Ysgol Greenfield School

"Opening doors to the future"

CYNGOR BWRDEISTREF SIROL MERTHYR TUDFIL

MERTHYR TYDFIL COUNTY BOROUGH COUNCIL

GREENFIELD SCHOOL POLICY

2022

Acceptable Use Policy

Rhiannon Stephens Davies, Head Teacher.
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Carol Conway, Deputy Head - Wellbeing

' Opening Doors To The Future '
' Agordrysaui'rdyfodol'

Date	Author
Feb 2022	Kira John

MONOTORING THE POLICY

This policy will be reviewed bi-annually unless change of circumstances or legislation requires it to be amended earlier.

Signed: …………………………………………………………………….. Date: ………………………………………………….

Headteacher

Signed: …………………………………………………………………. Date: ………………………………………………….

Chair of Governors

MISSION STATEMENT

' OPENING DOORS TO THE FUTURE '

At Greenfield School we strive to:

- To provide a positive learning environment, for all children to maximise their learning potential.

- To promote achievement and recognise all effort.

- To develop self-esteem and confidence.

- To help pupils understand the world in which they live and acquire relevant knowledge and skills.

- To encourage respect and tolerance for other religions and lifestyles.

Scope

Internet access refers to the use of any resources from the World Wide Web, whether browsed or downloaded on any school equipment.

New technologies have become integral to the lives of children and young people in today's society, both within school and in their lives outside school. The internet and other digital communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safer internet access at all times.

This acceptable use agreement is intended to ensure:
- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that Greenfield systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of digital technologies in their everyday work.

Greenfield School will try to ensure that staff and volunteers will have good access to digital technologies to enhance learning opportunities and will, in return, expect staff and volunteers to agree to be responsible users.

For my professional and personal safety:

- I understand that the school will monitor my use of the school digital technology and communications systems
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, e-mail, HWB etc.) out of school, and to the transfer of personal data (digital or paper based) out of the school
- I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

- MTCBC shall report any illegal activity to the Police. Employees shall also be liable to MTCBC's own disciplinary process, members shall be in breach of MTCBC's Members Code of Conduct and a case will be presented to school governors to consider disciplinary action against school based staff.

- Internet users' use of the system shall not have a noticeable effect on the availability of the system for other users. Internet users shall not participate in on-line games or have active any web channels that broadcast frequent updates to their computer (with the exception of games and web channels used in a learning environment for educational purposes).

- Internet users shall not enter their email address on a Website unnecessarily, unless there is a business or education purpose, as this might expose MTCBC or the school to security risks such as malicious software attacks or unwanted junk messages.

I will be professional in my communications and actions when using school systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner. I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital/video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the school website/Twitter) it will not be possible to identify by full name, or other personal information, those who are featured.
- I will only use social networking sites in the school in accordance with school policies.
- I will only communicate with learners and parents/carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any online activity that may compromise my professional responsibilities.
- The use of social networks for personal reasons is not permitted during working hours on any school equipment, Social networking uses up corporate bandwidth which is there for business use only. Social networking during working hours must be for teaching and learning activity only.
- Messages or images shall not be posted on any Internet message board or other similar Web based service that would bring MTCBC or the school into disrepute, or which a reasonable person would consider to be offensive or abusive.
- Internet users shall not place on the Internet any opinion or statement that might be construed as representing MTCBC or the school.
- Internet access shall not be used for financial gain, or to host a website on any MTCBC or school equipment.
- School staff must remember that they are representatives of their school and MTCBC, and using personal or school social network accounts to make libellous, slanderous or defamatory comments regarding their school or MTCBC, or its employees, will not be tolerated and may lead to disciplinary action.

The school has the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my personal mobile devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.

- I will not use personal e-mail addresses on the school ICT systems.

- I will not open any hyperlinks in e-mails or any attachments to e-mails, unless the source is known and trusted, or if I have any concerns about the validity of the e-mail (due to the risk of the attachment containing viruses or other harmful programmes).

- I will ensure that my data is regularly backed up, in accordance with relevant school policies.

- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, terrorist or extremist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.

- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless permission has been granted.

- I will not disable or cause any damage to school equipment, or the equipment belonging to others.

- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the school/LA Personal Data Policy (or other relevant policy). Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based documents containing personal data must be held in lockable storage.

- I understand that data protection policy requires that any staff or learner data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.

- I will immediately report any damage or faults involving equipment or software, however this may have happened.

- In order to use You Tube in the classroom, you will be expected to adhere to the following guidelines:
- The purpose of using streaming media is to enhance teaching and learning within the school. Personal use if prohibited.

- Media content should be viewed from start to finish and a full assessment made of its suitability for the internet audience.

- Content must be assessed away from the view and earshot of students.

- When a resource is deemed appropriate for use, it is recommended that it is downloaded and saved for future use. This will prevent any issues with online content being removed or changed.

- If it is not possible to download the resource then the video should be viewed prior to each use, to ensure it remains suitable for the intended purpose.

The use of twitter will be used to share and celebrate pupil's achievements, successes and school updates. To demonstrate safe and responsible use of social media

- o The school Twitter account will only updated from school devises by designated staff.
- o The school Twitter account will be a Public account. ICT co-ordinators and SMT members will monitor the followers and block any who appear to not be school focused.
- o The school Twitter account will only tweet between the hours of 8am and 6pm between Monday and Friday. The only time tweets outside of this time are for school events (e.g. football matches, residential trips, performances) or to share urgent school news (e.g. closers due to adverse weather).

- The school Twitter account will only follow educationally link accounts. No personal accounts, unless they are educationally linked, will be followed. For example a children's author.
- The school Twitter account will not reply to any 'replies' on Twitter. This is not the platform to discuss or debate school related issues.
- The school Twitter account will only use children's first names when referencing children.
- The school Twitter account will use Twitter to share positive messages about the school.
- The school Twitter account will not post photos of children's faces with their names attached.
- Individually targeted content will not be posted e.g. "Well done Josh a better lesson today". Tweets to a year group or class along the lines of "don't forget the..." are acceptable. Although always think about the most effective way to communicate important information.
- By endorsing twitter we may be encouraging children to use twitter so reinforce e-safety rules such as
- "Never tweet anything that would be potentially upsetting; make sure you know how to report anything you find that disturbs you; be careful who you talk to they may not be all they appear; never meet anyone from twitter world without telling your parents." Etc.
- Twitter's own safety rules can be read on: https://support.twitter.com/groups/33-report-abuse-or-policyviolations# topic_166

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of the school:

- I understand that this acceptable use policy applies not only to my work and use of school digital technology equipment in the school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school.
- I understand that if I fail to comply with this acceptable use agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and/or the local authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff Name: ....

Signed: ....

Date: ....