CAMS HILL SCHOOL
ICT POLICY

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Non-Statutory
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Contents

I. Introduction 3
II. Scope 3
III. The ICT Policy at Cams Hill School aims to: 3
IV. School Aims for ICT 4
V. Roles 4
A. Role of Pupils 4
Personal Laptops (Pupils) 5
B. Role of Parents 5
C. Role of Staff 5
Personal Laptops (Staff) 6
VI. Maintaining Cams Hill School as a Safe Environment 6
A. Data Protection 6
B. Off Site Use of Cams Hill School Laptops 6
C. Publication of Photographs, Video Images and Written Content 7
Appendix 1 8
Appendix 2 11
Appendix 3 12

Cams Hill School ICT Systems and related Communications and Security Policy and Guidance

I. Introduction

Over the past decade digital technologies have become embedded in popular culture and now ICT has a very significant impact on all aspects of our modern society. Whether it is at home, school or work, its influence is felt and it has expanded our knowledge and understanding of the world in which we live.

Mobile devices are widely used by young people and adults alike. Websites such as YouTube and Wikipedia are the first port of call for many people seeking information about a chosen area of interest. TV, films and music are stored and accessed on computers, MP3 players and online. More and more young people are moving away from communication tools such as email, opting rather for instant messaging using text and video. Web 2.0 and HTML 5 technologies allow people to collaborate by sharing rich media and editing online content in real time. Social media is making the world smaller but the horizons bigger by promoting network collaboration and cultural diversity.

Although we cannot and should not overlook the inequalities that still exist in access to digital technology and the Internet, it can be said that ICT is now a central aspect of most people's lives, whatever their age. The skills, knowledge and understanding of digital literacy are therefore indispensable as young people grow up in a society in which digital technology and media play an ever more important role.

II. Scope

This policy and guidance applies to all users of the Cams Hill School network and resources. By default, this covers school governors, all staff and pupils. It extends to any parent/carer, external personnel, group or business given permission by the appropriate authority to access the ICT resources either internally or externally.

This policy may be amended and added to in the future to reflect technological changes. The term ICT is used in this policy to indicate the whole range of technologies involved in information processing and electronic communications, and includes the following (this list is not exhaustive and could be added to in the future depending on the development of technologies):

- computer hardware devices;
- Internet;
- electronic devices such as digital cameras, scanners, printers;
- email and messaging;
- software;
- interactive whiteboards, visualizers;
- LCD projectors;
- video conferencing.

A *user* is defined as any person who has been assigned a valid network account by the network administrator.

III. The ICT Policy at Cams Hill School aims to:

- improve and enhance teaching and learning at Cams Hill School;
- promote the use and development of ICT at Cams Hill School;

- ensure that all staff, pupils and parents understand and agree on the approach of ICT at Cams Hill School.

IV. School Aims for ICT

All pupils will leave Cams Hill School with an appreciation of:

- the impact that ICT has on their world;
- the global responsibilities that ICT use has on their world;
- potential for changing their world, and the world beyond, through the use of ICT,

therefore, Cams Hill School Pupils will become:

- effective in their use of ICT in their everyday lives;
- responsible in the choices they make when engaging with the digital world;
- inspirational in the way that they challenge technological norms.

V. Roles

A. Role of Pupils

Pupils should have the opportunity to experience ICT across the full curriculum and staff should encourage the development of skills in all areas. The school will also support extra-curricular initiatives which encourage the development of ICT skills, eg:

- Digital Leaders;
- Computing Club;
- school blogs.

It is Cams Hill School policy that pupils and their parents must sign an 'Acceptable Use Policy' document to use ICT equipment at Cams Hill School. A copy of this document is in Appendix 1

Pupils have responsibilities when using ICT. If they act in an irresponsible manner they will have to face the consequences. Irresponsible activity includes:

- giving out their passwords to other pupils;
- sending inappropriate emails;
- downloading or accessing non-educational material online, ie non-educational games, pornographic or obscene material, weapons, drugs, hacking;
- downloading, streaming, storing or copying illegal material, ie music, videos;
- using email to bully or harass other users;
- attempting to bypass or disable school security settings;
- plagiarising works, stealing intellectual property or infringing copyright.

This is not an exhaustive list and the Headteacher has the right to determine any act considered inappropriate. If a pupil does act irresponsibly, school sanctions will be imposed which might include the restriction or removal of their ICT privileges.

