

# Barlows Primary School

## Acceptable Use Policy

Barlows Primary School



*"To Give of our Best"*

# 2017-2018

Reviewed and updated: September 2017  
Approved by Governing Body: September 2017

*"To give of our best, to work together, to value everyone and learn for life."*

National Teaching School  
designated by  
National College for  
Teaching & Leadership



North Liverpool  
Teaching School Partnership



Eco-Schools



Apple Regional Training Centre

## **Background and Rationale**

Information and Communication Technology has become part of the daily activities of schools from administration duties, to communication, teaching and learning. As new technologies emerge and older ones develop it is important in the interests of safe guarding to ensure that all users of the school's Computing equipment including internet access have an agreed set of guidelines that set out the acceptable use of such items.

This policy identifies acceptable uses of Computing equipment and resources at Barlows Primary School. The policy should be adhered to at all times by all users using the school's Computing equipment and services. This policy should be read and followed in conjunction with the school E-Safety (Online Safety) Policy, School and Government Safeguarding Documents.

Any breach of these conditions may lead to withdrawal of the user's access, monitoring and or retrospective investigation of the users use of services, and in some instances could lead to criminal prosecution. Any breach of the conditions will also be considered a disciplinary matter.

The school expects that staff will use new technologies as appropriate within the curriculum and that staff will provide guidance and instruction to pupils in the use of such resources. The school reserves the right to monitor computer systems including internet access, school email, VLE and other activity and content related to school business.

## **Acceptable and Unacceptable Use**

Please note that where acceptable use has been identified , users should have read and signed the relevant user documents relating safeguarding and Computing use at Barlows Primary School including:

- ~~E-safety~~ **Online Safety** Policy,
- Staff Laptop Policy
- Internet Policy
- Social Networking Policy
- Staff Laptop Responsible Use Policy
- and relevant Safeguarding documents and policies

Pupils complete and sign the acceptable use agreement with parents/carers accordingly.

The tables that follow detail the guidelines identified by the school staff for acceptable and unacceptable use of computing systems in school. While not all examples could possibly covered it is expected that these examples given will act as a guideline and where omissions arise staff will consult with the E-Safety (Online Safety) Coordinator and Headteacher for guidance, as where necessary this policy will be amended.

## ACCEPTABLE AND UNACCEPTABLE USE: THE INTERNET

Use	Staff		Pupils		Other Community Users (With permission from the school)	
	Acceptable	Unacceptable	Acceptable	Unacceptable	Acceptable	Unacceptable
Teaching and Learning related tasks such as researching resources, planning etc.	✓		✓		✓	
To order resources for school use / to support the curriculum. (Staff must consider the implication of entering any personal details on shared computers).	✓			✓		✓
Learning tasks such as research.	✓		✓		✓	
Online gaming relevant to the curriculum with permission from the class teacher.	✓		✓		✓	
Irrelevant online gaming		✓		✓		✓
On line gambling		✓		✓		✓
Ordering of personal items (unless authorised by Headteacher )		✓		✓		✓
To book personal holidays		✓		✓		✓
Tasks related to the professional role of the staff member.	✓		N/a			✓
Downloading of safe content for curriculum work such as Smart Notebook files, activities.	✓			✓*		✓*
To access DCFS materials and alike	✓		N/a		✓	

\* = unless agreed with the E-safety Coordinator / Headteacher.

"Adults must establish safe and responsible online behaviours" P15, *Guidance for safer working practice for adults working with children and young people in Educational settings.*

*Please note that the school E-Safety (Online Safety) Policy identifies other acceptable and unacceptable uses of the internet in its unsuitable and inappropriate activities section.*

## ACCEPTABLE AND UNACCEPTABLE USE: SOCIAL NETWORKING IN SCHOOL

Use	Staff		Pupils		Other Community Users (With permission from the school)	
	Acceptable	Unacceptable	Acceptable	Unacceptable	Acceptable	Unacceptable
Personal or other use in school. (Exceptions may occur if these are referenced or shown as part of the E-safety curriculum. In such an event the site and page would be agreed by the SLT prior to the activity)		✓		✓		✓

N.B. Please also refer to the school's Social Networking Policy

"Adults should not share any personal information with a child or young person. They should not request or respond to any personal information for the child / young person other than that which might be appropriate for their professional role." Page 16, *Guidance for safer working practice for adults working with children and young people in Educational settings*.

