



## **Randal Cremer Primary School**

### **Rules for responsible ICT use**

#### **Keep safe: Keep SMART**

1. I will ask permission before using any ICT equipment (e.g. computers, digital cameras, etc), and only use it when a teacher or another adult is with me.
2. I will only use the school's computers for schoolwork and homework.
3. I will only delete my own files, and I will not look at other people's files without their permission.
4. I will keep my login and password secret.
5. I will not bring software or USB memory sticks into school without permission
6. I will ask permission before using the Internet, and only use it when a staff member is present
7. I will only visit web sites that I am asked to by school staff, or that have been saved in a shared internet link folder for pupils to use
8. I will not use Google image search without being asked to do so by a school staff member
9. I will not download anything (files, images etc) from the Internet unless given permission
10. I will only use an approved email account provided for me by the school to send email as part of my learning. I will not use personal email accounts (e.g. Hotmail) at school.
11. The messages I send or information I upload as part of my school work will always be polite
12. I will not use social networking websites such as Facebook at home or at school. I understand that most social networking sites should not be used by children under 13.








## 7. Example Letter to parents

Dear Parents/guardians,

### Using the Internet at Randal Cremer Primary School

At Randal Cremer Primary School we believe that the Internet is an essential part of your child's learning. It offers a huge range of useful and educational material and information and it is becoming an important part of teaching and learning across the curriculum.

Our school provided Internet access to pupils, and we have clear rules and guidelines on how this access will be managed and made as safe as possible

We have taken positive steps to deal with the risk of pupils coming across unsuitable material when they are using the Internet at school.

- We use the LA approved Internet provider, and there is a filtering system in place restricts access to inappropriate materials.
- We have a comprehensive e-Safety policy for all pupils and school staff.
- A copy of the school e-Safety policy is available on request from the office.

**Please would you read the attached document (Keep Safe: Keep SMART - Rules for Responsible Use of ICT by pupils) that your child has been asked to sign so that you are aware of the rules and guidelines that our school has in place.**

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any damages arising from your child's use of the Internet facilities.

**We understand that you may have concerns about how your child uses the Internet at home, and we can provide you with a range of resources and information on how to help your child keep safe on the Internet**

### Publication of Photographs and Digital Video

Photographs and video footage that include your child may be published in such places as the school website and school newsletters. This will be done in accordance with the school policy that photographs and videos will not clearly identify individuals and that full names will not be used.

Should you wish to discuss any aspect of e-safety please contact the school for further information.



Thank you for your co-operation and understanding.

Yours Sincerely,

**Jo Riley**  
**Head teacher**



## **8. Use of the Internet and ICT resources by school staff**

### ***The Internet***

Our school understands that the Internet is a valuable resource for school staff. It provides a wealth of resources, teaching materials and information that teachers can use across the curriculum. It allows staff to share resources with other schools, and to engage in debate and discussion.

It also provides an efficient way to access information from the DoE and other government agencies that will help staff to keep abreast of national and local developments, and engage in CPD.

We are committed to encouraging and supporting our school staff to make the best use of the Internet and all the opportunities it offers to enhance our teaching and support learning.

### ***Internet Availability***

To enable staff to make full use of these important resources, the Internet is available in school to all staff for professional use. The school also provides an LGfL user account that gives further access to specific resources and online tools.

### ***ICT Equipment and Resources***

The school also offers staff and pupils access appropriate ICT equipment and resources, including computers, laptops, tablets, interactive whiteboards, data projectors, digital cameras, video camcorders, sound recorders, control and data logging equipment and a range of professional and curriculum software

### ***Professional use***

Staff are expected to model appropriate ICT and Internet use at all times. This supports our commitment to encouraging safe and appropriate ICT and Internet use by our pupils both in school and at home.

Staff are also careful to consider inclusion and equalities issues when using ICT and the Internet, and to provide pupils with appropriate models to support the school Inclusion and Equal Opportunities policies.

Staff who need support or INSET in using ICT as part of their professional practice can ask for support from the ICT Co-ordinator.

### ***Personal use of the Internet and ICT resources***

We recognise that staff may occasionally find it useful to use the Internet at work for personal purposes. They may also wish to borrow school ICT equipment for personal use, either in or out of school.

Some equipment is available for loan to staff, with permission from the ICTCO and Headteacher. The appropriate forms and agreements must be signed.



However, all staff must be aware of the school policy on using school Internet and ICT resources for personal use. These are outlined in the staff agreement form below.

### ***E-mail***

We recognise that e-mail is a useful and efficient professional communication tool. To facilitate this, staff members will be given a school e-mail address and we ask staff to use it for all professional communication with colleagues, organisations, companies and other groups.

Staff are reminded that using this e-mail address means that they are representing the school, and all communications must reflect this.

E-mail accounts provided by the school may be occasionally monitored, although personal privacy will be respected.

### ***Online discussion groups, bulletin boards and forums, online chat and messaging***

We realise that a growing number of educationalists and education groups use discussion groups, online chat forums and bulletin board to share good practice and disseminate information and resources.

The use of online discussion groups and bulletin boards relating to professional practice and continuing professional development is encouraged, although staff are reminded that they are representing the school, and appropriate professional standards should apply to all postings and messages. Staff should make it clear that all views expressed are their own.

### ***Social Networking***

The school appreciates that many staff will use social networking sites and tools. The school expects all staff to comply with the guidelines below:

- Do not make disparaging remarks about the school, colleagues or Hackney Learning Trust. Doing this in the presence of others may be deemed as bullying and/or harassment.
- Act in accordance with our employer's information technology (IT) policy and any specific guidance on the use of social networking sites. We do not use social networking sites to engage with pupils or parents as these are not appropriate to primary aged children.
- Be mindful that other users could post a photo on their profile in which you are named, so think about any photos you appear in. On Facebook, you can 'untag' yourself from a photo. If you do find inappropriate references to you and/or images of you posted by a 'friend' online you should contact them and the site to have the material removed. You should be aware you could face disciplinary action as a result of being tagged.
- Parents and students may access your profile and could, if they find the information and/or images it contains offensive, complain to your employer.
- If you have any concerns about information on your social networking site or if you are the victim of cyberbullying, you should inform the headteacher and seek advice from your union immediately.



- Do not publish your date of birth and home address on Facebook. Identity theft is a crime on the rise with criminals using such information to access to your bank or credit card account.
- Be aware of what monitoring, if any, may be carried out by the school/college. Full details of this are detailed in the IT policy.
- Stop the network provider from passing on your details to other companies for research and advertising purposes. For example, to stop Facebook from forwarding your details, click “Privacy Settings”. Under “Applications and websites” click “edit your settings”. Scroll down to “instant personalisation” and make sure the checkbox for “enable instant personalisation on partner websites” is unchecked.
- Ensure that any comments and/or images could not be deemed defamatory or in breach of copyright legislation

### ***Data Protection and Copyright***

The school has data protection policy in place – please see separate documentation for more details.

Staff are aware of this policy, and how it relates to Internet and ICT use, in particular with regard to pupil data and photographs, and follow the guidelines as necessary.

Staff understand that there are complex copyright issues around many online resources and materials, and always give appropriate credit when using online materials or resources in teaching and learning materials. They also support pupils to do the same.





# Randal Cremer Primary School

## e-Safety Policy Staff Agreement Form

**This document covers use of school digital technologies, networks etc both in school and out of school.**

### **Access**

- I will obtain the appropriate log on details and passwords from the ICT Co-ordinator.
- I will not reveal my password(s) to anyone other than the persons responsible for running and maintaining the system.
- If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access school ICT systems or resources

### **Appropriate Use**

- I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will never view, upload, download or send any material which is likely to be unsuitable for children or material that could be considered offensive to colleagues. This applies to any material of a violent, dangerous or inappropriate sexual content.
- I will not download, use or upload any material which is copyright, does not have the appropriate licensing or that might compromise the network
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the e-Safety coordinator or the Headteacher.

### **Professional Conduct**

- I will not engage in any online activity that may compromise my professional responsibilities
- 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
- I will never include pupils or former pupils as part of a non-professional social network or group
- I will ensure that I represent the school in a professional and appropriate way when sending e-mail, contributing to online discussion or posting to public websites using school facilities
- I will not browse, download or send material that could be considered offensive to colleagues
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the appropriate line manager / school named contact

### **Personal Use**

- I understand that I may use Internet facilities for personal use at lunchtimes and break time, where computers are available and not being used for professional or educational purposes.



- I understand that I may access private e-mail accounts during the availability periods outlined above for personal use, but will not download any attachments, pictures or other material onto school computers, or onto the school network area.
- I understand that the forwarding of e-mail chain letters, inappropriate 'jokes' and similar material is forbidden.
- I will not use the school Internet facilities for personal access to public discussion groups or bulletin boards chat rooms or Instant Messaging.

