

Birkdale High School



Birkdale
High School

Aspire - Thrive - Succeed

Acceptable Use of ICT Policy

November 2020-21



Birkdale High School Acceptable Use of ICT Policy

Date of Policy: November 2020
Members of staff responsible: Headteacher
Review date: November 2021

Acceptable Use of ICT Agreement for Staff

ICT (including data) and the related technologies such as virtual classrooms, email, the internet and mobile devices are an expected part of our daily working life in Birkdale High School. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with Mr G. Bourgade (Headteacher).

1. I will only use Birkdale High School's email / Internet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Headteacher or Governing Body.
2. I will comply with the ICT system security and not disclose any passwords provided to me by Birkdale High School or other related authorities
3. I will ensure that all electronic communications with pupils and staff are compatible with my professional role and are carried out with Birkdale High school equipment.
4. I will not give out my own personal details, such as mobile phone number and personal email address, to pupils or parents.
5. I will only use the approved, secure email system(s) for any Birkdale High School business.
6. I will ensure that personal data (such as data held by an MIS) is kept secure and is used appropriately, whether in Birkdale High School, taken off Birkdale High School premises or accessed remotely. Personal data can only be taken out of Birkdale High School or accessed remotely when authorised by the Headteacher or Governing Body. Personal or sensitive data taken off site must be encrypted.
7. I will not install any hardware or software without permission of the IT Manager.
8. I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
9. Images of pupils and / or staff will only be taken, stored and used for professional purposes in line with Birkdale High School policy and with written consent of the applicable parent, carer or staff member. Images will not be distributed outside Birkdale High School's network without the permission of the applicable parent / carer, member of staff or Headteacher.
10. I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Headteacher.
11. I understand that any files / messages stored on Birkdale High School's systems / devices may be removed if deemed inappropriate.

12. I will support Birkdale High School approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the Birkdale High School community.
13. I will respect copyright and intellectual property rights.
14. I will ensure that my online activity, both in and outside Birkdale High School, will not bring my professional role or Birkdale High School into disrepute.
15. I will support and promote Birkdale High School's e-Safety and Data Security Policy and help pupils to be safe and responsible in their use of ICT and related technologies.
16. I understand that it is my professional duty to read Birkdale High School's eSafety and Data Security Policies and comply with the guidance contained therein.
17. I understand this forms part of the terms and conditions set out in my contract of employment.

Staff signature

Date

I agree to follow this Code of Conduct and support the safe and secure use of ICT throughout the school

Staff signature

Date

Printed full name

Job title

Birkdale High School

Acceptable Use of ICT Agreement for Governors (Includes guest network access)

ICT (including data) and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This document is designed to ensure that all governors are aware of their responsibilities when using any form of ICT. All governors are expected to sign this document. Further guidance can be found in the school's eSafety and Data Security Policies.

1. I will only use the School's email / Internet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Headteacher or Governing Body.
2. I will comply with the ICT system security and not disclose any passwords provided to me by Birkdale High School or other related authorities
3. I will ensure that all electronic communications with pupils and staff are professional and compatible with my role.
4. I will not give out my own personal details, such as mobile phone number and personal email address, to pupils or parents.
5. I will not install any hardware or software without permission of the IT Manager.
6. I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
7. Images of pupils and / or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the applicable parent, carer or staff member. Images will not be distributed outside Birkdale High School's network without the permission of the applicable parent / carer, member of staff or Headteacher.
8. I understand that all my use of the Internet and other related technologies on the school network can be monitored and logged and can be made available, on request, to the Headteacher.
9. I understand that any files / messages stored on Birkdale High School's systems / devices may be removed if deemed inappropriate.
10. I will support Birkdale High School's approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the Birkdale High School community.
11. I will respect copyright and intellectual property rights.
12. I will ensure that my online activity, both in and outside Birkdale High School, will not bring my role or the school into disrepute.
13. I will support and promote Birkdale High School's e-Safety and Data Security Policies and help pupils to be safe and responsible in their use of ICT and related technologies.
14. I will take every precaution to ensure that all electronic communications related to my role as a governor are kept secure and treated as confidential.
15. I understand that I have a duty to report any incidents or concerns regarding e-Safety to the Deputy Headteacher / Headteacher.
16. I understand that if using the school network, it is my duty to read Birkdale High School's eSafety and Data Security Policies and comply with the guidance contained therein.

