West Wittering Parochial C. E. Primary School

Enjoy, Achieve, Aspire

West Wittering Parochial C.E Primary Acceptable Use Policies

Date created: October 2018

To be reviewed: October 2020

Chair of Governors Signature:_____

Staff & Governor Acceptable Use Policy

Context: School networked resources, including SIMS, Target Tracker, Office 365 and any other portal or gateway are intended for educational purposes, and may only be used for legal activities consistent with the rules of the school along with the professional requirements of your role. Any use of the network or other online educational services that would bring the name of the school or County Council into disrepute is not allowed.

Transporting 'Personal Data'

We understand that teachers may need to have access to school files for planning, preparation and assessment and in an environment outside of the school. It is understood that these files contain information that could be 'sensitive' and so every care is needed to ensure these files are kept safe. In light of the GDPR regulations we no longer authorise the use of unencrypted memory sticks for transporting any work that contains 'Personal Data' as these have the potential to be lost or stolen. Data must always be kept secure and follow the principles of the Data Protection Act. The school have/will issue staff with an encrypted memory stick for the secure transportation of data. Alternatively, staff may use GDPR compliant cloud devices.

As a member of staff I will follow the following rules on transporting personal data:
1- Only specific data that is actually needed will be collected and transported outside of school
2- The only memory sticks permitted to be used for data transportation are encrypted.
3- I will ensure that any other computer that contains school 'Personal data' will have a password set up on it.
4- I will not leave 'Personal data' unprotected on any machine at home.
5- Should I lose any 'Personal data' then I will inform Lucy Powell (School Data Protection Officer) to inform of a 'Data Breech' who will decide if this is a major data breach and will take appropriate action.

All users are required to follow the conditions laid down in the policy. 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.

Taking/use of Photographs

Photography within the school is used during learning, as part of assessment as well as in celebrating our successes. Photographs should always be taken using a school provided camera and memory card. The use of mobile phone cameras is not allowed due to the geo-tagging and the mobile nature of this data. There may be some rare occasions where using a school camera is not possible and only with expressed consent from the Headteacher, may a personal device be used. These pictures must be removed from the device and added to the school system within 24hrs.

For photographs to be published in any way (newsletter, website etc.) we will ensure we have signed consent from parents to allow this. We will only publish the first name of the child (unless specific permission is sought) and it will be for a distinct purpose that will be made clear. Parents have the right under GPDR to withdraw the permission for photograph consent, this will be updated immediately and no further publication can take place until permission is given again.

Password Policy:

As a staff member I agree to change my password at least every 90days or when prompted by the network administrator. I will ensure I have a suitably secure password that contains at least three of the following: ***Symbol, number, lowercase letter, uppercase letter.***

CONDITIONS OF USE OF SCHOOL TECHNOLOGY AND NETWORK

Personal Responsibility

Users are responsible for their behaviour and communications. Staff will be expected to use the resources for the purposes for which they are made available. It is the responsibility of the users to take all reasonable steps to ensure compliance with the conditions set out in this Policy, and to ensure

that unacceptable use does not occur. Users will accept personal responsibility for reporting any misuse of the network to the Headteacher or Data Protection Officer.

Acceptable Use

Users are expected to utilise the network systems in a responsible manner. All computer systems will be regularly monitored to ensure that they are being used in a responsible fashion.

Below is a set of rules that must be complied with. This is not an exhaustive list and you are reminded that all use should be consistent with the school code of conduct.

1. I will not create, transmit, display or publish any material that is likely to: harass, cause offence, inconvenience or needless anxiety to any other person or bring the school (or West Sussex County Council) into disrepute.
2. I will use appropriate language –I will remember that I am a representative of the school on a global public system. Illegal activities of any kind are strictly forbidden.
3. I will not use language that could be calculated to incite hatred against any ethnic, religious or other minority group.
4. I understand that staff under reasonable suspicion of misuse in terms of time, activity or content may be placed under retrospective investigation or have their usage monitored.
5. Privacy – I will not reveal any personal information (e.g. age, home address, telephone number, social networking details) of other users to any unauthorised person (see 21). I will not reveal any of my personal information to students.
6. I will not trespass into other users' files or folders.
7. I will ensure that all my login credentials (including passwords) are not shared with any other individuals, displayed or used by any individual than myself. Likewise, I will not share those of other users.
8. I will ensure that if I think someone has learned my password then I will change it immediately and/or contact our IT Technician / Data Protection Officer.
9. I will ensure that I log off after my network session has finished.
10. If I find an unattended machine logged on under other user's username I will not continuing using the machine – I will log it off immediately.
11. I will not use personal digital cameras or camera phones for creating or transferring images of children and young people unless in extenuating circumstance as agreed by the Headteacher. If this is the case, then a school owned memory card MUST be used and I will delete the images at the end of each day.
12. I am aware that e-mail and instant messages are not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the authorities. Anonymous messages are not permitted.
13. I will not use the network in any way that would disrupt use of the network by others.
14. I will report any accidental access, receipt of inappropriate materials or filtering breaches/ unsuitable websites to the Headteacher.
15. When transfer files containing children's names, details or other 'Personal data' I will only use encrypted memory sticks or the school agreed cloud process (Microsoft OneDrive) to ensure the integrity and security of these documents. (Data protection Act 1988)
16. I will ensure that school based digital files that I have at home on my computer are securely stored on a computer with a password.
17. I will not knowingly attempt to visit websites that might be considered inappropriate or illegal.
18. I am aware that downloading some material is illegal and the police or other authorities may be called to investigate such use.
19. I will not download any unapproved software, system utilities or resources from the Internet that might compromise the network or are not adequately licensed.
20. I will not accept invitations from children and young people to add me as a friend to their social networking sites, nor will I invite them to be friends on mine.
21. I understand that school does not recommend adding parents as friends to social networking sites, such as Facebook as damage to professional reputations can inadvertently be caused by quite innocent postings or images - I will also be careful with who has access to my pages through friends and friends of friends. Especially with those connected with my professional duties, such a school parents and their children.
22. I will ensure that any private social networking sites / blogs etc. that I create or actively contribute to, are not confused with my professional role in any way.
23. I will support and promote the school's e-safety and Data Security/protection policies and help students be safe and responsible in their use of the Internet and related technologies.

