



"Opening doors to the future"

CYNGOR BWRDEISTREF SIROL MERTHYR TYDFIL

MERTHYR TYDFIL COUNTY BOROUGH COUNCIL

GREENFIELD SCHOOL

ACCEPTABLE USE POLICY

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' Opening Doors To The Future ' ' Agor drysau i'r dyfodol'

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Author

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MONITORING THE POLICY

This policy will be reviewed bi-annually unless change of circumstances or legislation requires it to be amended earlier.

Signed: Date:

Head teacher

Signed: Date:

Chair of Governors

Review Date

Author

Our Vision

'To open doors to the future'

Our Mission Statement

That children, staff, parents, carers and all stakeholders work actively in partnership to enable all pupils to realise and reach their full potential.

Aims

- For pupils to operate as independent learners and thinkers
- To inspire a love for learning
- To provide a relevant curriculum for all
- For pupils to value themselves
- To foster a sense of belonging to a community

Our Values

- We create
- We respect each other
- We try our best
- We are a team
- We learn from mistakes
- We celebrate each other's success
- We are polite and considerate
- We produce magic moments

We want every child to be safe and happy in our school. We believe that the key to this is for us all to have self-respect, respect for others and respect for property.

Everyone has the right to:

- Feel safe, cared for and respected.
- Be able to learn to the best of his/her ability and to develop whatever skills he/she possesses.
- Be treated equally irrespective of gender, race, physical characteristics or any other factors.
- Learn and play without disruption.

Everyone is expected to:

- Be responsible for their own behaviour
- Respect the rights of others
- Share our values

Scope

Internet access refers to the use of any resources from the World Wide Web, whether browsed or downloaded on any school equipment.

Internet Usage Principles

- a. It is a matter for managers/head teachers to approve who can use the Internet and to determine the level of access required. Head teachers should approve the use of the Internet for school staff.
- b. Connection to the Internet will be performed by the ICT department. This is to ensure that maximum control and protection is achieved and to promote for quality in-house technical support on any matters arising. School based staff that have a business requirement to connect to the Internet on County Borough equipment must refer to, and adhere to the 'School Remote Working Policy'.
- c. Messages or images shall not be posted on any Internet message board or other similar Web based service that would bring MTCBC or the school into disrepute, or which a reasonable person would consider to be offensive or abusive.
- d. Internet users shall not place on the Internet any opinion or statement that might be construed as representing MTCBC or the school.
- e. Internet access shall not be used for financial gain, or to host a website on any MTCBC or school equipment.
- f. MTCBC shall report any illegal activity to the Police. Employees shall also be liable to MTCBC's own disciplinary process, members shall be in breach of MTCBC's Members Code of Conduct and a case will be presented to school governors to consider disciplinary action against school based staff.
- g. Internet users' use of the system shall not have a noticeable effect on the availability of the system for other users. Internet users shall not participate in on-line games or have active any web channels that broadcast frequent updates to their computer (with the exception of games and web channels used in a learning environment for educational purposes).
- h. Internet users should not visit Web sites that display material of pornographic nature, or which contain material that may be considered offensive. School staff should inform the head teacher or ICT co-ordinator immediately should accidental access to such material occur. No disciplinary action shall be taken against employees who accidentally access sites containing dubious or unethical material providing they advise the head teacher or ICT co-ordinator in a timely manner. However, in order to avoid disciplinary action, it is the Internet users' responsibility to ensure that such unauthorised access does not happen on a frequent basis.

The following is not an exhaustive list but an indication of the types of conduct that may result in disciplinary action and possibly dismissal:

Creation, use, transmission or encouragement of material which:

- Is illegal, obscene or libellous;
- Is offensive, abusive, sexist, racist, defamatory or annoying;
- Infringes another person's/organisation's copyright and/or other statutory, regulatory and/or current law prescriptions;
- Transmission of unsolicited commercial or advertising material;
- Obtaining unauthorised access to MTCBC's/schools or other organisation's ICT facilities;
- Violating other people's privacy;

- Using chat lines or similar services (forums are permitted when used in an educational context);
- Playing games (other than when used in an educational context);
- Illegal activities including breaching the Data Protection, Computer Misuse and Design Copyright and Patents Acts;
- Wasting network and staff resources;
- Disrupting other user's work in any way, including by viruses or data corruption;
- Expressing personal views, which could be misinterpreted as those of MTCBC or the school;
- Committing MTCBC or schools to purchase or acquiring goods or services without proper authorisation;
- Downloading copyrighted or confidential information;
- Using the Internet to an excessive degree. If the line manager or Head teacher considers that the Internet is being used more than is necessary for the business function then the facility may be withdrawn.

l. Misuse: this includes, but is not limited to, excessive time, large downloads, games, chat rooms, discussion groups, movies or film clips (games, discussion groups, movies or video clips are permitted when used in an educational context), advertising personal goods or services, online trading, sending unsolicited email (the practice known as 'spamming') and the introduction of unauthorised software to the system.

j. Inappropriate use: this includes, but is not limited to, pornographic or adult-orientated websites or emails, racist, sexist or gambling websites or emails, sites promoting violence, and illegal software.

k. Where material is obtained from the Internet, ensure that any copyright restrictions are obeyed and that virus protection procedures are followed. Where material MTCBC owns is published, ensure that it carries out copyright indications.

