

**Policy for**

**Acceptable Use of Computing and  
Handheld Devices**

**Helmingham Community Primary  
School**

**Written by: Charlotte Salmon**

**Date: May 2016**

**Approved by: .....**

**Date of approval: .....**

***To be reviewed May 2017***

## **1 PURPOSE**

The policy defines and describes the acceptable use of computing and handheld devices for school-based employees. Its purpose is to minimise the risk to pupils of inappropriate contact from staff, to protect employees and schools from litigation and to minimise the risk to IT systems.

## **2 SCOPE**

**2.1** This policy deals with the use of IT facilities in schools in Suffolk and applies to all school-based employees and other authorised users, e.g. Volunteers.

**2.2** Non school-based staff are subject to the schools Acceptable Use Policy.

## **3 SCHOOL RESPONSIBILITIES**

**3.1** The Governing Body is responsible for ensuring that its employees act in a lawful manner, making appropriate use of school technologies for approved purposes only.

**3.2** The Governing Body is responsible for adopting relevant policies and the Headteacher for ensuring that staff are aware of their contents.

**3.3** The Headteacher is responsible for maintaining an inventory of IT equipment (or to delegate this responsibility to the Computing Leader or Administrative Officer).

**3.4** If the Headteacher has reason to believe that any IT equipment has been misused, he/she should consult the Area Personnel Officer or Education Lead Officer at the Area Office for advice without delay. The Area Personnel Officer will agree with the Headteacher and CSD's Policy and Compliance Manager an appropriate strategy for the investigation of the allegations. Incidents will be investigated in a timely manner in accordance with agreed procedures.

**3.5** The Headteacher will make it clear that internal school staff should not carry out any investigations unless they are both qualified and authorised to do so.

## **4 USER RESPONSIBILITIES**

**4.1** Parents, pupils and staff are asked to read and sign a summary of this policy (Appendix A). Staff are also required to read the guidelines and recommendations of the 'Safe Use of Images' (Appendix B).

**4.2** Staff found to be in breach of this policy may be disciplined in accordance with the disciplinary procedure. In certain circumstances, breach of this policy may be considered gross misconduct resulting in termination of employment. Users must report all suspected breaches of this policy to the Headteacher.

**4.3** Users and their managers are responsible for ensuring that adequate induction, training and support is undertaken to implement this policy.

**4.4** By logging on to IT systems, users agree to abide by this Acceptable Use policy and other policies that relate to the use of IT.

**4.5** All users are expected to act in a responsible, ethical and lawful manner with the understanding that school electronic and manual information may be accessible to the public under the Freedom of Information Act 2000. Users should uphold privacy and confidentiality in accordance with the Data Protection Act 1998. Care must also be taken not to breach another person's copyright, trademark or design, nor to publish any defamatory content.

**4.6** Teaching staff and identified support staff are given the use of a school laptop and/or iPad, for use in and out of school. When staff leave, the laptop and/or iPad is retained by the school. Staff may use school equipment for authorised business use only, except as allowed for in paragraph 5.1.

**4.7** Staff must follow authorised procedures when relocating IT equipment or taking mobile devices offsite.

**4.8** No one may use IT resources in violation of license agreements, copyrights, contracts or national laws, or the Standing Orders, policies, rules or regulations of the school or the County Council.

**4.9** Users are required to protect their password and not share their account details with others for their use, nor utilise another users' account or misrepresent their identity for any reason. Users must not under any circumstances reveal their password to anyone else.

**4.10** No user shall access (e.g., read, write, modify, delete, copy, move) another user's personal electronic documents (including email) without the owner's permission or as allowed by this policy or by law.

**4.11** Users must not load or download software on any device without the authorisation of the Headteacher. Periodic audits of software held on IT equipment will be undertaken.

**4.12** Users must take care to store sensitive information, e.g. pupil data safely and to keep it password protected, on all school systems, including laptops.

**4.13** Network connected devices must have school approved anti-virus software installed and activated. Users may not turn off anti-virus software. All users of IT resources have the responsibility to take precautions to prevent the initial occurrence and subsequent spreading of a computer virus. No one may knowingly create, install, run, or distribute any malicious code (e.g. viruses, Trojans, worms) or another destructive program on any IT resource.

