



# TweedLearning

— FEDERATION —

## **Acceptable Use Policy 2024-2025**

### **Document monitoring and evaluation**

Federated Schools: Berwick St Mary's CE First School & Norham St Ceolwulf's CE First School

This policy has been officially adopted by the Governing Body.

<b>Version History</b>		
<b>Version</b>	<b>Date</b>	<b>Description</b>
Initially adopted	Sept 2018	Adopted by Governing Bodies
Update	Sept 2020	Updated
Update	Sept 2021	Updated
Update	Sept 2022	Updated - NCC Guidance
Update	Sept 2023	Updated
Update	Sept 2024	Updated

<b>Approval &amp; Authorisation</b>			
	<b>Name</b>	<b>Job title</b>	<b>Date</b>
Approved by	Gary Hilton	Head Teacher	Sept 2024
Approved by		Governing Body	Sept 2024
<b>Date of next review</b>			Sept 2025

# Acceptable Use Policy



## [internet, iPad & PC]

### Safeguarding Statement

**Everyone at St Mary's shares an objective to help keep children and young people safe by contributing to:**

- Providing a safe environment for children and young people to learn in school
- Identifying children and young people who are suffering, or likely to suffer significant harm, and taking appropriate action with the aim of making sure that they are kept safe both at home and in school.

The policies, procedures and information within this policy apply to all PCs, iPads or any other handheld device used in school. Teachers and other school staff may also set additional requirements for use within their classroom.

### Internet user responsibilities

Use of the internet by staff is permitted and encouraged where such use supports the goals and objectives of the school. Employees must ensure that they:

- Comply with current legislation
- Use the internet in an acceptable way
- Do not create unnecessary risk to the school by their misuse of the internet.
- Lock any computers or laptops that are left unattended. Users may stay logged into devices so long as no one else can access the device when it is unattended.

### iPad user responsibilities

- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused. Never drop or place heavy objects on top of the iPad.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.
- Do not subject the iPad to extreme heat or cold.
- Users may not photograph any other person without that person's consent.

- All iPads are subject to routine monitoring by the school. Devices must be surrendered immediately upon request by any member of staff.
- iPads that are believed to be stolen can be tracked through iCloud.
- If an iPad is lost, stolen or damaged the Head Teacher must be notified immediately.

### **Unacceptable Behaviour**

The following is deemed unacceptable use or behaviour by employees:

- Visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material.
- Using the computer to perpetrate any form of fraud or software, film or music piracy.
- Using the internet to send offensive or harassing material to other users.
- Illegal activities – use of the school’s internet or e-mail accounts for financial or commercial gain or for any illegal activity.
- Downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence.
- Violating copyrights – users are not allowed to have music or install apps on their iPads.
- Hacking into unauthorised areas.
- Publishing defamatory and/or knowingly false material about Red Row First School or your colleagues on social networking sites, blogs, ‘wikis’ and any online publishing format.
- Revealing confidential information about Tweed Learning Federation in a personal online posting, upload or transmission – including financial information and information relating to policies, staff and/or internal discussions.
- Undertaking deliberate activities that waste staff effort or networked resources.
- Introducing any malicious software into the school’s network.
- Images of pupils on individual computers.
- Posting of images or movies on the internet into a public forum without the express permission of the teacher, or in the case of staff use, a member of the Senior Leadership Team.
- Misuse of passwords, codes or other unauthorised access. Users are encouraged to set a password on their iPad to prevent other users from misusing it.
- Any user trying to gain access to another user’s accounts, files or data will be subject to disciplinary action.
- Malicious use or vandalism – any attempt to destroy hardware, software or data will be subject to disciplinary action.
- Inappropriate media may not be used as a screensaver or background photo.

### **Monitoring**

St Mary's accepts that the use of IT is a valuable tool. However, misuse of it can have a negative impact on teaching & learning and the reputation of the school. All of the school's internet resources are for school purposes only. The school, therefore, maintains the right to monitor the volume of internet and network traffic and the internet sites visited by everyone in school. The specific content of any internet use will not be monitored unless there is suspicion of improper use.

### **Sanctions**

Where it is believed that an employee has failed to comply with this policy they will face the school's disciplinary procedure. If found to have breached the policy they will face a disciplinary penalty ranging from a verbal warning to dismissal. The actual penalty will depend on a number of factors including the seriousness of the breach and their disciplinary record. This may also include referral to external agencies in the event of illegal activity.

### **Agreement**

All school employees, contractors or temporary staff who have been granted the right to use the school's internet access are required to sign this agreement confirming their understanding and acceptance of the policy.

**Signed** \_\_\_\_\_

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_