#### **Email**

- I will only use the approved, secure email system for any school business: (currently: LGfL Mail)
- I will only use the approved school email, or other school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business.

#### **Use of School equipment out of school**

- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue and Customs.
- I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus, firewall and other ICT 'defence' systems.
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software.

#### **Teaching and Learning**

- I will always actively supervise, or arrange for suitable supervision of pupils that I have directed or allowed to use the Internet.
- I will embed the school's e-safety curriculum into my teaching, using agreed resources and materials.
- I will ensure I am aware of digital safety-guarding issues so they are appropriately embedded in my classroom practice.
- I will only use the Internet for professional purposes when pupils are present in an ICT suite, or a classroom with Internet access.

#### **Photographs and Video**

- I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home without permission.
- I will never associate pupil names or personal information with images or videos published in school publications or on the Internet (in accordance with school policy and parental guidance).

#### **Data protection**



- I will not give out or share personal addresses (including email), telephone / fax numbers of any adult or students working at the school.
- I will not take pupil data, photographs or video from the school premises without the full permission of the head teacher e.g. on a laptop, memory stick or any other removable media.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.
- I will respect the privacy of other users' data, and will never enter the file areas of other staff without their express permission.
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.

### **Copyright**

- I will not publish or distribute work that is protected by copyright.
- I will encourage pupils to reference online resources and websites when they use them in a report or publication.



## User Signature

I agree to abide by all the points above.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent e-safety policies.

I wish to have an email account, be connected to the Internet via the school network and be able to use the school's ICT resources and systems.

Signature .....Date.....

Full Name ..... (printed)

Job title .....

School .....

## Authorised Signature (Head Teacher)

I approve this user to be set-up.

Signature ..... Date.....

Full Name ..... (printed)

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## **9. Data Protection Policy**

Our school is aware of the data protection law as it affects our use of the Internet, both in administration and teaching and learning.

We adhere to the LA Guidelines on Data protection.

Staff and pupils understand the legal and disciplinary implications of using the Internet at school for illegal purposes.

Where appropriate, the police and other relevant authorities will be involved in cases of deliberate misuse or abuse of the Internet by members of the school community using the connection provided by the school.

## **10. Staff Laptop and ICT Equipment Loans**

Any member of staff who borrows or uses a school laptop, computer or any other ICT equipment must adhere to all aspects of this e-Safety Policy.

This must be the case wherever the laptop, computer or other such device is being used as it remains the property of Randal Cremer Primary School at all times.

Staff must undertake to take proper care of the equipment whilst in their possession and will abide by the requirements of the school's insurance policy with regard to protecting the equipment from loss or damage. They must also agree that, should the equipment be lost or damaged due to exposure to a non-insured risk, they will replace or arrange for the repair of the equipment at their own expense.

Staff must sign the 'Staff Laptop and Computer Loans Agreement' before taking the equipment away from the school premises.



## Staff Laptop and ICT Equipment Loan Agreement

**I have borrowed a school laptop to use out of school in agreement with both Head Teacher and the ICT co-ordinator.**

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Serial number: \_\_\_\_\_

**It is understood that I will return the equipment to school if requested to do so by either the Head Teacher or the ICT co-ordinator.**

I undertake to take proper care of the equipment whilst in my possession and will abide by the requirements of the school's insurance policy with regard to protecting the equipment from loss or damage. I agree that, should the equipment be lost or damaged due to exposure to a non-insured risk, I will replace or arrange for the repair of the equipment at my own expense.

I will use the equipment in accordance with the schools Acceptable Use of the Internet and Related Technologies (IAU Policy) and ICT Policy.

**I agree to the above conditions:**

(Signature) \_\_\_\_\_

(Print name) \_\_\_\_\_ Date: \_\_\_\_\_

**Returned:** \_\_\_\_\_ Date: \_\_\_\_\_



## **11. Monitoring of policy**

This policy will be monitored through e.g planning, book scrutiny, lesson observations, moderation meetings, drop in by the SLT, learning walks, focus groups, end of unit assessments as well as keeping abreast of national policy changes.(Delete as appropriate)

## **16. Evaluation of policy**

This policy will be evaluated through termly or annual reports by the post holder to the Head teacher and Governing Body. This evaluation will also inform school priorities.

**Policy completed and agreed:** September 2013

**Review date:** September 2014