THE REDWAY SCHOOL

Name of Policy:	E Safety – Policy and Protocols for the use of ICT
Name of Person Responsible:	Ruth Sylvester - Headteacher
Date of Original Policy:	June 2011
Last Reviewed:	December 2018
Next Review Date:	December 2019

Purpose:

The aim of this policy is to provide general and specific protocols for the effective and legal use of all information and communications technology (ICT) equipment provided by The Redway School.

This covers all computer equipment and applies to all employees and governors of The Redway School.

It should be noted that references to 'email' within this document apply to both internal and external use of this medium.

References to the Internet should also be taken to include the intranet and similar electronic information exchanges.

This policy is mandatory to all staff and governors and those who fail to observe it may render themselves liable to disciplinary action, up to and including dismissal.

General Principles:

Professionalism:

It is essential that ICT facilities be used in a professional manner. For example: emails to be drafted in a clear an unambiguous way so as not to cause offence to the recipient; and confidentiality of information held on computer databases be respected.

Personal Use:

The Redway School provides ICT facilities for staff to assist them with their work and to enable the school to meet its operational and strategic objectives.

Whilst ICT facilities are provided for school's business use non business (personal) use of the internet and emails is permitted but the following conditions apply:

- That limited personal use is permitted only outside of contact time with the pupils.
- Any internet use within classrooms during school hours should be appropriate to staff professional activity or pupils' education. If staff require personal access to the internet during their break and lunchtimes laptops are to be used.
- That internet or email use does not involve large downloads that will significantly degrade network performance and network storage capacity.
- That personal use is not for personal financial gain and is in accordance with other guidelines in this document.

Protection of School:

ICT facilities must not be used that bring The Redway School into disrepute or ways that a reasonable person may consider to be offensive. Specific examples of inappropriate use are emails containing aggressive, abusive or libellous messages or internet browsing of sexually explicit material.

Software applications or updates must not be installed unless the necessary licenses are held and the application / update has been approved for use on the

schools network by an authorised member of staff. Such items then will be uploaded by the ICT technician only.

Protection for Staff / Pupils:

The person logged onto a computer will be considered the person using it. For this reason you should always log out or lock your computer when you are not using it.

Pupils at the school are always supervised when using ICT equipment, especially if they are gaining information from the internet and sending or receiving emails.

The Redway School's ICT network has a firewall installed to prevent access to inappropriate websites and also social networking sites such as Facebook.

Staff must not make comments about The Redway School, its pupils and staff on social networking sites as this is deemed to be inappropriate.

Use of Mobile Phones and Other Portable Equipment:

The use of mobile phones to take photographs and video of the pupils and school is forbidden.

Personal mobile phones or other personal devices (iPads etc) of staff should only be used in the staffroom or outside school, during break times and lunchtimes only and not when working with the pupils. During this time, unless agreed with a member of the Senior Leadership Team, they must be switched off. If a member of SLT have agreed for a mobile device to stay on, it must not be taken to the bathroom if a child needs changing and instead left with another member of staff to receive the call if necessary.

Each member of the Senior Leadership Team has a work mobile phone which are designated as school property and therefore can be used to take photographs, video, receive phone calls, emails and text messages. Again, these devices should not be taken to the bathroom if a child needs changing.

When off site with pupils a mobile phone number must be left on the Off Site visit form at the school office from one of the school designated mobile phones at reception. Personal mobiles should not be used unless unavoidable. When

pupils are taken off site on the school minibuses the mobile phone attached to the minibus in use must be taken.

Special consideration must be given to the protection of portable equipment such as laptops, iPads, iPods etc as these are more open to theft and physical damage.

Virus Protection:

The Redway School uses virus protection software on all networked and laptop computers. The software is configured to intercept viruses in email attachments and files downloaded from the Internet. The software is regularly updated to ensure that the most recent detection profiles are available.

The school reserves the right to delete suspect email; emails containing inappropriate material or references, or containing attachments which are inappropriate or containing viruses.

Use of Email:

It is important not to assume privacy for any internet connections of any kind. A more secure method of communication should be used if confidentiality is essential. Emails can never be completely confidential and could always be called upon as documentary evidence under Freedom of Information, Data Protection or court proceedings.

Email messages are regarded in law as having the same status as words on paper; potentially libellous comments must not be made. Racist, sexist or otherwise offensive language is unacceptable and could result in the individual responsible being disciplined and / or prosecuted.

If staff receive an email with an attachment that they are not expecting or do not recognise, then the attachment should not be opened.

If staff receive emails containing inappropriate or obscene material or references, or containing attachments which are inappropriate or obscene then they should notify the ICT Technician immediately as well as a member of the Leadership Team.

The Redway School reserves the right to monitor the use of email and its content.

Use of Internet:

Under no circumstances should staff attempt to browse, deliberately search for, or download inappropriate material. This includes anything that might reasonably be considered as offensive, both images and text.

If staff accidentally manage to enter an offensive website then he / she must immediately inform the ICT Technician and a member of the Leadership Team for their own protection because visits to all websites are automatically logged by the system.

Through the application of content filtering software The Redway School is able to bar and restrict access to certain Internet sites.

There is a vast amount of valuable information available from the World Wide Web, but it also contains unpleasant, inaccurate and illegal media. For this reason it is important that all staff using the schools internet service observe this policy and:

- Remain focussed – it is easy to be side-tracked by interesting links.
- If you regularly use a site save it in your favourites folder
- Do not enter 'chat rooms' using the schools computers, laptops and other portable devices.

Staff need to be aware that copyright laws apply to information on the internet so it is important not to infringe these or licensing arrangements.

Staff must not subscribe to services on line on behalf of the school

Personal Computer Security:

It is the responsibility of each person using ICT equipment to take all responsible precautions to safeguard the security of the computer / laptop and the information contained on it. Passwords must be changed on a regular basis. This includes protecting it from hazards, including spilling liquids, not allowing unauthorised users access to the machine and only using approved software.