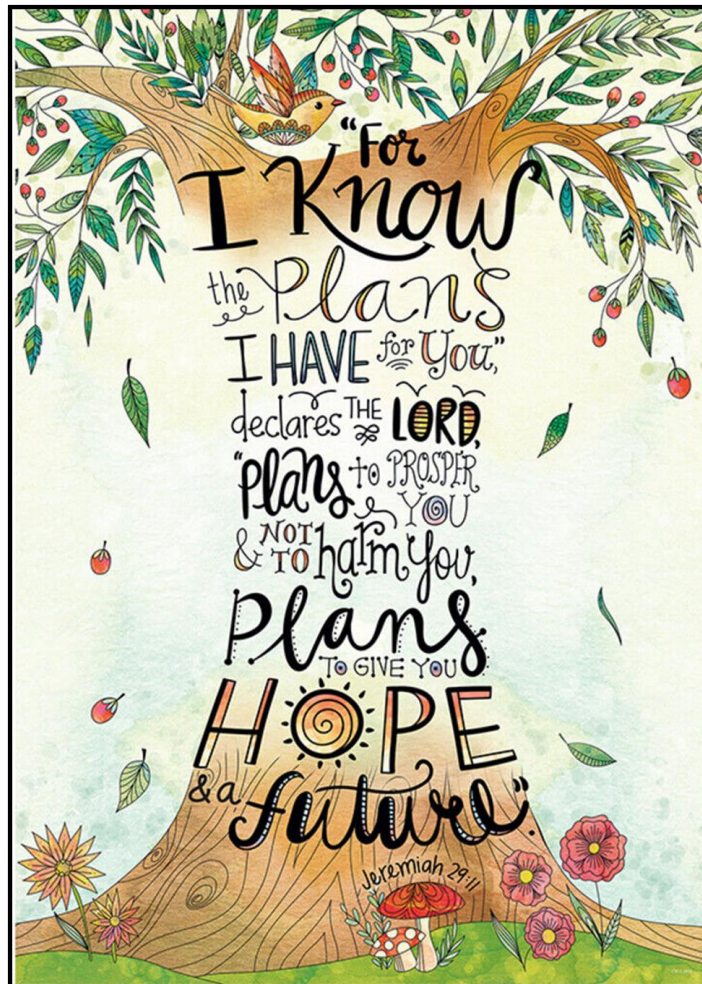


Marston Moreteyne VC School



Acceptable Use Policy

May 2023

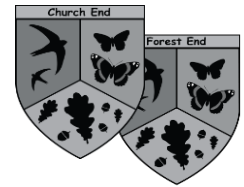


Next Reviewed May 2024

Marston Moreteyne VC School

e-Safeguarding and Internet Acceptable Use Policy

incorporating ... VLE, E-Mail, Mobile Phones
and Smart Watches
May 2023



This policy outlines acceptable use of the Internet, Mobile Phones, Smart Watches and Social Media at Marston Moreteyne VC School.

Rationale

The World Wide Web including the schools Virtual Learning Environment, offer staff and pupils enormous opportunity to further their own, and develop others, learning potential. The school actively encourages its pupils and staff to use the Internet to explore the boundaries of their learning and exploit the rich vein of information resources at their disposal. The modern world demands that individuals have the appropriate skills to utilise and analyse data efficiently and effectively.

E-learning has significantly impacted upon the ways schools operate by opening our classrooms to the huge array of learning material that is available through this media.

Although the school through the Local Authority's chosen providers takes all reasonable care to monitor and filter inappropriate material so as not to expose pupils to illegal and offensive material, at this time the school cannot guarantee that children will not access this type of material either deliberately or unintentionally. However, compliance to this policy will help minimise the possibility of this happening and provide staff and children with the confidence to report any breaches of protocol.

The schools equipment and the Internet may only be used for legal activities consistent with the aims, objectives and rules of the school.

The use of technology has become a significant component of many safeguarding issues. Child sexual exploitation; radicalisation; sexual predation: Technology often provides the platform that facilitates harm.

An effective approach to online safety empowers a school or college to protect and educate the whole school or college community in their use of technology and establishes mechanisms to identify, intervene in, and escalate any incident where appropriate. The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:

- **Content:** being exposed to illegal, inappropriate or harmful material; for example pornography, fake news, racist or radical and extremist views
- **Contact:** being subjected to harmful online interaction with other users; for example commercial advertising as well as adults posing as children or young adults
- **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example making, sending and receiving explicit images, or online bullying.