24. I will not send or publish material that violates the Data Protection Act or breaching the security this act requires for personal data, including data held on the SIMS Learning Gateway, Classroom Monitor or any other source.
25. I will not receive, send or publish material that violates copyright law. This includes materials sent / received using Video Conferencing or Web Broadcasting.
26. I will not attempt to harm or destroy any equipment or data of another user or network connected to the school system.
27. I will ensure that portable ICT equipment such as laptops, digital still and video cameras are secured when they are not being used.
28. I will ensure that any Personal Data (where the Data Protection Act applies) that is sent over the Internet will be encrypted or otherwise secured.
29. If I have a staff laptop issued to me then I will use it in line with this school Acceptable Use Policy at all times.

SERVICES
There will be no warranties of any kind, whether expressed or implied, for the network service offered by the school. The school will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the network is at your own risk.

NETWORK SECURITY
Users are expected to inform the Headteacher/Data Protection Officer immediately if a security problem is identified and should not demonstrate this problem to other users. Files held on the school's network will be regularly checked by the IT Coordinator, Headteacher or ICT Technician. Users identified as a security risk will be denied access to the network.

MEDIA PUBLICATIONS
Written permission from parents or carers must be obtained before photographs of or named photographs of students are published. Also, examples of students' work must only be published (e.g. photographs, videos, TV presentations, web pages etc) if written parental consent has been given.

Staff & Governor User Agreement Form for the Acceptable Use Policy
As a school user of the network resources, including the use of different technologies, I agree to follow the school rules (set out above) on its use. I will use the network in a responsible way and observe all the restrictions explained in the school acceptable use policy. If I am in any doubt I will consult the Headteacher or Data Protection Officer.

I agree to report any misuse of the network to the Headteacher or Network Administrator.

I also agree to report any websites that are available on the school Internet that contain inappropriate material tare logged onto the IT log so the technician can remove them.

Lastly I agree to ensure that portable equipment such as cameras or laptops will be kept secured when not in use and to report any lapses in physical security to the Headteacher or Network Administrator.

If I do not follow the rules, I understand that this may result in loss of access to these resources as well as other disciplinary action*. I realise that staff under reasonable suspicion of misuse in terms of time or content may be placed under retrospective investigation or have their usage monitored.

I confirm I have received training on General Data Protection Regulation (GDPR) changes and will ensure that I apply GDPR to my use of 'Personal Data' and the school network/technologies.

Staff Name: _____

Staff Signature: _____

Date: _ _ /_ _ /_ _ _ _

Copy for school records   Copy for staff member

*According to the Governors code of conduct

West Wittering KS2 Pupil Acceptable Use Policy

These rules will help keep us and our computer equipment safe.

- I understand that I am responsible for my own actions.
- I will always log out of websites and the computer when I am finished.
- I will use my knowledge of internet safety to guide me whenever and wherever I am online.
- I will only use the network, Internet and e-mail. when a teacher has given permission.
- I will only access the network with the login and password I have been given and I will keep my password secret.
- I will not access other people's files without their permission.
- I understand that the school will check my computer files and monitor the internet sites I visit.
- I will respect copyright and not copy anyone's work and call it my own.
- I will only play games that my teachers tell me to play.
- I will only e-mail people I know, or a teacher has approved.
- I will be polite and responsible when sending e-mail and will not forward any chain letters.
- I will not give my full name, my home address or telephone number to anyone on the Internet or in any e-mail or arrange to meet anyone out of school.
- I will report any unpleasant material to a teacher immediately because this will help protect other pupils and myself.
- I will discuss internet safety issues with my parents or carers and uphold any rules for safe internet use in my home.

Signed by pupil: _____ Date: _____ Class:_____
Signed by parent/guardian: _____ Date: _____

<u>West Wittering Pupil (KS1 & EYFS) Acceptable Use Policy</u>

These rules will help keep us and our computer equipment safe.

This is how we stay safe when we use computers:

- ⊕ I will ask a teacher or suitable adult if I want to use the computers / tablets
- ⊕ I will only use activities that a teacher or suitable adult has told or allowed me to use
- ⊕ I will take care of the computer and other equipment
- ⊕ I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong
- ⊕ I will tell a teacher or suitable adult if I see something that upsets me on the screen
- ⊕ I know that if I break the rules I might not be allowed to use a computer / tablet

Signed by pupil: _____ Date: _____ Class:_____

Signed by parent/guardian: _____ Date: _____