

# Highfield Community Primary School



## Acceptable Internet Use and Agreement

<b>Date</b>	<b>Review Date</b>	<b>Coordinator</b>	<b>Nominated Governor</b>
<b>Nov 22</b>	<b>Nov 25</b>	<b>Lauren Godfrey</b>	<b>Fiona Hodson</b>

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Computer Misuse Act 1990
- Misuse of Information Act 1990
- Health and Safety (Display Screen Equipment) Regulations 1992
- Data Protection Act 2018
- Human Rights Act 1998
- Freedom of Information Act 2000
- Equality Act 2010
- Counter Terrorism and Security Act 2015

The following documentation is also related to this policy:

- Data Protection and Security: A Summary for Schools (Becta 2004)
- The Safe Use of New Technologies (Ofsted)
- Prevent Strategy (HM Gov)
- Teaching approaches that help build resilience to extremism among people (DfE)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We are aware that the Brexit transition period ended on 31 December 2020 and, therefore, UK organisations that process personal data must now comply with the:

- DPA (Data Protection Act) 2018 and UK GDPR (General Data Protection Regulation) if they process only domestic personal data;
- DPA 2018 and UK GDPR, and the EU GDPR if they process domestic personal data and offer goods and services to, or monitor the behaviour of, EU residents.

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 have a duty to safeguard children, young people and families from violent extremism. We are aware that there are extremists groups within our country who wish to radicalise vulnerable children and to involve them in terrorism or in activity in support of terrorism. Periodic risk assessments are undertaken to assess the risk of pupils being drawn into terrorism. School personnel must be aware of the increased risk of online radicalisation, and alert to changes in pupil's behaviour. Any concerns will be reported to the Designated Safeguarding Lead.

We are aware that under the 'Counter-Terrorism and Security Act 2015' we have the duty to have 'due regard to the need to prevent people from being drawn into terrorism'. This duty is known as the Prevent duty and we believe it is essential that school personnel are able to identify those who may be vulnerable to radicalisation or being influenced by extremist views, and then to know what to do when they are identified.

We provide a safe environment where we promote pupils' welfare. Within this environment we work hard to build pupils' resilience to radicalisation and extremism by promoting fundamental British values and for everyone to understand the risks associated with terrorism. We want pupils to develop their knowledge and skills in order to challenge extremist views.

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 all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

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 protect children from the risk of radicalisation and extremism.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

## 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;
  - 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.
- 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';
- ensure risk assessments are:
  - in place and cover all aspects of this policy;
  - accurate and suitable;
  - reviewed annually;
  - easily available for all school personnel
- organise a series of safeguarding and child protection workshops to ensure parents are aware of:
  - Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges
  - Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
  - the Safeguarding and Child Protection policy

- safeguarding procedures in place;
  - all safeguarding policies;
  - their role in safeguarding and child protection
- 
- 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 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.

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

We will raise awareness of this policy via:

- the Staff Handbook
- meetings with school personnel

## Training

We ensure:

- all school personnel:
  - have received the appropriate training on all safeguarding policies and procedures undertaken by a registered training provider;
  - are familiar with the following documentation:
    - Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges
    - Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
  - are aware of the following linked policies:
    - Computer Misuse
    - Data Protection
    - Copyright
    - Equal opportunities
    - Inclusion.
- the content of all training is correct, delivered well and engages staff as we believe that the more engaging training is, the better the outcomes that we need to measure;
- that we have in place data that evidences staff understanding by using a simple short multiple-choice test through one of the following applications such as Google Forms, Microsoft Forms, Kahoot or SurveyMonkey;
- that we have in place evidence for all staff that:
  - highlights the knowledge gaps in the training;
  - shows how those knowledge gaps were corrected
- all school personnel understand and undertake their role in safeguarding and child protection effectively

## **Safeguarding**

We are committed to safeguarding and promoting the welfare of all children as the safety and protection of children is of paramount importance to everyone in this school. We work hard to create a culture of vigilance and at all times we will ensure what is best in the interests of all children.

We believe that all children have the right to be safe in our society. We recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children by creating a positive school atmosphere through our teaching and learning, pastoral support and care for both pupils and school personnel, training for school personnel and with working with parents. We teach all our children about safeguarding.

We work hard to ensure that everyone keeps careful watch throughout the school and in everything we do for possible dangers or difficulties. We want all children to feel safe at all times. We want to hear their views of how we can improve all aspects of safeguarding and from the evidence gained we put into place all necessary improvements.

## **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.

## **Race Disparity Audit**

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

## **Linked Policies**

- Copyright
- Data Protection Procedures
- Display Screen Equipment
- Mobile Phones and Acceptable Use
- Safeguarding and Child Protection

We believe this policy:

- has been reviewed thoroughly by the safeguarding governor and the Designated Safeguarding Lead has been questioned on it to make sure it stands up to scrutiny;
- flows and is easy to follow;
- is an essential part of the school;
- supports staff in managing certain situations;
- forms an important framework that will ensure consistency in applying values and principles throughout the establishment;
- provides guidance, consistency, accountability, efficiency, and clarity on how the school operates;
- provides a roadmap for day-to-day operations;
- ensures compliance with laws and regulations, gives guidance for decision-making, and streamlining internal processes;
- is designed to influence and determine all major decisions, actions and all activities taking place within the boundaries set by them;
- stems from the school's vision and objectives which are formed in strategic management meetings;
- has been received by all school personnel via appropriate safeguarding training;
- is provided to all school personnel and a hard copy can be found in the staffroom reference library

<b>Headteacher:</b>		<b>Date:</b>	
<b>Chair of Governing Body:</b>		<b>Date:</b>	



## 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 inappropriately but only to use it in order to develop teaching and learning
- 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.

<b>Employee Name:</b>		<b>Headteacher Name:</b>	
<b>Employee Signature:</b>		<b>Headteacher Signature:</b>	
<b>Date:</b>		<b>Date:</b>	

