Libra School

ICT and Internet – Acceptable Use Policy			

Date	Review Date	Coordinator	Director
09.12.17	06.12.18	Kirsty Crosby	Joan Wilkes

We believe this policy relates to the following legislation:

- Computer Misuse Act 1990
- Misuse of Information Act 1990
- Health and Safety (Display Screen Equipment) Regulations 1992 as amended in 2002
- Data Protection Act 1998
- Human Rights Act 1998
- Freedom of Information Act 2000

The following documentation is also related to this policy:

- Data Protection and Security: A Summary for Schools (Becta 2004)
- The Safe Use of New Technologies (Ofsted)

We believe information and communications technology includes all forms of computing, the internet, telecommunications, digital media and mobile phones. School staff have clear responsibilities with regard to the use of all ICT equipment and ICT facilities.

Any member of the school staff that uses illegal software or accesses inappropriate websites when in school faces dismissal. All school staff will be made aware of all legislation relating to computer misuse, data protection and copyright.

We expect all school staff to sign and date the 'Acceptable Use of ICT Agreement' and be fully aware of and implement the internet safety policy. This Agreement is issued to all new staff with the job offer letter. All school staff have the duty to report any misuse of the ICT equipment or the ICT facilities of this school.

We have a duty to ensure the internet safety of all children within this school under the Libra School Safeguarding Policy and Procedures. All staff must be vigilant when supervising children using the internet to ensure appropriate use. Staff must report any concerns immediately to the Designated Person who will ensure that all action taken is in line with Libra's Safeguarding Policy and Procedures.

We have a duty to safeguard children, young people and families from violent extremism. We are aware that there are extremists groups within our country who wish to radicalise vulnerable children and to involve them in terrorism or in activity in support of terrorism. Periodic risk assessments are undertaken to assess the risk of pupils being drawn into terrorism. School personnel must be aware of the increased risk of online radicalisation, and alert to changes in pupil's behaviour. Any concerns will be reported to the Designated Safeguarding Lead.

We are aware that under the 'Counter-Terrorism and Security Act 2015' we have the duty to have 'due regard to the need to prevent people from being drawn into terrorism'. This duty is known as

the Prevent duty and we believe it is essential that school personnel are able to identify those who may be vulnerable to radicalisation or being influenced by extremist views, and then to know what to do when they are identified.

We provide a safe environment where we promote pupils' welfare. Within this environment we work hard to build pupils' resilience to radicalisation and extremism by promoting fundamental British values and for everyone to understand the risks associated with terrorism. We want pupils' to develop their knowledge and skills in order to challenge extremist views.

We, as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To ensure school staff are aware of all legislation relating to computer misuse, data protection and copyright.
- To share good practice within the school.
- To protect children from the risk of radicalisation and extremism.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Headteacher and Senior Leadership Team

The Headteacher and the Senior Leadership Team will:

- ensure all school staff are aware of and comply with this policy;
- ensure all school staff sign and date the 'Acceptable Use of ICT Agreement';
- work closely with the coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- make effective use of relevant research and information to improve this policy;
- monitor the effectiveness of this policy;

Role of the Coordinator

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher;
- devise and update when appropriate acceptable use guidelines;
- display these guidelines around the school;
- provide guidance and support to all staff;
- keep a log of all ICT equipment used by school staff;

- provide training for all staff on induction and when the need arises regarding;
- make effective use of relevant research and information to improve this policy;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;

Role of School Staff
School staff will:

- comply with all aspects of this policy;
- be aware of all other linked policies;
- sign and date the 'Acceptable Use of ICT Agreement';
- be aware of the acceptable use guidelines;
- protect their user name and passwords;
- log off when using a computer;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

Acceptable ICT Use Agreement

I understand that the school Internet facility is for the good of my professional development, for the development of this school and must be used only for educational purposes.

I realise that I have a personal responsibility to abide by the set rules and regulations and code of conduct when using the Internet and I am aware of the consequences if I breach them.

I am aware that by breaching the rules and regulations it may lead to:
- withdrawal of my user access
- the monitoring of how I use the Internet
- disciplinary action
- criminal prosecution

I will report immediately to the School Manager any accidental access to inappropriate material or websites that I may have.

I will log on to the Internet by using my password, which will be changed if I am aware that it is known by others.