**4.14** No one may knowingly or willingly interfere with the security mechanisms or integrity of IT resources. No one may use IT resources to attempt unauthorised use, or interfere with the legitimate use by authorised users, of other computers on internal or external networks. Access to networks will be monitored.

**4.15** Within the terms of the Data Protection Act 1998, Human Rights Act 1998 and the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000, the County Council or school may record or inspect any information transmitted through or stored in its computers, including e-mail communications and individual login sessions, without notice when:

- There is reasonable cause to believe the user has violated or is violating this policy, any guidelines or procedures established to implement this policy.
- An account appears to be engaged in unusual or unusually excessive activity.
- It is necessary to do so to protect the integrity, security, or functionality of IT resources or to protect the County Council or its partners from liability.
- Establishing the existence of facts relevant to the business.
- Ascertaining or demonstrating standards which ought to be achieved by those using the IT facilities.
- Preventing or detecting crime.
- Investigating or detecting unauthorised use of IT facilities.
- Ensuring effective operation of IT facilities.
- Determining if communications are relevant to the business (for example, in the last resort where an employee is off sick or on holiday and business continuity is threatened).
- It is otherwise permitted or required by law.

**4.16** Staff are instructed not to send private, sensitive or confidential information by unencrypted email – particularly to an external recipient - if accidental disclosure could lead to significant harm or embarrassment. They understand to anonymise personal data where possible e.g. by using initials. The sending of sensitive documents must be authorised / overseen by the Headteacher.

**4.17** Websites should not be created on school equipment without the written permission of the Headteacher.

**4.18** No one may use IT resources to transmit abusive, threatening, or harassing material, chain letters, spam, or communications prohibited by law. No one may abuse the policies of any newsgroups, mailing lists, and other public forums through which they participate from a school account.

**4.19** The following content should not be created or accessed on IT equipment at any time:

- Pornography and “top-shelf” adult content
- Material that gratuitously displays images of violence, injury or death
- Material that is likely to lead to the harassment of others
- Material that promotes intolerance and discrimination on grounds of race, sex, disability, sexual orientation, religion or age
- Material relating to criminal activity, for example buying and selling illegal drugs
- Material relating to any other unlawful activity e.g. breach of copyright
- Material that may generate security risks and encourage computer misuse

**4.20** It is possible to access or be directed to unacceptable Internet sites by accident. These can be embarrassing and such sites can be difficult to get out of. If staff have accessed unacceptable content or are in receipt of unacceptable material via email, they should inform the Headteacher. This may avoid problems later should monitoring systems be alerted to the content.

## **5 PERSONAL USE & PRIVACY**

**5.1** In the course of normal operations, IT resources are to be used for business purposes only. The school permits limited personal use of IT facilities by authorised users subject to the following limitations:

- Personal use must be in the user's own time and must not impact upon work efficiency or costs.
- The level of use must be reasonable and not detrimental to the main purpose for which the facilities are provided.
- Personal use must not be of a commercial or profit-making nature.
- Personal use must not be of a nature that competes with the business of the school or conflicts with an employee's obligations.

**5.2** Personal use of the Internet must not involve attempting to access the categories of content described in section 4.19 that is normally automatically blocked by web filtering software.

## **6 MOBILE PHONE COMMUNICATION AND INSTANT MESSAGING**

**6.1** Staff are advised not to give their home telephone number or their mobile phone number to pupils.

**6.2** Photographs and videos of pupils should not be taken with mobile phones.

**6.3** Pupils mobile phones are not permitted in school.

**6.4** Staff should not enter into instant messaging communications with pupils.

## **APPENDIX A - ACCEPTABLE IT USE POLICY**

*For Staff and Pupils and for approval by Parents.*

Dear Pupils, Parents and Staff,

The computer system is owned by Helmingham Community Primary School and is made available to pupils to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school's Acceptable IT Use Policy has been drawn up to protect all parties – the pupils, the staff and Helmingham Community Primary School.