Unacceptable Deliberate Use

The following activities, whilst not an exhaustive list, are unacceptable:

1. The access to or creation, transmission or publication of any offensive, obscene or indecent images, sounds, data or other material.
2. The access to or creation, transmission or publication of any data capable of being displayed or converted to such obscene or indecent images, sounds, data or other material.
3. The creation, transmission or publication of any material which is designed or likely to cause offence, inconvenience or needless anxiety.
4. The creation, transmission or publication of defamatory material.
5. The receipt or transmission of material which infringes the copyright of another person or infringes the conditions of the Data Protection Act 1998.
6. The transmission of unsolicited commercial or advertising material to other school users.
7. The deliberate unauthorised access to facilities, services, data or resources within the Eb2N Learning Grid or any other network or service accessible via the Internet.
8. Deliberate activities with any of the following characteristics or that by their nature would result in:
 - Wasting staff or other users efforts or network resources, either in school or elsewhere on the Internet and the efforts of staff involved in the support of those systems;
 - Corrupting or destroying other users data;
 - Violating the privacy of other users (e.g. Data held on a network);
 - Disrupting the work of other users whilst they are using the equipment in school.

- Using the Internet in a way that denies service to other users (for example, by overloading the connection to the network by unnecessarily, excessively and thoughtlessly downloading large files or multimedia files);
- Continuing to use any item of software after being requested to cease its use because it is disrupting the correct functioning of the school's network or the Internet (for example, software designed to broadcast messages to all users of the Network);
- The deliberate introduction of "viruses" to the Network.

9. Where the Internet is being used to access another network, any abuse of that network will be regarded as unacceptable.

10. Any use of the Internet that would bring the name of the school or the Local Authority into disrepute.

11. The user should only print essential resource material and should always check the length of a document is reasonable before printing.

Use of Mobile Phones and Smart Watches

Rationale

Mobile phones and smart watches are now a feature of modern society and an increasing number of our staff and pupils own one.

Increasing sophistication of mobile phone technology presents a number of issues for schools:

- The high value of many phones and smart watches;
- The integration of cameras into phones leading to potential child protection and data protection issues;
- The potential to use the phone or smart watch e.g. for texting whilst on silent mode.

Children:

- Phones and smart watches must not be used for any purpose (e.g. phoning, texting, internet, taking photos, checking the time, taking videos) whilst the school is operational;
- If a child breaches these rules the phone will be confiscated and given in to the main office. It will be returned to the child after discussion with parents;
- Children will not be permitted to wear a smart watch with the ability to text, phone, record or photograph whilst in school.

Staff:

- Phones or smart watches must not be used for any purpose (e.g. phoning, texting, surfing the internet, taking photos, taking videos) during lesson time or whilst children are present;
- Phones must be stored out of sight in a safe location during lessons and meeting times;
- Phones and smart watches must always be switched off or on silent mode during class and meeting time unless permission has been granted in advance by senior staff.

Emergencies

If a child needs to contact their parents/guardians they will be allowed to use a school phone. If parents need to contact children urgently they should phone the School Office and a message will be relayed promptly.

Responsibility for mobile phones and smart watches:

School accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones. It is the responsibility of staff, parents and children to ensure mobile phones are properly insured.

Social Media**Social Media - What is it?**

In this document, social media means electronic communication software, applications (including those running on mobile devices including texting, SMS, and videos), e-mail and web sites, which enable users to interact, create and exchange information online. Examples include, but are not limited to, sites such as Facebook, Twitter, Instagram, YouTube, as well as online discussion forums, blogs and the use of webcams.

All members of staff should bear in mind that information they share through social networking applications, even if they are on private spaces, are still subject to copyright, data protection and Freedom of Information legislation, the Safeguarding Vulnerable Groups Act 2006, the Malicious Communications Act 1988 and other legislation. They must also operate in line with the school's Equalities, Child Protection and Safeguarding and IT Acceptable Use Policies.

Key Principles when Using Social Media Sites

There are many legitimate uses of social media within the curriculum and to support student learning. For example, some aspects of CPD may require the use of blogs for assessment or communication. There are also many possibilities for using social media to enhance and develop students' learning.