When using the school's Internet I will not:

- use the Internet in such a way that it will bring the school into disrepute
- use inappropriate or illegal websites
- download inappropriate material or unapproved software
- disrupt the time of other Internet users by misusing the Internet
- use inappropriate language
- use language that may provoke hatred against any ethnic, religious or other minority group

- produce, send out, exhibit or publish material that will cause offence to anyone
- divulge any personal information about myself, any other user or that of children
- divulge my login credentials or passwords to anyone
- use the login credentials or passwords of any other user
- use a computer that is logged on by another user
- use any social networking site
- transfer the images of children without prior permission of the headteacher and from parents
- use email for private use but only for educational purposes
- compromise the Data Protection Act or the law of copyright in any way

I agree to abide by this agreement.

Employee Name:		Headteacher Name:	
Employee Signature:		Headteacher Signature:	
Date:		Date:	

ICT Use Code of Conduct

Libra internet access is designed expressly for pupil and staff use and will include appropriate filtering, spyware and antivirus software when necessary.

- Pupils are taught what is acceptable and what is not acceptable and given clear instructions regarding internet use by all staff across the curriculum.
- Staff are advised to guide and supervise their pupils in online activities through the curriculum requirements to support learning outcomes planned for pupils based on their individual circumstances and abilities.
- Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location and retrieval by all staff across the curriculum.
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via IT Technician or in his absence, the School Manager.
- The use of internet derived materials by staff and pupils must comply with copyright law
- Pupils should acknowledge the source of information and to respect copyright when using internet material in their own work.
- Pupils may only use approved email accounts on the Libra system.
- Pupils must immediately tell a teacher if they receive offensive or threatening email.
- Pupils must not reveal details of themselves or others, such as address or telephone number, or arrange to meet anyone in email communication.
- Email sent to an external organisation should be written carefully in the same way as a letter written on Libra headed paper.
- The forwarding of chain letters is banned.
- Pupils are not allowed access to public or unregulated chat rooms.
- Newsgroups will not be made available unless an educational requirement for their use has been demonstrated.
- Passwords should be regularly changed and held confidentially by users.
- In common with other media such as magazines, books and video, some material available via the internet is unsuitable for pupils. Libra will take all reasonable precautions to ensure that

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users access only appropriate material. However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a Libra computer. Libra does not accept liability for the material accessed, or any consequences of internet access.

- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990 and could result in disciplinary procedures for staff.
- The Directors in liaison with the IT Technician will ensure that the internet policy is implemented, and compliance with the policy monitored.
- Libra will work in partnership with parents, local authority, DfE and the Internet Service Provider to ensure systems to protect pupils are regularly reviewed and improved.
- Any pupil who accesses inappropriate material, misuses the Libra equipment or is in breach of the Libra guidelines will be deemed to have breached the trust that is part of our partnership. In such a case the pupil will have his/her access to ICT resources withdrawn.

Libra Website (www.libraschool.co.uk)
- The points of contact on the website are the Libra address, Libra email and telephone number. Staff or pupils' home information will not be published.
- Pupils' names will not be used anywhere on the website, particularly associated with photographs.
- If parents or guardians (or Social Workers) do not wish photographs of pupils to be published on the website or the Libra prospectus, Libra should be informed in writing.
- The IT Technician in liaison with the School Manager will take overall editorial responsibility and ensure content is accurate and appropriate.

Data and Computer Security
- The Libra ICT systems will be reviewed regularly with regard to security.
- Virus protection will be installed and updated regularly.
- Use of floppy disks and USB drives will be regularly reviewed.

The School undertakes to ensure security of personal data by ensuring that all staff comply with the School's Security Policy. The following general methods (for security reasons we cannot reveal precise details in this document) will be used:

Physical Security
Appropriate building security measures are in place, such as alarms and CCTV (please refer to CCTV Policy & Procedures for full information). Disks, tapes and printouts are locked away securely when not in use. All visitors to the school are required to sign in and out and where appropriate will be accompanied.

Logical Security
Security software is installed on all computers, only authorised users are allowed access to the computer files and password changes are regularly undertaken. Computer files are backed up (i.e. security copies are taken) weekly.

Procedural Security

All staff are trained and instructed in their Data Protection obligations and their knowledge updated as necessary. Computer printout and source documents are always shredded before disposal.

Electronic Encryption and sharing

LIBRA subscribe to Egress Software Technologies (the leading provider of email and file encryption services and software) for security purposes and to prevent data loss. This private cloud infrastructure provides us with real-time control and instant file tracking to ensure that security is paramount and reduces the risk associate with sharing confidential information.

Overall security policy is determined by the Head Teacher and will be monitored and reviewed as appropriate and whenever a major security breach or loophole is apparent. Any queries or concerns about security of data within the school should be brought to the attention of the Head Teacher.