The school reserves the right to examine or delete any files that may be held on its computer system & to monitor e-mail and any Internet sites visited by users.

### **WHAT YOU SHOULD DO:**

#### ***Pupils & Parents / Carers***

Please read the policy below and sign this contract and return it to the school.

#### ***Staff***

Read the policy below. You must then work within this policy and must support it at all times.

### **THE IT USE POLICY**

- All Internet activity should be appropriate to staff professional activity or the pupils' education.
- Access should only be made via the authorised account and password, which should not be made available to any other person.
- Activity that threatens the integrity of the School IT systems, or activity that attacks or corrupts other systems, is forbidden.
- Users are responsible for all e-mail sent/received and retained and for contacts made that may result in e-mail being received.
- As e-mail can be forwarded or inadvertently sent to the wrong person, the same acceptable levels of language and content should be applied as for letters or other media.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden. Copyright of materials must be respected at all times.
- Posting anonymous messages and forwarding chain letters is strictly forbidden.
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden. Having material of a pornographic [sexual or violent], racist or other type, which is seen as offensive by Helmingham CPS in a School email folder, or sending or receiving such material, may lead to temporary or permanent exclusion from the school system.
- Parents and carers will ensure they have explained this statement to their children and will make every effort to ensure pupils send no offensive material to Helmingham CP School via email.
- All users will at all times respect the privacy of other users' work/account areas.
- Helmingham CP School will ensure that all possible steps are taken to protect users from accessing offensive sites.
- Helmingham CP School will ensure that the security of users' personal data, where held, will be secure and the school will operate within the Data Protection Act

#### **Important:**

Any student who damages the IT equipment will have their account removed from the School system. They will not be allowed to use IT in School for a specified period agreed with parents.

The School will also seek to recover costs of any damage to replace or repair damaged equipment.

Staff member Signed: \_\_\_\_\_ Date \_\_\_\_\_

Parent Signed: \_\_\_\_\_ Date \_\_\_\_\_

Pupil Signed: \_\_\_\_\_ Date \_\_\_\_\_

## **APPENDIX B - SAFE USE OF IMAGES**

### **Suffolk County Council guidelines and recommendations**

#### **1 INTRODUCTION - WHY THIS IS IMPORTANT**

**1.1** Photos and videos can show parents and the local community the activities and learning that takes place at your school.

**1.2** Using technologies such as digital cameras and websites makes easier to take images and show them to the world, but it is important to recognise that you have a responsibility to make sure that individual and parental rights are respected, and that vulnerable individuals are protected from risk.

**1.3** Issues of child protection and parental consent cannot be ignored or taken for granted, but it is important to take a common sense approach to the use of photographs and the consent needed. Schools are as likely to come under fire for over-reacting as they will for apparently not being concerned.

**1.4** These guidelines are intended to apply to all forms of publication, in print, on film or video, on websites and in the media.

#### **2 GETTING CONSENT FOR CHILDREN AND YOUNG PEOPLE**

**2.1** You should have permission from a pupil's legal guardians before you take their photo for a publication, website or display in a public place. This includes areas where visitors to your school have access. (Appendix C)

**2.2** Consent can last for the whole period that the child is at your school plus a year after they have left, to enable you to publicise activities undertaken by final year pupils.

**2.3** The consent form should be sent with the school registration pack, and yearly reminders to all parents that they should let you know if there are changed circumstances, or if they want to withdraw permission for their child to be photographed. The school is obliged to comply with the parents' or carers' wishes.

**2.4** Changed circumstances will be recorded and forms and photos kept together.

**2.5** If two parents/carers disagree over consent for their child to appear in photos or videos, it should be treated it as if consent has not been given.

#### **3 GETTING CONSENT FOR ADULTS**

**3.1** Written permissions will be collected from teachers and other adult staff, helpers and volunteers to use their photos. (Appendix D).