Personal Laptops (Pupils)

Pupils who have a specific educational need may be given permission to use their personal laptop in school to assist their learning. Parents/carers must obtain written permission from the SENDCo in liaison with the IT Support Department which will only be granted subject to the following conditions:

- Learning Support confirm that the pupil's learning will be enhanced by the use of the laptop.
- The ICT Support Department will add the laptop to the school's Internet filtering and device monitoring system.
- Parents/carers agree that the laptop may be searched/scanned regularly, under the control of the IT Support Department, for inappropriate content, potential viruses and other such similar items of concern.
- Pupils and parents/carers understand that the laptop may be confiscated if used in breach of school policy and guidance. In such a case the parent/carer will be contacted and asked to personally collect the laptop from the school.
- It is understood that, while the IT Support Department will attempt wherever possible to support the pupil and his/her use of the laptop in school, ultimate responsibility for it lies with the parent/carer and they will sign a liability waiver with respect to damage, loss or theft.

Pupils who use their personal laptop in school must:

- pay the necessary fees to obtain a secure locker to store their laptop;
- take their laptop home at the end of each school day;
- not attempt to make any type of network connection to the Cams Hill School network except where provided for by the ICT Support Department.

B. Role of Parents

Parents are integral to the success of ICT at Cams Hill School and can assist ICT development by:

- reading and agreeing to the Acceptable Use Policy;
- encouraging the use of ICT at home;
- checking homework on Edulink;
- encouraging discussion regarding ICT related topics;
- discussing e-safety issues with their child;
- supporting the sanctions aspect of the school's policy when their child may have abused the use of ICT in school.

C. Role of Staff

The main purpose of ICT at Cams Hill School is to enhance learning and teaching. Laptops for staff are issued by the IT Support Department and are carried out in accordance with allocation schedules of the Network Manager. Staff who are allocated a school laptop must:

- complete a 'Laptop Details and Signature of Acceptance - Staff' form - Appendix 2;
- read and sign the 'Laptop Acceptance Policy - Staff' - Appendix 3;
- return the laptop to the IT Support Department when requested to do so or at least annually;
- return the laptop to the IT Support Department at the end of their contract;
- report any loss, theft or damage to ICT equipment as soon as possible or in any case within 24 hours (with regard to suspected theft immediately) to the IT Support Department at itsupport@camshill.com.

Personal Laptops (Staff)

All laptops must:

- be presented to the ICT Department to ensure anti-virus software is running, prior to use in school;
- be returned to the ICT Department when required;
- be the responsibility of the owner for maintenance and repair.

VI. Maintaining Cams Hill School as a Safe Environment

A. Data Protection

Staff are responsible for protecting private data. Guidance is as follows:

- The use of individual accounts should remain secure and all reasonable precautions to prevent others from being able to use their account should be taken. This includes:
    - ensuring that under no conditions they provide their password to another person;
    - immediately notifying the Network Manager if they identify a possible security problem relating to misappropriated accounts or passwords or a breach of personal data security;
    - not leaving computer workstations or laptops logged on and unattended.
- Flash drives and external hard drives should be encrypted.
- Cloud storage should only be used if the company has agreed to the US/EU Safe Harbor requirements and is compliant with the GDPR. Personal information should only be stored in the Cams Hill Office 365 tenant. Use of personal cloud storage accounts for school business is absolutely forbidden.

Additionally, staff should:

- use a unique, strong password containing at least 12 digits and a combination of symbols, numbers and upper and lowercase letters;
- change their password every three months.

Please note:

- the school reserves the right to enforce regular password changes;
- any emails sent within/from/to school may be requested by parents/carers, etc through a Freedom of Information Request (FOI) and challenged, calling the author to account.

No member of staff or governor should post data, audio, images or video footage of either school staff, governors, pupils, images of the school or the school name on any Internet site without prior written consent from the Headteacher and the persons involved. Information that is intentionally or accidentally uploaded to social media or elsewhere on the Internet may be extremely difficult, if not impossible, to remove later.

B. Off Site Use of Cams Hill School Laptops

Staff may use their school laptop outside of school but should adhere to the following guidelines:

- use the laptop solely for educational purpose connected with Cams Hill School;
- ensure the laptop is kept safe;
- school laptops have access to all school data, even off-site, and therefore must only be used by Cams Hill staff.

C. Publication of Photographs, Video Images and Written Content

The letter below is forwarded to parents/carers.