Individual members of staff can be liable in law under the terms of this Act. They may also be subject to damages claims from persons harmed as a result of inaccuracy, unauthorised use or disclosure of their data. Any deliberate breach of this Data Protection policy will be treated as a disciplinary matter and serious breaches of the Act may lead to dismissal.

Further help on any aspect of this policy and its implementation can be obtained from the School Administration Office.

Trusted Third Parties

LIBRA deals with Trusted Third Parties (TTP) where they have confirmed they use 'safe', high security conditions when receiving, submitting and processing Anonymised data and information transfers from/with LIBRA. LIBRA use Egress Switch account for electronic communications with Trusted Third Parties.

Staff
Electronic Mail
The use of the email system within LIBRA is a necessity, as its appropriate use facilitates communication and improves efficiency. Used correctly, it is a facility that is of assistance to many employees. However its inappropriate use causes many problems ranging from minor distractions to legal claims against LIBRA. This section sets out LIBRA's view on the correct use of the email system, and explains how this can be achieved, as well as LIBRA's responses to inappropriate use.

Monitoring
LIBRA reserves the absolute right to monitor employees' use of email.

Authorised use
The email system is available for communication on matters directly concerned with the business of LIBRA. Employees using the email system should give particular attention to the following:
- The standard of presentation: the style and content of an email message must be consistent with the standards that LIBRA expects from written communications;
- The extent of circulation: email messages should only be sent to those employees for whom they are particularly relevant;

- The appropriateness of email: email should not be used as a substitute for face to face communication; "Flame-mails" (emails that are abusive) can be a source of stress and can damage working relationships, while hasty messages, sent without proper consideration, can cause unnecessary misunderstandings;
- The visibility of email: if the message is confidential, the user must ensure that the necessary steps are taken to protect confidentiality;
- LIBRA will be liable for any defamatory information circulated either within LIBRA or to external users of the system; and
- Email contracts: offers or contracts transmitted via email are as legally binding on LIBRA as those sent on paper.

Unauthorised use
LIBRA will not tolerate the use of the email system for any of the following:
- Any message that could constitute bullying or harassment (eg. On the grounds of sex, race or disability);
- Personal use, eg social invitations, personal messages, jokes, cartoons or chain letters;
- Online gambling;
- Accessing pornography; and
- Downloading or distributing copyright information and/or any software available to the user.
- Shared access to emails outside of working hours and to anyone not employed by Libra.

Internet
The use of the internet within LIBRA is encouraged, as its appropriate use provides access to a wide range of useful information. Used correctly, it is a facility which can be of valuable assistance to LIBRA and to employees in the performance of their jobs. However its inappropriate use causes many problems ranging from excessive costs for LIBRA to possible legal claims against LIBRA.

Monitoring
LIBRA reserves the absolute right to monitor employees' use of the internet.

Authorised use
Access to the internet is provided to employees for matters directly concerned with the business of LIBRA. Employees with access should be aware that:
- Leaving internet access open while away from an employee's desk means that unauthorised use may occur in the absence and be attributable to the employee;
- Spending long periods of the working day on the internet means normal work is not being done or colleagues picking up an unequal share; and
- System records may be used to monitor use of the internet.

Unauthorised use
LIBRA will not tolerate the use of the internet for any of the following:
- Accessing or downloading pornography or other illegal or obscene material;
- Downloading software which has not been virus checked and approved by the Systems Manager;
- Personal communication;
- Accessing online personal services such as holidays, shopping, banking; and

- Creating and/or operating a personal website.

This is not an exhaustive list.

Computer software
Because of potential virus infection and consequent damage to the business, employees must not load any software into any computer without the prior approval of management. Approval will only be given after virus checking. Virus protection software is maintained and periodically updated.

Under no circumstances must games or free issue software be loaded onto LIBRA's equipment. Employees must not make 'pirate' copies of LIBRA owned software for use by other persons either inside or outside LIBRA. This not only breaks LIBRA rules, it is an illegal practice.

Failure to comply with any procedure will give rise to disciplinary action being taken against the employee or employees concerned, and could include dismissal.

If you have any queries regarding the Libra's internet systems or policy please contact the IT Technician or the School Manager.

Raising Awareness of this Policy
We will raise awareness of this policy via:

- the Staff Handbook
- meetings with school staff

Training
All school staff:

- have equal chances of training, career development and promotion
- receive training on this policy on induction which specifically covers:

  - Computer Misuse
  - Data Protection
  - Copyright
  - Equal opportunities
  - Inclusion

- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications

Equality Impact Assessment
Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any child and it helps to promote equality at this school. (See Initial Equality Impact Assessment)

Monitoring the Effectiveness of the Policy
The practical application of this policy will be reviewed annually or when the need arises by the coordinator and the Headteacher.

Linked Policies

▪ Safeguarding	▪ Copyright
▪ Data Protection Procedures	▪ E-Safety

Director:	Joan Wilkes	**Date:**	09.12.17
Head Teacher:	Kirsty Crosby	**Date:**	09.12.17

Libra School
Initial Equality Impact Assessment

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
Acceptable Use of ICT	Yes stated			✓

This policy affects or is likely to affect the following members of the school community (✓)	Children	School Staff	Parents/carers	Directors	School Volunteers	School Visitors	Wider School Community
	yes	yes	yes	yes	yes	yes	yes

Question	Equality Groups																								Conclusion	
Does or could this policy have a negative impact on any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'yes' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
		✓			✓			✓			✓			✓			✓			✓			✓			✓
Does or could this policy help promote equality for any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓				✓
Does data collected from the equality groups have a positive impact on this policy?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓				✓

Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.

Preliminary EIA completed by	Date	Preliminary EIA approved by	Date
Kirsty Crosby	**09.12.17**	**Joan Wilkes**	**09.12.17**

Libra School

<table>
<tr><th colspan="5">Policy Evaluation</th></tr>
<tr><th>Points to be considered</th><th>Yes</th><th>No</th><th>N/A</th><th>Please supply evidence</th></tr>
<tr><td>• Policy annually reviewed</td><td>x</td><td></td><td></td><td></td></tr>
<tr><td>• Policy in line with current legislation</td><td>x</td><td></td><td></td><td></td></tr>
<tr><td>• Coordinator in place</td><td>x</td><td></td><td></td><td></td></tr>
<tr><td>• Nominated Director in place</td><td></td><td></td><td>x</td><td></td></tr>
<tr><td>• Coordinator carries out role effectively</td><td>x</td><td></td><td></td><td></td></tr>
<tr><td>• Headteacher, coordinator and Directors work closely</td><td>x</td><td></td><td></td><td></td></tr>
<tr><td>• Policy endorsed by Directors</td><td></td><td></td><td>x</td><td></td></tr>
<tr><td>• Policy regularly discussed at meetings of the Senior Management Team</td><td></td><td></td><td>x</td><td></td></tr>
<tr><td>• School staff aware of this policy</td><td>x</td><td></td><td></td><td></td></tr>
<tr><td>• School staff comply with this policy</td><td>x</td><td></td><td></td><td></td></tr>
<tr><td>• Children aware of this policy</td><td>x</td><td></td><td></td><td></td></tr>
<tr><td>• Parents aware of this policy</td><td>x</td><td></td><td></td><td></td></tr>
<tr><td>• Visitors aware of this policy</td><td>x</td><td></td><td></td><td></td></tr>
<tr><td>• Local community aware of this policy</td><td></td><td></td><td>x</td><td></td></tr>
<tr><td>• Funding in place</td><td></td><td></td><td>x</td><td></td></tr>
<tr><td>• Policy complies with the Equality Act</td><td>x</td><td></td><td></td><td></td></tr>
<tr><td>• Equality Impact Assessment undertaken</td><td>x</td><td></td><td></td><td></td></tr>
<tr><td>• Policy referred to the School Handbook</td><td>x</td><td></td><td></td><td></td></tr>
<tr><td>• Policy available from the school office</td><td>x</td><td></td><td></td><td></td></tr>
<tr><td>• Policy available from the school website</td><td>x</td><td></td><td></td><td></td></tr>
<tr><td>• School Council involved with policy development</td><td>x</td><td></td><td></td><td></td></tr>
<tr><td>• All stakeholders take part in questionnaires and surveys</td><td></td><td></td><td>x</td><td></td></tr>
<tr><td>• All associated training in place</td><td>x</td><td></td><td></td><td></td></tr>
<tr><td>• All outlined procedures complied with</td><td>x</td><td></td><td></td><td></td></tr>
<tr><td>• Linked policies in place and up to date</td><td>x</td><td></td><td></td><td></td></tr>
<tr><td>• Associated policies in place and up to date</td><td>x</td><td></td><td></td><td></td></tr>
<tr><td colspan="5">A statement outlining the overall effectiveness of this policy</td></tr>
<tr><td colspan="5">It is effective and suitable for purpose</td></tr>
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