## ACCEPTABLE AND UNACCEPTABLE USE: SCHOOL EMAIL

Use	Staff		Pupils		Other Community Users (With permission from the school)	
	Acceptable	Unacceptable	Acceptable	Unacceptable	Acceptable	Unacceptable
To communicate with external agencies and companies regarding products, services and information relevant to professional duties.	✓			✓		✓
For personal use.		✓		✓		✓
In the planning and organisation of school trips.	✓			✓	N/a	
To send abusive or threatening emails.		✓		✓		✓
To commit cyber bullying related offences.		✓		✓		✓
To communicate with staff / pupils as directed with staff in relation to pupil's work / curriculum content using appropriate and professional language.	✓		✓		✓	
Transferring of school data that is not secure unless the Headteacher has given permission.		✓		✓		✓
General school business.	✓		N/a		✓	
Personal shopping.		✓*		✓		✓
To subscribe to emails not related to professional duties.		✓		✓		✓

✓\* = unacceptable unless a specific permission has been granted from the class teacher, E-Safety (Online Safety) Coordinator or Headteacher.

## ACCEPTABLE AND UNACCEPTABLE USE: BLOGS

Use	Staff		Pupils		Other Community Users (With permission from the school)	
	Acceptable	Unacceptable	Acceptable	Unacceptable	Acceptable	Unacceptable
To enhance learning, share ideas and such related activities on specific blogs (E.G. School website where content is moderated before publishing) that the school has deemed safe to use for educational purposes and where content can be monitored.	✓		✓		✓	
To commit acts of cyber bullying.		✓		✓		✓
To develop links with other schools e.g. Seville links (only where the blog has been deemed safe by the school and relevant internet security systems, and can be monitored.)	✓		✓		✓	
To post inappropriate comments or images.		✓		✓		✓

## ACCEPTABLE AND UNACCEPTABLE USE: PERSONAL EMAIL

Use	Staff		Pupils		Other Community Users (With permission from the school)	
	Acceptable	Unacceptable	Acceptable	Unacceptable	Acceptable	Unacceptable
To communicate with pupils or parents.		✓		✓		✓
To communicate with colleagues in school.		✓		✓		✓
To communicate with other schools where the school email system does not support the link school system e.g. Spanish school links.	✓			✓		✓
Accessing personal email in school, unless permission is sought for a specific reason from the E-safety Coordinator / Headteacher.		✓		✓		✓

**ACCEPTABLE AND UNACCEPTABLE USE: CHAT ROOMS, SOCIAL INTERACTION / INSTANT MESSAGING FACILITIES SUCH AS MSN IN SCHOOL**

Use	Staff		Pupils		Other Community Users (With permission from the school)	
	Acceptable	Unacceptable	Acceptable	Unacceptable	Acceptable	Unacceptable
Participation in professional interest sites/ online chat rooms in school if relevant to the professional role and using a secure and relevant site.	✓			✓		✓
Using i-chat on the Apple Macs as part of the curriculum linking (only with pupils in the school unless specific permission is given by the Headteacher)	✓		✓		✓	
For any other use non curriculum related		✓		✓		✓
MSN or similar (unless identified as an agreed curriculum resource)		✓		✓		✓



## ACCEPTABLE AND UNACCEPTABLE USE: DIGITAL MEDIA EQUIPMENT (CAMERAS / CAMCORDRES)

N.B. Where acceptable use is identified it is with reference to photographs and footage that is relevant to the curriculum and is of an appropriate nature as determined by school safeguarding documents.

Use	Staff		Pupils		Other Community Users (With permission from the school)	
	Acceptable	Unacceptable	Acceptable	Unacceptable	Acceptable	Unacceptable
To record children's learning and achievement for school purposes only.	✓		✓		✓	
To keep a record of evidence or for use in the curriculum e.g. school trips, performances, scientific investigations.	✓		✓		✓	
To take inappropriate images or footage.		✓		✓		✓
For personal use outside the professional role.		✓		✓		✓
To take off site without the permission of the Headteacher.		✓		✓		✓
To take photographs of children getting changed or during swimming activities.		✓		✓		✓
As part of the curriculum e.g. photography courses, Digital Media After School Activities	✓		✓		✓	

**ACCEPTABLE AND UNACCEPTABLE USE: PENDRIVES AND PORTABLE DATA STORAGE DEVICES**

Use	Staff		Pupils		Other Community Users (With permission from the school)	
	Acceptable	Unacceptable	Acceptable	Unacceptable	Acceptable	Unacceptable
For the transfer of pupil termly reports when working on them at home provided the pen drive / portable device and information is secure.	✓		N/a		N/a	
Notes of review meetings providing the pen drive / portable device is secure.	✓			✓		✓
Curriculum plans and activities and general teaching materials and resources.	✓			✓		✓
Performance Management Review documents provided the pen drive / portable device is secure.	✓			✓		✓
To store or transport photographs of pupils.		✓		✓		✓
To hold safeguarding / Child protection information re: individual families/ pupils.		✓		✓		✓

N.B. Pupils are not allowed to bring pen drives into school.

