school that include other children they must seek their parent's/carer's permission before publishing e.g. on a social networking site or their own website.

The school will obtain parental consent before publication of students' work or photographs using the form in Appendix 2.

How will the policy be introduced to pupils?

Pupils will need to be reminded of the school rules at the point of Internet use. This will be done in lesson time when the need arises. Rules for Internet access will also be posted in the classroom and on the front of laptop trolley

Insurance

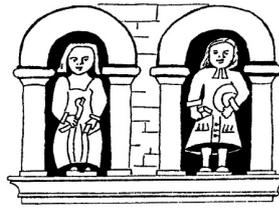
If teachers choose to take their school allocated laptops home they will be covered whilst at home or during transit by school insurance, but not if left unattended in the car.

Reviewed Spring 2015

AUP Policy ratified Spring 2015

To be reviewed Spring 2018

APPENDIX 1



I confirm I have read the schools ICT and AUP Policy and agree to follow the code of conduct as outlined.

Name (BLOCK CAPITALS) _____

Signature _____

Date _____

APPENDIX 2



Internet/Media Permission Form

Childcare Provider: Burrough Green CE Primary School

I am the parent/legal guardian of the child(ren) named below and I give permission for my child(ren) to be photographed, videotaped, or to use the internet whilst in the care of the provider named above for the following purposes (please tick all that apply):

For use in school –

	Photo albums
	Displays
	Staff course work
	Internet research – will be supervised at all times
	Website – children's work will be identified using first names only and photographs of children will not be named.
	Twitter – to provide an up to date series of images about school life. Children photographed will not be named.

For external use –

	Printed media e.g. local newspapers. Groups of less than 8 children will be named. This is a media stipulation.
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Child's/ren's name/s (BLOCK CAPITAL)
Parent's name (BLOCK CAPITAL)
Address:
Parent's signature:
Date: