

Computing Acceptable Usage Policy 2019

Overview

At Alexandra Park Junior School, we are aware that computing equipment and the internet offer incredible opportunities for promoting and extending learning. In this school we will make best use of these tools to promote excellence and enjoyment. With the use of computers and the internet comes risk. We will do all we can to ensure that the internet and all computing equipment is used safely and acceptably by all in school for the purposes that we intend. Staff and learners will be trained in acceptable use and the school will monitor usage.

Objectives

1. To ensure that on site and off site, computing equipment and the internet are used in line with our E-safety and Acceptable Usage Policies.
2. To ensure that all staff and learners understand what is acceptable use of computing equipment and the Internet.
3. To monitor devices to ensure that they have not been put to unacceptable use.
4. To ensure that all members of staff are personally responsible for acceptable use of any school equipment for which they are responsible.
5. To have a nominated member of the SLT who will have oversight of E-Safety, Acceptable Use of the Internet and Cyber Bullying (Jenny Seabright)
6. To take immediate and prompt action to prevent misuse of ICT and keep a log of any e-safety issues or unacceptable usage.

Strategies

1. To train staff and learners in acceptable use of computing equipment and the internet.
2. To monitor and supervise learners when they use ICT and the internet.
3. To monitor staff usage of ICT equipment and the internet.
4. To ensure that all staff and learners understand that the school's ICT equipment must only be used for its intended purpose and not for personal use.
5. To only allow authorised persons to have use of the school's equipment.
6. Images that are uploaded to the internet must not be inappropriate, or reveal any personal information of children if uploading to the internet and parental consent must be given in advance.
7. School equipment must not be used for accessing personal and social networking sites.
8. Personal, portable storage devices must not be attached to school equipment. Only encrypted storage devices must be used.
9. Children must not be contacted via personal technologies, including personal email, telephone, or social networking sites.
10. Only hardware and software have been authorised should be installed on school computers.
11. Passwords must be kept secure and security information should not be disclosed unless appropriate to personnel.
12. Disciplinary action will be taken where this policy is breached and appropriate sanctions taken against those who breach it.

13. Parents and any appropriate authorities will be informed where there is evidence of unacceptable use of ICT.

14. Pupils will not be allowed to have mobile ICT devices switched on whilst they are on school premises.

14. Any cyber bullying of staff or pupils, in or out of school, will be reported and then investigated rigorously, in conjunction with any relevant authority including the police if appropriate.

15. Any incidents of concern for children's safety must be reported immediately to the e-safety leader (Jenny Seabright) or the Child Protection Officers (SLT).

16. Copyright and intellectual property rights must be adhered to.

Outcome

In this school we will do all that we can to ensure the acceptable use of computers and the internet to promote teaching, learning, excellence and enjoyment. This policy is written to promote the safety of all in our school.

Policy agreed by all staff, governors and the wider community.
November 2019

