

*Winchelsea*



*All Individuals Matter*

**WINCHELSEA PRIMARY SCHOOL**  
**RUSKINGTON**

**ACCEPTABLE I.C.T. USE POLICY**

ALL ADULTS AT WINCHELSEA

All adults working with ICT equipment within Ruskington Winchelsea Primary School must ensure and agree to abide by the Acceptable I.C.T. Use Policy.

*For personal use:*

- a) Do not give anyone access to your login name or password.
- b) Do not introduce removable media into the system without first having them checked for viruses.
- c) Never use another member of staff's username or password.
- d) Do not open other people's files without express permission.
- e) Do not corrupt, interfere with or destroy any other user's information.
- f) Do not release personal details including phone numbers, fax numbers or personal e-mail addresses of any colleague or pupil over the Internet.
- g) Do not reproduce copyright materials without first getting permission from the owner. Many people will make their work freely available for education on request. Acknowledge sources on all resources used.
- h) Do not attempt to visit sites which might be considered inappropriate. All sites visited leave evidence on the computer. Downloading some material is illegal and the police or other authorities may be called to investigate such use. The use of Bit Torrent sites to download materials for personal use is expressly forbidden.
- i) Any software that is an illegal copy or which can be used for illegal purposes will be removed from staff laptops.
- j) Use of school Internet access for business, profit, advertising or political purposes is strictly forbidden.
- k) Users should log out when their session has finished.
- l) Using a social network, instant message, blog or personal website to engage in personal attacks on other members of staff, parents and pupils is completely against the GTC's guidelines on professional conduct and therefore anyone engaging in such an activity will be subject to disciplinary proceedings.
- m) The Head has access to all laptops provided for use by staff, by the school, at any time. Therefore the 'Internet History' of laptops must be available for inspection.
- n) Staff are responsible for the laptop they have been provided with and its use by anyone other than the staff member is purely at that staff member's risk. Any materials, sites accessed and emails sent during use by any person using the laptop are the sole responsibility of the staff member.
- o) You are solely responsible for the content of your laptop's hard drive and desktop.
- p) Your laptop's hard drive is not a storage device for your personal music, videos and photos. You may have a small amount of music on the drive for use in school but they must be legal copies. All other materials must be stored away from the machine.

*Personal E-mail:*

- a) Observe 'netiquette' on all occasions. E-mail should not be considered a private medium of communication.
- b) Do not include offensive or abusive language in your messages or any language which could be considered defamatory, obscene, menacing or illegal. Do not use

language that could be calculated to incite hatred against any ethnic, religious or other minority.

- c) Make sure nothing in the messages could be interpreted as libellous.
- d) Do not send any message which is likely to cause annoyance, inconvenience or needless anxiety.
- e) Do not send any unsolicited promotional or advertising material nor any chain letters or pyramid selling schemes.
- f) Do not forward chain emails using your school laptop.
- g) Private email providers may be accessed at home but any attachments must be scanned for viruses.

*When using the Internet:*

- a) Ensure that your web activities conform to the norms of moral decency.
- b) Watch for accidental access to inappropriate materials and report the offending site to the Head.
- c) Check before publishing work; make sure that you have Copyright holder's permission.
- d) Ensure children cannot be identified from photographs. When uploading photographs to the Internet ensure that names are not used.
- e) Report any breaches of the Internet policy to the Head.

*When using your laptop in the classroom:*

- a) A laptop is provided for use in the classroom only for learning and teaching purposes. It can be used to enhance the environment of the classroom with multimedia.
- b) Internet access in the classroom is provided for educational use only. It is not to be used for private communication, online shopping or any such activity.
- c) Please make sure that you 'lock' screen access on your laptop during periods of inactivity, whilst in school.

*Your laptop:*

- a) You are responsible for covering your laptop by insurance during transit to and from school and whilst at home.
- b) You must make sure that your laptop is in good working order. Any damage to your laptop must be reported ASAP.
- c) Any suspected viruses must be reported ASAP and you must NOT attach your laptop to the school network if you suspect it has a virus.
- d) When returning your laptop to the school, upon leaving its employment; you must not delete any folders or data that were created for educational purposes.
- e) It is NOT the school's responsibility when personal or school data is deleted during maintenance. Please make sure you back up your laptop at frequent intervals. This can be through the synchronising system or by personal storage media.

*Facebook:*

Many staff and governors have raised issues and concerns with the use of Facebook amongst staff, parents and children. Whilst we cannot insist on a policy, the advice given includes:

- a) No child younger than 13 should have a page. We can advise parents that this is guidance as children are quickly open to a range of inappropriate materials.
- b) No staff member should accept a child, past or present as a friend. Guidance states that only after 3 years from leaving their compulsory education could this be considered appropriate.
- c) No photos should be put on profiles without the permission of the people within them.
- d) It is inappropriate to accept parents as friends – this leaves staff members vulnerable with what they can access and find out about their personal lives. Existing friends need to be considered.
- e) You may experience existing Facebook friends removing you from their lists in order to protect their privacy. This should not be taken personally but understand it is a measure to ensure that their professionalism cannot be compromised.
- f) Comments made on Facebook should not include any information about the school, children or staff.
- g) As a contracted employee of Lincolnshire County Council and General Teaching Council, contracted workers should endeavour to uphold an appropriate code of conduct.

Signed: \_\_\_\_\_  
Chair of Governors

Dated: \_\_\_\_\_