



Whitecross Nursery School

Acceptable use of IT Policy for Staff and Volunteers

Reviewed by	Claire FitzPatrick
Date of last review	March 2023
Date of next review	March 2024
Ratified by the Governing Body	29 th March 2023

This policy will be reviewed sooner if there is a change to legislation or guidance which may affect it. Any changes will be communicated to all stakeholders.

Introduction

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and 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 and volunteers to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times.

ICT and the Internet in School

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

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

To enable staff and volunteers to make full use of these important resources, the Internet is available in school to all staff and volunteers for professional use. The school also provides an office outlook account for all members of the school staff team and governors.

ICT Equipment & Resources

The school offers staff and volunteers access to appropriate ICT equipment and resources, including computers, laptops, iPad's and a range of professional and curriculum software

Staff and volunteers 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 children and families both in school and at home.

Staff and volunteers who need support in using ICT as part of their professional practice, can ask for support from the ICT Coordinator.

Personal use of the Internet and ICT resources

Some equipment (including laptops and iPads) is available for loan to staff, with permission from the ICT Coordinator and Headteacher. The appropriate forms and agreements must be signed.

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

E-mail

We recognise that e-mail is a useful and efficient professional communication tool. To facilitate this, all staff members and governors are 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.

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 boards 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.

Social Networking

The school appreciates that many staff and volunteers will use social networking sites and tools. The use of social networking tools and how it relates to the professional life of school staff and volunteers is covered in the Code of Conduct for Staff and Volunteers.

Data Protection and Copyright

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

Staff and volunteers 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 and volunteers 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.

This acceptable use policy 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 Whitecross Nursery's systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff and volunteers are protected from potential risk in their use of technology in their everyday work.

The school will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for children's learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

All staff and volunteers are asked to sign the acceptable use policy agreement (see appendix A) when starting the employment/volunteering at our school and on an annual basis thereafter.

Links with other policies and practices

This policy links with several other policies, practices and action plans including:

- Staff Code of conduct
- Child Protection and Safeguarding policy
- Acceptable Use of ICT for Staff and Volunteers Policy & Agreement
- IT data protection and information security policies

Appendix A

Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

For my professional and personal safety:

- I understand that the Whitecross Nursery 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, email, VLE (virtual learning environment) etc.) out of school, and to the transfer of personal data (digital or paper based) out of 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 will use it or steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident that I become aware of, to the appropriate person.

I will be professional in my communications and actions when using Whitecross Nursery 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/VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites in school, during my breaks, in accordance with the school's policies (see Online Safety policy).
- I will only communicate with pupils and parents/carers using official school systems. Any such communication will be professional in tone and manner. I am aware of the risks attached of using my personal email addresses/mobile phones/social networking sites (see Online Safety policy).
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of Whitecross Nursery School:

- When I use my personal mobile devices in school during my breaks only, I will follow the rules set out in this agreement, in the same way as if I was using Whitecross Nursery School equipment. I will also follow any additional rules set by the Whitecross Nursery School about such use. I will ensure that any personal devices are protected by up-to-date anti-virus software and are free from viruses.
- I will not use personal email addresses on any Whitecross Nursery School ICT systems I will only use my school email address.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (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/academy 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 this is allowed in school/academy policies. All new APP's on iPads or programmes for laptops can only be downloaded by the Headteacher or Lead IT services. Apple ID is needed for changes to iPads.
- 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/Academy/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 student/pupil 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/academy 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.

When using the internet in my professional capacity or for Whitecross Nursery 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 Whitecross Nursery School:

- I understand that this acceptable use policy applies not only to my work and use of Whitecross Nursery digital technology equipment in 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 Whitecross Nursery School.
- I understand that if I fail to comply with this acceptable use agreement, I could be subject to disciplinary action. This could include (see staff code of conduct policy and behaviour policies) a warning, a suspension, referral to Governors/directors 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/Volunteer Declaration

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.

Print Name:	Date:
Signature:	