Publication of Photographs, Video Images and Written Content

We are very careful when publishing photographs or video images and the written content of our website/bulletin/ blog/twitter (other social media), and we adhere to the guidelines below:

- Usually, we avoid the use of the first name and surname of individuals in a photograph. However, there may be occasions where an individual is photographed and the full name of the pupil is used but this will only be where the permission of the parent/carer has been granted.
- Where we include photographs of a group of children, for example, who have won a competition or have taken part in a school trip, we may use their full names, but ensuring that the names are not in the order they appear in the photograph.
- We only use photographs of pupils in suitable dress. We take extra care when using photographs in sportswear, prom dresses, etc.
- We always use photographs of a positive nature, showing the school and the pupils in a good light.
- Gut instinct prevails – what is 'good taste' and what isn't? We always ask the question "Would we be happy to see our own children on the web in this photo?"
- If a personal or class web page or blog is created, a notice must be included to inform the public that the opinions expressed on the page are those of the creator of the web page, not of the school. A statement on the web page must acknowledge the authorship of the page.
- Cams Hill School cannot be held responsible/liable for the inappropriate use of website content/images that may appear on other websites.
- Photographs, videos and written content for our website/bulletin/blog must be viewed and authorisation given by the school prior to publication.

These rules do not apply to newspapers and other organisations who publish photographs/videos and names as they wish. We can assure you that we take care and would hope that you will not find the need to withdraw permission for your child's photograph or video image to possibly appear one day on our website/bulletin/blog or for information about your child to be published on our website/bulletin/blog.

Bearing in mind our adherence to the guidelines above, we hope you will support our use of photographs and videos of pupils and the publishing of information about pupils. You may withdraw your consent at any time by emailing office@camshill.com with your child's name and tutor group, stating that you wish to withdraw consent, and putting the words 'Withdrawal of Photo consent' in the subject line

Yours sincerely

Miss R Matthews
Deputy Headteacher

Please complete the form via the link below to confirm whether or not you give your consent for us to use photographs and videos of your child - please complete one form for each child

https://forms.office.com/Pages/ResponsePage.aspx?id=GO6N-WY86EqD2tp_bZZyFpHuqlp6aPlGpF1cz7xzN3NUMkJLTTMxMU1MTlJZNUxRVFNZNVVIMFhITi4u

Footnotes

1. *Whilst all photographs and videos are scrutinised for appropriateness as described above, we do not have the time and/or resource to check **all** photographs, videos and written content taken for use on our website/bulletin/blog with regard to individually named pupils and permissions.*
2. *Where the term "photograph" is used, this also applies to other visual media.*

Appendix 1

Cams Hill School

ICT Acceptable Use Policy for Pupils

July 2018

Cams Hill School encourages you (pupils) to use ICT to share information and knowledge in support of your learning. To help you do this Cams Hill supports and provides ICT services and facilities such as e-mail, bulletin boards, VLE, electronic publishing services such as the Internet and electronic broadcasting services such as pupil bulletins and podcasting.

The aim of these guidelines and rules is to make sure that you (all pupils) at Cams Hill School are able to use the school's ICT equipment and network in a safe and productive way. Using these resources will be based on trust and responsibility, therefore, if the guidelines are not kept to, you may face sanctions, including the loss of your ICT privileges.

Before signing the policy, your tutor will make sure that you understand it in full. Once you have signed, please also ask your parents to read through it and sign as well to show that the conditions for using ICT at Cams Hill School are understood and accepted by all.

General Guidelines

You should treat others with respect at all times and should not do anything that may damage the good reputation of the school.

You are welcome to use computers in the school's ICT suites for any school or learning related activities as long as a member of staff is there.

Make sure you keep your password a secret. If you think that anyone is logging on as you, then you should report it straight away to your teacher, or a member of the ICT technical team. You will be held responsible for everything done on a computer if the log-in used is yours. Change your password regularly and use numbers and letters.

You should not change in any way how the computers are set up (eg screen layout, icons, screensaver, wallpaper, monitor, screen orientation etc). You should report any problems or changes to your computer or equipment straight away to the member of staff in the room. If you think that the changes make the computer unsafe to use do not go near the computer and tell your teacher straight away.

To transfer work between home and school, please use your assigned OneDrive account only. Do not use personal cloud storage sites, USB memory sticks or email on site.

Guidelines for Internet Use

The Internet is provided in school for you to research and to support learning in and outside of school. You are responsible for good actions/behaviour on the Internet just as you are in a classroom or school corridor. Individual users of the Internet are responsible for their behaviour and contact over the network.

There will be times when chat forums, blogs, etc, are used by your teachers as part of your learning. These sites are checked and should be used correctly within the guidelines your teacher gives you. Social Networking sites such as Facebook and Twitter should not be used. You must not purposely visit sites that attempt to bypass the school's filtering and security systems.

You must not use the Internet or computers in general for playing games during lessons. This is considered to be a misuse of the system and will result in the loss of Internet use for a period of two weeks. Using computers to play games during lunchtime ICT Club/elsewhere is also not allowed. The purpose of making facilities available to you is to help you with your school work.

It is considered to be stealing to pass off another person's work as your own (plagiarism). This includes copying and pasting information found online without proper acknowledgement (saying where the information came from - usually next to the item in brackets).