Governor Signature

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout the school.

Governor/guest signature

Date

Printed full name

Job title

Birkdale High School

Acceptable Computer and Internet Use Agreement for Students

The School Network (which includes all computers, laptops, tablets, email, virtual learning platforms and Internet access) is owned by the School and is made available to pupils to enhance their own learning. The School's Acceptable Use Policy has been drawn up to protect all parties – the pupils, staff and the School.

While using computers, laptops, tablets, email, connected to an online class or the Internet at Birkdale High School Academy the rules expected to be followed are:

1. I will remember that the school has an ethos of Respect and Service and ensure that I carry it out.
2. I will only use the computer for educational activities.
3. I will not use any computer in such a way that would disrupt the computer use of others.
4. I will not attempt to access, edit or delete files or areas belonging to others.
5. I will not interfere with any computer security measures the school may have in place or attempt to bypass the internet filtering system.
6. I will not use someone else's username and password to access the computer system, even if they have given me permission to do so.
7. I will not give anyone else my username and password.
8. I will not reveal personal details, address, phone number or password of others, or myself.
9. I will only upload, download or copy files to, or from, the internet with the permission of a member of staff.
10. I will respect copyright and intellectual property rights
11. I will only use the school printing facilities for printing academic work.
12. I will not attempt to access or download files from the internet or install software unless instructed to do so by a member of staff.
13. I will ensure that my online activity, both in school and outside school, will not cause others distress or bring the school, its staff or pupils into disrepute.
14. I will not use bad language, flaming or insight bullying in any messages I send.
15. I will not try to visit sites which might have offensive material.
16. I will report any unpleasant material or messages sent to me. I understand my report will be confidential and would help protect other pupils and myself.
17. I will not access chatrooms, instant messaging, social networking sites or other online email services
18. Images of pupils and / or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission of a member of staff.
19. Users should be aware that monitoring and random checks are made on all computer use and all e-mail messages sent and received, and that records are kept. I understand that any files / messages stored on Birkdale High School's systems / devices may be removed if deemed inappropriate.
20. I will not screen grab, snip or in any way take images of other students or teachers whilst connected to an online classroom.

All rules relating to computer use apply to both computer networks and stand-alone devices in the school. These rules also apply to all information sent electronically within the school, including text messages or pictures sent by mobile phones.

Should any pupil feel upset by either an email or text message in school they can email dpryor@birkdalehigh.co.uk where their concerns will be dealt with in confidence.

PARENT/GUARDIAN

As the Parent/Guardian of _____ **Form:** _____

I have read the rules for Acceptable Computer and Internet Use and understand that these rules apply when my child is using school computers and the Internet, and all information sent electronically within school.

I have gone through the rules with my child and explained their importance and the consequences of breaking the rules.

I understand that

- Computers and Internet access at Birkdale High School Academy are provided for educational purposes only.
- Birkdale High School will follow all educational guidelines on protecting students from unsuitable material.
- The school will make every reasonable effort to restrict access to all controversial material on the Internet, but I will not hold them responsible for materials my child acquires or sees as a result of the use of the Internet at school.

I give my permission to Birkdale High School Academy to allow the student named above to use the computers and Internet in the school. (This can be changed at any time, just contact your child’s Head of Year.)

The school will provide your child with an e-mail address for use in school. All email entering and leaving the school is checked for viruses, offensive content and SPAM. The IT Department will also monitor use of e-mail and conduct random checks to ensure that email is being used appropriately.

I give my permission to Birkdale High School Academy to allow the student named above to use the school’s e-mail system. (This can be changed at any time, just contact your child’s Head of Year.)

Parent/Guardian signature

Date

STUDENT

I have read the rules for Acceptable Computer and Internet Use and know the importance of these rules.

I know that if I break these rules, I might lose the right to use the school’s computer facilities or face further disciplinary action.

Student signature

Date