**ACCEPTABLE AND UNACCEPTABLE USE: MOBILE DEVICES SUCH AS i-TOUCH, DS & IPAD**

	Staff		Pupils		Other Community Users (With permission from the school)	
	Acceptable	Unacceptable	Acceptable	Unacceptable	Acceptable	Unacceptable

Use	Acceptable	Unacceptable	Acceptable	Unacceptable	Acceptable	Unacceptable
To support the curriculum / learning activities in school when supervised.	✓		✓		✓	

**ACCEPTABLE AND UNACCEPTABLE USE: STAFF LAPTOPS and IPADS**

Use	Staff		Pupils		Other Community Users (With permission from the school)	
	Acceptable	Unacceptable	Acceptable	Unacceptable	Acceptable	Unacceptable
For the professional use of the staff member to whom it was given.	✓		<b>Not applicable as they will not have access at any time.</b>			
For use by the staff member to whom it was given for professional duties.	✓					
To access or store inappropriate material.		✓				
For some personal use by the staff member to whom it was allocated, provided that the use does not breach safeguarding regulations or pose potential risk to the school or equipment e.g. messenger, or other applications should not be downloaded without specific permission from the E-Safety (Online Safety) coordinator/Headteacher	✓					

N.B. Staff Laptops are allocated for the use of the staff member only.

**ACCEPTABLE USE AND UNACCEPTABLE USE: LEARNING PLATFORMS OR SIMILAR LEARNING SPACES ONLINE ON THE SCHOOL SERVER**

Use	Staff		Pupils		Other Community Users (With permission from the school)	
	Acceptable	Unacceptable	Acceptable	Unacceptable	Acceptable	Unacceptable
For curriculum related activities and lessons in and out of school as directed by the class teacher, using their own username and password only.	✓		✓		✓	
Uploading of inappropriate material.		✓		✓		✓
To commit acts of cyber bullying.		✓		✓		✓

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## ACCEPTABLE AND UNACCEPTABLE USE: MOBILE PHONES

Use	Staff		Pupils		Other Community Users (With permission from the school)	
	Acceptable	Unacceptable	Acceptable	Unacceptable	Acceptable	Unacceptable
Having mobile phones in school -staff (All staff mobiles should be locked away during the school day except during break times when staff may use them in designated areas where no children are present i.e. staff room, conference room).	✓		N/a		✓	
Having mobile phones in school - pupils (unless specific permission has been granted by the Headteacher, in which case these will be kept in the school office in a labelled envelope until the end of the school day). With the exception of year 6 pupils who walk home alone. These mobile phones will be switched off when the child enters school and locked away in the Year 6 staff lockers. They will be redistributed at the end of the day and are not to be switched on until outside o the building.	N/a			✓	N/a	
Using mobile phones during lesson time.		✓		✓		✓
Using mobile phones in areas where pupils are present or may travel through.		✓		✓		✓
Having mobile phones switched on during school time (unless specific permission has been granted by the Headteacher)		✓		✓		✓
Taking photographs or video footage using mobile phones in school or at school related activities.		✓		✓		✓
To communicate with parents (with the exception of staff parents and governors for matters not related to specific children.)		✓		✓		✓

To communicate with pupils.		✓		✓		✓
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### **Teacher Trainees**

Teacher Trainees will be expected to adopt the schools policies and sign the staff conduct forms before commencing use of the school computing systems.

A range of usernames and passwords will be available from the School E-Safety (Online Safety) Coordinator for Teacher Trainees to access the computer systems. The passwords for these will be reset upon departure o the teacher trainee. It is expected that teacher trainees will use only these logon details to access the school computer systems, logging other users off before they access that computer. This is the same expectation as of school staff.

### **Acknowledgements**

This Policy has been created based on staff discussions and feedback regarding acceptable use as part of a policy consultation process.

The policy will be reviewed and updated annually to take into account changes and developments in legislation and technology.

Created by: S.Feenan (Computing Coordinator and E-Safety (Online Safety) Coordinator)

Approved by: J.Taylor (Headteacher)

Approved by: D. Horlick (Previous Chairman of the Governing Body)

Date: October 2011

Last Reviewed: September 2017

To be reviewed: September 2018

