

St Luke's CE First School

Computing Acceptable Use and Internet Policy



This policy is reviewed at least every three years by the governing body and was last reviewed:

on: 20th March 2025
Next Review Date: March 2028



Our School Vision

In our St Luke's family, we recognise we are all God's children and through our caring and nurturing environment, we follow His word. We trust and rely on God's teaching so that we can encourage each other, develop our relationship with one another and the world, and flourish in all that we do.

God's word is a lamp to my feet and a light to my path. (Psalm 119 v.105)

Biblical theology:

We are all God's family and we know that God wants us to succeed in all that we do. It is through his strength that we can do these things and we encourage each other to see that they can be anything they want to be and do anything they want to do.

Please refer to our vision statement and core values (school website; vision and values)

Failure to comply with the requirements of this statement may, at the discretion of St. Luke's C.E. First School, result in temporary or permanent loss of access rights. It should be noted that the use of a computer system without permission or for a purpose not agreed by the School could constitute a criminal offence under the Computer Misuse Act 1990.

These conditions of use have been drawn up in line with the GDPR (General Data Protection Regulation) to protect the interests of the School, its staff and its pupils. These conditions may be changed at the discretion of St. Luke's CE First School at any time.

All Computing and ICT facilities and resources are owned by the school and their use is an entitlement for all pupils, staff and other authorized users subject to the conditions detailed here.

All staff or others wishing to use the resources must sign a copy of this statement and return it to the School. Once approved, access rights will be established. A record will be maintained of all users with system access. Users will be removed from this record when access is no longer required, in accordance with the Data Protection Act.

Revisions to this statement will be made clear to all users if / when this should happen.

All users should be aware that I-Pads, digital cameras or other resources should be kept at school, unless it has been agreed by the Headteacher that they can be taken home. Laptops can be taken off-site home, to support working from home, but should not be kept in a vehicle, or left unattended at any time e.g. in a vehicle or public locker. The school uses monitoring software that detects and records any potential inappropriate use. These records are monitored by the Headteacher and Computing / Online Safety Co-Ordinator.

Undesirable Material:

- Images of a pornographic or obscene nature.
- Sound tracks or music with pornographic or obscene intention or language.
- Language which is profane, inflammatory, defamatory coercive, blasphemous or offensive. Racist language, materials, ideas and promotion.
- Links to chat sites/rooms or other parties who seek out children's identities of friendship. Advertising or promoting illegal acts, sounds and information.
- Information or E-mails which promote ideas and language which have no place in a school.
- Creating or designing artwork or sounds which have pornographic or offensive content or intention.
- Using E-mail to send messages containing profane and unacceptable language, content or with attachments regarded as
- such.

Conditions:

- All Computing / ICT-based activity must be appropriate to the school environment.

- Access must be made to the school Computing / ICT resources only via the user's authorised account (Global ID and password), which in line with GDPR, must **not** be made available to any other person.
- All users agree to always screen 'lock' their PC, laptop, tablet screen when leaving it to prevent un-authorised access by another user or child.
- All users agree to use any available passwords or number locks to their school devices to prevent un-authorised access by another user or child.
- Photographs or any images of children **must only** be taken using a school camera or other device. This must be returned to school and when downloaded, any images deleted. (Own personal mobile phones are **not** to be used to take images in or out of school at any time)
- When on Educational visits or off site with children, all users understand that only the designated Visit Leader should use their own personal mobile phone to maintain contact with the school.
- Only School Computing / ICT resources should be used in school. Own laptops, tablets, mobile phones etc. are not to be used in school.
- All users understand that the school network should not be used to save or store any personal files or data that is not related to the school.
- All staff should save any files or folders that they need to retain using the 'Staff Shared' area that is backed up to the school server every day. From home, this can be accessed via 'Foldr' <https://foldr.stlukesfirst.worcs.sch.uk/home/>
- It is not advisable to use memory sticks or other external devices that are not issued by school to save and store files. No pupil / personal data should ever be stored on memory sticks or external devices.
- All school users understand that they must try to securely lock or keep out of sight any portable Computing devices at the end of the school day. This includes, laptops, I-Pads and cameras.
- Any activity that threatens the integrity of the school's Computing facilities, or activity which corrupts other systems, is forbidden.
- The School reserves the right to monitor the use of ICT resources at any time including examining or deleting any files held on its resources and to monitor both files held and Internet sites visited.
- Use of the Internet to access inappropriate materials is forbidden.
- **Please note:** In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils.
- The school will take all reasonable precautions to ensure that users access only appropriate material. It is not possible, however, to guarantee that particular types of material will never appear on a terminal, given the international scale and linked nature of information stored on the Internet.
- The school cannot accept liability for any such material accessed, or any consequences thereof.
- Laptop / I-pad trolleys must be returned to their storage point, locked and put on charge at the end of the day by the last class/member of staff to use them. (Keys in the Finance Office)

By logging onto the school's Computing /ICT resources users agree NOT TO use them to:

- access chat services, or Internet Relay Chat (IRC) channels or other forms of instant messaging systems (e.g. MSN Messenger) or any social networking sites (eg Facebook).
- download files from the Internet without permission,
- publish information which could identify the user or any other person directly on any Web page,
- send or receive any material that is obscene or defamatory or which is intended to annoy, harass, bully or intimidate another person,
- upload, download or otherwise transmit commercial software or any copyrighted materials, introduce any form of computer virus into the network,
- use this service to set up or run personal businesses, send chain letters,
- broadcast unsolicited personal views on social, political or religious matters, represent personal opinions as those of my school or the local authority.

- save any materials onto memory sticks or un-safe / non-monitored or non encrypted external sources.

Consequences of improper use:

- Inappropriate use of E-mail facilities will result in that account facility being closed and/or relevant information being passed to the Police.
- Accessing inappropriate web sites will lead to inquiry and possible disciplinary action or dismissal.
- Accessing inappropriate websites or storage of undesirable material on the school's equipment could lead to the involvement of the Police.

All staff and users will read and agree to abide by the policy herewith laid down.

Review

This policy will be subject to the normal cycle of policy review and will be reviewed and ratified by the Governing Body every 3 years. Furthermore, there may be occasions where this policy is reviewed outside the normal review cycle, including but not limited to:

- a change in the Schedule for Inspections
- a change in legal position framework for Acceptable Use and Internet policies.