#### **4 USE OF IMAGES**

**4.1** You should make sure that people are aware about what their image will be used for. If you are writing to parents to accompany the photo permissions form, you should be as specific as possible about what sorts of photos might be taken – for example

- Reception year photos for publication in local papers
- Media photography of school drama, music and sporting events
- Photographs of school activities for use in school brochures and publicity materials, and in Suffolk County Council publications

**4.2** You should make sure that people are aware if you intend to use their photo in a potentially sensitive publication. For example, a person giving consent to appear on a health promotion leaflet might object if it turns out to be for sexually transmitted diseases.

**4.3** Make sure that only images of pupils in suitable dress are taken to reduce the risk of images being used inappropriately. Use your common sense judgement about the photos you use, and if there is any possibility that a photograph could be used inappropriately then destroy it. Particular care should be taken with photos taken during PE and swimming lessons.

**4.4** Make sure that photo shoots are inclusive and show a range of different pupils from diverse backgrounds and abilities.

#### **5 NAMING PUPILS**

**5.1** If you use a photograph, avoid naming the pupil in full (first name and surname). Use general captions e.g.: working in the science lab, or first names only.

**5.2** If a pupil is named in full in the text of a publication, avoid using their photograph.

**5.3** You should also check that you have not inadvertently named a child in a photo because they are wearing a name badge. Remove these before the photograph is taken, or blank them out in the production process.

**5.4** Please note that newspapers will often want to name children in photographs – their first name and surname, and often their age as well. See section 9 for more details.

## **6 SCHOOL PLAYS AND OTHER EVENTS**

**6.1** There are a number of issues to consider when allowing photography/video recording at school events. For example:

- Disturbance to other members of the audience
- Distraction to those taking part
- Copyright restrictions
- Parental objection
- Child protection concerns

**6.2** Generally school heads and governors should take a common sense approach based on their knowledge of general parents' views when deciding whether to allow video cameras and photography at school plays, sports days etc.

**6.3** You should make all parents/carers aware in advance of the event that other parents may want to video or photograph performances as a record of their child's work, and give people a chance to let you know if they don't want their child to be filmed.

**6.4** For example you could include a line in a letter home, and on the event programme, to make people aware that other parents may be recording the event.

**6.5** If an objection is raised, you will need to consider ways to overcome this. For example, you could arrange professional photography, reducing disturbance and enabling parents to buy acceptable images. Or you could give parents an opportunity to photograph or film before or after the event, so that any objectors would be able to withdraw their child without affecting the event or performance – you could bring the cast together after a school play, or winners after a sports event.

## **7 SCHOOL FETES AND OPEN EVENINGS**

**7.1** If you are going to take general shots at these events of pupils and visitors for publicity purposes, you should warn people in the invitations you send that this will take place, so that general consent is implied by attendance.

## **8 OUTSIDE EVENTS**

**8.1** Pupils make take part in public performances outside the school. In these cases the event organiser should seek the permission of parents or carers for photos to be taken and used in publicity.

## **9 PRESS PHOTOGRAPHY AND MEDIA FILMING**

**9.1** Pupils should not be approached or photographed at school without the permission of the school authorities. However, you may want to invite the media into school to publicise an event or you may be approached by the media regarding a news story.

**9.2** Newspapers will often want to name children in photographs – their first name and surname, and often their age as well. For this reason it is important that you make parents/carers aware of this and give them an opportunity to object to their child being in media photos. This is included on the photo permissions form (appendix 1).

**9.3** If you invite the media into your school for publicity purposes it is important that you inform parents/carers whose children may feature in photos or filming.

**9.4** If you know there are children who should not be identified as going to your school – even if they are in a big group shoot and are not named, you will need to keep them away from the cameras.

## **10 VIDEO CONFERENCING**

**10.1** You need to explain to parents how this is used and why, and that it means sending images over the internet that might be stored for educational use in schools. If parents/carers have not given permission for internet publication of their child's photo you would need to angle the webcam to avoid these children.

## **11 STORAGE OF IMAGES**

**11.1** If the photo is likely to be used again make sure that it will be stored in a secure place and is only accessed by people who are authorised to do so. Digital images should also be stored securely, including any images stored on CD or other disks and on the school's computer network. Electronic images should be stored on media which are protected by password. You must not re-use photos for more than a year after the pupil leaves the school.