l. Any Internet user using MTCBC facilities to access offensive material will face disciplinary action if they access such data/material deliberately. If illegal material is accessed deliberately, then MTCBC will inform the Police and a criminal prosecution may follow.

m. Staff who attempt to access a website that is blocked by the filtering system, but feel that they have a business requirement to access the site, must contact their ICT co-ordinator who will then contact the ICT department in MTCBC.

n. Internet users shall consider any issues concerning copyright and malicious software, before downloading any files or software from the Internet.

o. Internet users shall not enter their email address on a Website unnecessarily, unless there is a business or education purpose, as this might expose MTCBC or the school to security risks such as malicious software attacks or unwanted junk messages.

p. Internet users logged in at a computer shall be considered to be the person browsing the Internet. Under no circumstances shall Internet users browse the Internet from an account belonging to someone else. Usernames and passwords should be kept private. Ensure that you log off correctly when you have finished with the computer.

q. The use of social networks (i.e. Twitter, Facebook, LinkedIn, YouTube, Flickr etc for personal reasons is not permitted during working hours on any school equipment, Social networking uses up corporate bandwidth which is there for business use only. Social networking during working hours must be for teaching and learning activity only.

r. When communicating with pupils and parents using social networks, a school identifiable account must be used – all communication will be relevant to the professional role. Social communication with pupils and parents must not involve personal interaction with pupils or parents, or any other third-party, outside of its intended school purpose. Every effort must be taken to ensure messages cannot be perceived as ambiguous or misunderstood.

s. School staff must remember that they are representatives of their school and MTCBC, and using personal or school social network accounts to make libellous, slanderous or defamatory comments regarding their school or MTCBC, or its employees, will not be tolerated and may lead to disciplinary action.

t. Personal information must not be posted on social networks. Personal information is information that relates to a living individual who can either be i. identified from that data or ii. Can be identified from the information combined with any other information that is in the possession of the person or organisation holding the information. Basic personal information includes:

- Name
- Address
- Date of birth
- National Insurance Number

Sensitive personal information includes:

- Racial or ethnic origin
- Physical or mental health conditions
- Offences or alleged offences
- Religious belief
- Sexual life

u. All Internet access is logged and may be monitored.

v. You Tube

In order to use You Tube in the classroom, you will be expected to adhere to the following guidelines:

- a. The purpose of using streaming media is to enhance teaching and learning within the school. Personal use is prohibited.
- b. Media content should be viewed from start to finish and a full assessment made of its suitability for the internet audience.
- c. Content must be assessed away from the view and earshot of students.
- d. When a resource is deemed appropriate for use, it is recommended that it is downloaded and saved for future use. This will prevent any issues with online content being removed or changed.
- e. If it is not possible to download the resource then the video should be viewed prior to each use, to ensure it remains suitable for the intended purpose.

Unacceptable Use:

It is deemed inappropriate to view, create, access, download, or publish material that is:

- a. Pornographic or adult
- b. Racist, offensive or derogatory
- c. Obscene
- d. Bullying
- e. Violent
- f. Fraudulent
- g. Likely to cause harassment to others
- h. Confidential
- i. Prejudicial to the schools or councils best interests
- j. Not relevant to the business of the school or council
- k. Likely to irritate or waste time of others
- l. Likely to breach copyright

w. The use of Twitter

The use of twitter will be used to share and celebrate pupils achievements, successes and school updates. To demonstrate safe and responsible use of social media

- a. The school Twitter account will only updated from school devises by designated staff.
- b. The school Twitter account will be a Public account. ICT co-ordinators and SMT members will monitor the followers and block any who appear to not be school focused.
- c. The school Twitter account will only tweet between the hours of 8am and 6pm between Monday and Friday. The only time tweets outside of this time are for school events (e.g. football matches, residential trips, performances) or to share urgent school news (e.g. closers due to adverse weather).
- d. The school Twitter account will only follow educationally link accounts. No personal accounts, unless they are educationally linked, will be followed. For example a children’s author.
- e. The school Twitter account will not reply to any ‘replies’ on Twitter. This is not the platform to discuss or debate school related issues.
- f. The school Twitter account will only use children’s first names when referencing children.
- g. The school Twitter account will use Twitter to share positive messages about the school.
- h. The school Twitter account will not post photos of children’s faces with their names attached.
- i. Individually targeted content will not be posted e.g. “Well done Josh a better lesson today”. Tweets to a year group or class along the lines of “don’t forget the...” are acceptable. Although always think about the most effective way to communicate important information.
- j. By endorsing twitter we may be encouraging children to use twitter so reinforce e-safety rules such as
- k. “Never tweet anything that would be potentially upsetting; make sure you know how to report anything you find that disturbs you; be careful who you talk to they may not be all they appear; never meet anyone from twitter world without telling your parents.” Etc.
- l. Twitter’s own safety rules can be read on: https://support.twitter.com/groups/33-report-abuse-or-policyviolations#topic_166

x. Text System

The school text system will only text between the hours of 7am and 6pm between Monday and Friday. The only time texts outside of this time are for school events (e.g. football matches, residential trips, performances, inset day reminders) or to share urgent school news (e.g. closers due to adverse weather).