St. Helen's Primary School

I.T. - Acceptable Use Policy (AUP)

We aim to promote the knowledge and understanding of all elements of e - safety ensuring the responsible, safe and secure use of IT equipment by all stakeholders.

Rationale

The purpose of this policy is to set out the e-safety procedures used by the whole school community.

ICT Access Control

- The use of ICT resources will be for directed purposes
- Users will access and amend files and documents using their password which will be confidential at all times
- Key fobs will be used to access centrally hosted data off site
- Hardware encrypted memory sticks will be used to store and transfer information
- School data may not be transferred onto any equipment not owned by the school
- The Headteacher and Governing Body reserve the right to look at all files on the school system and approve access by users
- Anti-virus software will be regularly updated

Managing the Internet Safely

- The school provides Internet access exclusively for administration and educational purposes
- County firewall software provides anti-virus protection
- Filtered access for both adult and child use is provided by the County Internet Service Provider Eastnet
- All Internet access by pupils is supervised by a member of staff or other responsible adult
- In order to promote staff online safety, personal social networking sites will not be accessed using school IT equipment on or off site
- No pupil, member of staff or community user is permitted to access material that is illegal or potentially offensive using school systems
- The copyright and intellectual property rights of material using the school system will be respected
- Children will be taught explicitly to keep themselves safe online, including against the risk of radicalisation

Use of Internet by Pupils

- As part of the Government National Grid for Learning Scheme and to support learning opportunities within the school children will, at appropriate times, be given access to the Internet as an information source, a communications tool and a publishing medium
- Parents/Carers will be asked to review the Acceptable Use Policy with their children and return a reply slip to state that they have done so throughout the school annually. This will be completed at the start of each academic year or when a child joins the school. (see Appendix 1)

Use of e mail

- The school e mail system will be used for school purposes only
- Any user of the school e-mail systems must not communicate inappropriate or offensive material.
- Emails regarding children should only use initials as identifiers

Digital Publishing

The school has its own web site. Ultimate responsibility for the content of the site rests with the Headteacher in line with the following guidelines:

- The school is registered under GDPR and has an external Data Protection Officer
- Parent / carer permission will be sought before publication of photos, videos and DVD 's generated or identified by the school
- Personal information will only be published with parent / carer permission
- Individual pupils will not be identifiable by full name at any time
- The site will be regularly checked by a named governor

Incident Reporting

- All staff and pupils have a responsibility to report e safety or e security incidents
- In order to maximise school e- safety all incidents will be brought to the attention of senior staff and recorded on Pupil Asset and dealt with effectively and promptly

Mobile IT hardware e.g. laptops in transit

- Mobile IT resources are to be stored in a locked compartment e.g car boot when in transit (insurance requirement)
- Mobile IT resources e.g laptops are to be used exclusively for school purposes

Disposal of hardware

- All obsolete hardware will be safely and securely disposed of
- All obsolete hard drives will be wiped prior to safe disposal

Adoption and 3 year review of the I.T Acceptable Use Policy

This policy was adopted at a meeting of:	St Helen's Primary School IEB/Governing Body
held on:	9th February 2023
Print name: **Signed on behalf of the FGB:**	Matt Sampson