**11.2** When you destroy photos it is important to destroy the negatives as well, and in the case of CDs and other media which cannot be erased electronically, you should render the disk unusable.

**11.3** If you have photos on file that you have already taken, but don't have written permissions to use them on websites you should renew parental permissions for this before use.

Helmingham Community Primary School has agreed to work to these guidelines.

May 2016



## APPENDIX C - PHOTO PERMISSIONS FORM FOR PUPILS

School name: Helmingham Community Primary School

Occasionally, we may take photographs of the children/young people at our school. We may use these images in our schools prospectus or in other printed publications that we produce, as well as on our website or on project display boards at our school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

Suffolk County Council may also use our photographs of pupils to illustrate work in Suffolk schools in council publications, publicity materials and the internet.

From time to time, our school may be visited by the media who will take photographs, film footage or carry out radio interviews. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes. Photos for the media and other publicity purposes may also be taken at events where our school is taking part.

Please answer the questions below, then sign and date the form where shown. Please return the completed form to the school as soon as possible.

**Please  
circle your  
answer**

1) Are you happy for your child's photograph to be taken when participating in school activities? This may include by other parents at school plays and events	Yes / No
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2) If your answer to question 1 is yes, please tick the box to say you are happy for your child's photo to be used in the following ways: <input type="checkbox"/> a) In publications and publicity materials produced by the school and by Suffolk County Council <input type="checkbox"/> b) On the school website and Suffolk County Council websites <input type="checkbox"/> c) Recorded on video or webcam	
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3) Are you happy for your child to appear in the media? This may mean their photo and name is used in print in local papers	Yes / No
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*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. Please also note that the conditions for use of these photographs are on the back of this form.*

I have read and understood the conditions of use on this form.

**Parent/Carer  
signature:**

**Date:**

\_\_\_\_\_

**Name of child:**

\_\_\_\_\_

**Parent/Carer name  
(in block capitals):**

\_\_\_\_\_

**Address  
(in block  
capitals):**

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**Telephone  
number:**

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**Conditions of use**

1. This form is valid for the period of time your child attends this school, plus one year after they leave, to enable us to publicise the work of final year pupils. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings for more than one year after your child leaves this school.
3. If we use photographs of individual pupils or small groups of pupils, we will avoid using the full name (which means first name **and** surname) of that child in the accompanying text or photo caption. **Please note that the media are likely to use first names and surnames in their publications/broadcasts.**
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
5. We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.
6. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

**APPENDIX D - PHOTO PERMISSIONS FORM FOR STAFF AND ADULT HELPERS**

School name: Helmingham Community Primary School

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Occasionally, we may take photographs of activities at our school. We may use these images in our schools prospectus or in other printed publications that we produce, as well as on our website or on project display boards at our school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use. Suffolk County Council may also use our photographs of pupils to illustrate work in Suffolk schools in council publications, publicity materials and the internet.

From time to time, our school may be visited by the media who will take photographs, film footage or carry out radio interviews. Photos for the media and other publicity purposes may also be taken at events where our school is taking part.

Please answer the questions below, then sign and date the form where shown. Please return the completed form to the school as soon as possible.

**Please  
circle your  
answer**

1. Are you happy for your photograph to be used in publications and publicity materials produced by the school and by Suffolk County Council?	Yes / No
2. Are you happy for your image to be used on our website and Suffolk County Council websites?	Yes / No
3. Are you happy for your image to be recorded on video or webcam?	Yes / No
4. Are you happy to appear in the media? This may mean your photo and name is used in print,	Yes / No

*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. Please also note that the conditions for use of these photographs are on the back of this form.*

I have read and understood the conditions of use on this form.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name (in block capitals):** \_\_\_\_\_

<b>Address (in block capitals):</b>		<b>Telephone number:</b>	
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**Conditions of use**

1. This form is valid for the period of time while you are employed at this school, plus one year after you leave, to enable us to publicise the work of the school effectively. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings for more than one year after you leave this school.
3. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.