



# Melcombe Primary School ICT Acceptable Use Policy

Reviewed by: Fiona Tyler & Mo Kamara

Date adopted: 28/11/19

Signed D. Charman.....

Date 28/11/19.....

Dennis Charman  
Chair of the Governing Board

Date for Review: 28/11/21

## Introduction

We believe this policy relates to the following legislation:

- Computer Misuse Act 1990
- Health and Safety (Display Screen Equipment) Regulations 1992
- Data Protection Act 2018
- Human Rights Act 1998
- Freedom of Information Act 2000

We believe information and communications technology includes all forms of computing, the internet, telecommunications, digital media and mobile phones. School personnel have clear responsibilities with regard to the use of all ICT equipment and ICT facilities.

Any member of the school personnel that uses illegal software or access inappropriate websites when in school faces dismissal. All school personnel will be made aware of all legislation relating to computer misuse, data protection and copyright.

We expect all school personnel to sign and date the 'Acceptable Use of ICT Agreement' and be fully aware of and implement the internet safety policy. All school personnel have the duty to report any misuse of the ICT equipment or the ICT facilities of this school.

We have a duty to ensure the internet safety of all pupils within this school.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

### **Aims**

- To ensure school personnel are aware of all legislation relating to computer misuse, data protection and copyright.
- To share good practice within the school.
- To work with other schools and the local authority to share good practice in order to improve this policy.

### **Responsibility for the Policy and Procedure** **Role of the Governing Body**

The Governing Body has:

- appointed a member of staff to be responsible for ICT and E-Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring full compliance with all statutory responsibilities;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- make effective use of relevant research and information to improve this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

### **Role of the Headteacher and Senior Leadership Team**

The Headteacher and the Senior Leadership Team will:

- ensure all school personnel are aware of and comply with this policy;
- ensure all school personnel sign and date the 'Acceptable Use of ICT Agreement';
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- make effective use of relevant research and information to improve this policy;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

### **Role of the Coordinator**

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- devise and update when appropriate acceptable use guidelines;
- display these guidelines around the school;
- provide guidance and support to all staff;
- keep a log of all ICT equipment used by school personnel;
- provide training for all staff on induction and when the need arises regarding;



- make effective use of relevant research and information to improve this policy;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy

### **Role of the Nominated Governor**

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- attend training related to this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

### **Role of School Personnel**

School personnel will:

- comply with all aspects of this policy;
- be aware of all other linked policies;
- sign and date the 'Acceptable Use of ICT Agreement';
- be aware of the acceptable use guidelines;
- protect their user name and passwords;
- log off when using a computer;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

### **Acceptable ICT Use Agreement**

I understand that the school Internet facility is for the good of my professional development, for the development of this school and must be used only for educational purposes.

I realise that I have a personal responsibility to abide by the set rules and regulations when using the Internet and I am aware of the consequences if I breach them.

I am aware that by breaching the rules and regulations it may lead to:

- withdrawal of my user access
- the monitoring of how I use the Internet
- disciplinary action
- criminal prosecution

I will report immediately to the E-Safety Coordinator any accidental access to inappropriate material or websites that I may have.

I will log on to the Internet by using my password, which will be changed every half term, or if I think someone knows it.

When using the school's Internet I will not:

- use the Internet in such a way that it will bring the school into disrepute

- use inappropriate or illegal websites
- download inappropriate material or unapproved software
- disrupt the time of other Internet users by misusing the Internet
- use inappropriate language
- use language that may provoke hatred against any ethnic, religious or other minority group
- produce, send out, exhibit or publish material that will cause offence to anyone
- divulge any personal information about myself, any other user or that of pupils
- divulge my login credentials or passwords to anyone
- use the login credentials or passwords of any other user
- use a computer that is logged on by another user
- use any social networking site
- transfer the images of pupils without prior permission of the headteacher and from parents
- use email for private use but only for educational purposes
- compromise the Data Protection Act or the law of copyright in any way

I agree to abide by this agreement.

Employee Name:

Headteacher Name:

Employee Signature:

Headteacher Signature:

Date:

Date:

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the Staff Handbook
- meetings with school personnel

### **Training**

All school personnel:

- have equal chances of training, career development and promotion
- receive training on this policy on induction which specifically covers:

- Computer Misuse
- Data Protection
- Copyright
- Equal Opportunities
- Inclusion

- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications

## **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school. (See Initial Equality Impact Assessment)

## **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)