However, when using social media, the boundaries between professional and personal can become more blurred and users can unwittingly or wittingly publish things they may later regret. Published items can be capable of more than one interpretation but once published the damage may not be recoverable.

The Golden Principles

An individual is under a duty to:

- Maintain proper professional boundaries with students, parents and carers even when students, parents or carers initiate electronic interaction;
- Before posting items or communicating in social media to consider seriously whether the item would be said in public or shown in public or written for the public to read. If not, or if there is some doubt, then it should not be posted because you may not be able to control who sees the information and how they interpret it;
- Be particularly aware of the guidelines when staff have external friendships with parents/carers.

An individual is under a duty not to:

- Disclose confidential information without express authority especially about students, parents or carers, staff, voluntary or other workers at the school nor breach their right to privacy;
- Engage in posts or activities which are detrimental to maintaining effective working relationships between individuals 'working' at the school;
- Bring the reputation of the school into disrepute;
- Engage in activities which compromise, or might be seen to compromise, the professional standards of teaching or the professional standards applicable to support staff;
- Share information with students or parents/carers in any environment that they would not willingly and appropriately share in a school or school related setting or in the community;
- Post comments which incite others to make discriminatory or other professionally unacceptable comments;
- Post school logos or similar images that may lead readers of posts etc. to believe the individual is speaking on behalf of the school.

Items placed on social networking sites will be regarded as having been posted in the public domain. Thus, it is very important to be careful when using social media.

The following activities must not be undertaken:

- Bullying and harassment - such conduct against any colleagues via social media sites is taken as seriously as workplace bullying and harassment. Any allegations will be

dealt with under the schools' normal bullying and harassment and/or disciplinary policies and may be treated as a criminal offence in certain circumstances;

- Incitement of racial or religious hatred or similar activities - these may lead to criminal investigations and prosecution;
- Posting libellous statements - an individual may be legally liable for any damage to the reputation of the individual concerned. As a representative of the school, any statement made by an employee could mean the school is vicariously liable for defamatory statements if carried out in the normal course of employment, even if performed without the consent or approval of the school. Similarly, making such statements on your own initiative and not at work could mean you face legal action;
- Grooming students or similar activities to develop an inappropriate relationship(s);
- Bringing the school's reputation into disrepute;
- Compromising the security of the school's systems;
- Breaching confidential information about the school or any of its students, staff, governors, volunteers or their individuals associated with the school;
- Publishing anything that might allow inferences to be drawn which could embarrass or damage a student, employee, governor, volunteer or supplier;
- Breaching copyright or other similar infringements - passing on text, photos etc; may infringe the owner's copyright. Always ensure that you have the permission of the owner.

Dealing with inappropriate contact, material or comments

If an individual becomes aware of inappropriate material or comments they should notify the Headteacher or Designated Safeguarding Lead as soon as possible.

If a student makes 'social' or inappropriate contact with a teacher, member of support staff, volunteer or governor, the individual must notify the Designated Safeguarding Lead or Headteacher as soon as possible without making a response. Similarly, if any member of staff or individual associated with the school makes unintended contact with a pupil, the incident must be notified to the Designated Safeguarding Lead as soon as possible. The school can then deal with the situation as appropriate.

Refer to the schools Online Safety Policy for more details and/or the Safeguarding Policy if the incident gives rise to potential or actual safeguarding concerns.

All members of staff, pupils and all other users, including Governors, are required to follow all the conditions laid down in this policy. Any breach of these conditions may lead to withdrawal of the user's access to the school's ICT Resources and in some extreme instances of misuse could lead to criminal prosecution.

In the case of employees, any breach may also be considered a breach of the employee's conditions of service, which could lead to dismissal on grounds of gross misconduct. All users are expected to demonstrate a responsible approach to the use of resources available to them, and to show consideration for other users both locally and with whom they may come into contact with when online.

Use of the Internet and facilities, such as the electronic mail service, are intended for educational purposes only. It must be recognised that any view communicated over the Internet is deemed to be a view of the school and in some circumstances the Local Authority, akin to formal written correspondence. Personal views about the school or Local Authority business in an Internet communication should not be given, or must be endorsed by the Headteacher. Staff should refrain from referring to the school, pupils (past or present), parents and colleagues when using social media such as Facebook or Twitter.

This policy should be viewed alongside the schools ICT Policy. It will be reviewed annually or sooner if appropriate to do so.

Reviewed: **March 2023**

Next Review Date: **March 2024**