Using Email

School email is a 'safe' and frequently checked system to help you to do school work. It should not be used for anything else without staff permission, and should not be used to 'chat' to other pupils during lessons. No other email systems (Hotmail, Gmail etc) should be used in school.

You should not send or receive any material that is illegal, obscene or that is intended to upset, annoy, harass, bully or threaten another person.

Sending nasty messages to people could be classed as a form of bullying and will be sanctioned. This can be via email, text message, or social networking sites. Think very carefully, what you think is a joke may upset the person you are sending it to.

Putting nasty or changed images of people on the Internet also could also be considered bullying, and will be treated as such.

You should not reveal either verbally or in writing, your own or anyone else's personal details, such as addresses or telephone numbers. You should never publish photographs of yourself or other people. You must never put images of pupils in school uniform, or videos taken at school anywhere on the Internet without the Headteacher's permission. You should never arrange to meet someone you know only through email or the Internet.

You should be aware that there are strict laws against the sending of obscene images, pornography [especially of school age children] and nasty/threatening messages and lies. Such matters will be dealt with by the police.

If you think you are being bullied via the Internet or a mobile phone, do not hit back. Tell your Tutor or Head of Year. They will deal with it discreetly. Cyber bullying always leaves a trail that often makes it simple to prove who is responsible, so suitable action can be taken.

Sanctions

In order to keep everyone safe and able to work you must follow these rules. Failure to do so may result in sanctions such as: written warnings, withdrawal of usage privileges, detentions and in extreme cases, temporary or permanent exclusion from the school. The school also reserves the right to report any illegal activities and to involve the police.

Name of Pupil: …….. Tutor Group: ……

Pupil's Agreement

I have read and understood the school's ICT Acceptable Use Policy. I will use the computer system and Internet in a responsible way and obey these rules at all times. I understand that my parents/carers will be billed for all, or a proportion of, any damage I deliberately cause to equipment and the network.

Signed *(Pupil)*: …….. Date: ……..

Parents'/Carers' Consent for Internet Access

I have read and understood the school rules for responsible ICT use and give permission for my son/daughter to access the Internet. (Not to do so will mean that your child will be significantly disadvantaged and his/her learning affected.) I also understand that if there is clear evidence that my child has caused wilful physical/electronic damage I will be billed for all, or a proportion of, the costs (depending on circumstances) to put matters right.

Signed *(Parent/Carer)*: …….. Date: ……..

Please print name: ……..

The school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. Whilst the school's security systems are kept current and ICT usage monitored, determined individuals or organisations may attempt and be successful in breaching these defences. The school cannot therefore be held responsible for wilful abuse (including accidental viewing of inappropriate material by pupils should breaches occur) and actions.

Appendix 2

Cams Hill School

Computer Equipment

Laptop Details and Signature of Acceptance - Staff

I hereby declare that I have received, read and understand the contents of the Cams Hill School ***'Laptop Acceptance Policy - Staff'*** and agree to abide by the instructions and recommendations therein.

Manufacturer						*Model*	
Serial No.							
Condition	***N***	***VG***	***G***	***S***	***P***		

N=New : VG=Very Good : G=Good : S=Satisfactory : P=Poor

**NB Condition to be assessed by issuing technician*

Print Name	
Signature	

Reporting Damage, loss or theft

If your laptop becomes damaged or it is lost or stolen, submit an incident report as soon as possible or in any case within 48 hours to:

The Cams Hill School ICT Network Manager at helpdesk@camshill.com

Appendix 3

Computer Equipment

Laptop Acceptance Policy - Staff

By receiving a Cams Hill School laptop, you accept responsibility for safeguarding it while it is signed out to you. You also agree to be bound by the Cams Hill School ***'Acceptable Use Policy for Laptops'***.

Please ensure that you receive and sign a '***Laptop Details and Acceptance Form – Staff'***.

Please take the following precautions:

- Keep your laptop with you, or locked away at all times.
- Your laptop must be password protected. You **are** responsible for the data held on your laptop and the possible subsequent harm that may be caused through unauthorised access to that data.
- Do **NOT** anyone who is not a member of Cams Hill School staff to use your laptop.
- Do **NOT** lend your laptop to any member of Cams Hill School staff unless they give written acceptance of liability. Failure to do so will result in you being liable for any damage/loss/theft that they may cause.
- If you leave your laptop in school overnight, then it must be stored in a locked room or cabinet.
- If you keep your laptop in a private office, then close and lock the door when you are not there.
- Keep food and drinks away from the laptop.
- If you are travelling by car, lock your laptop in the boot when you park. Do **NOT** leave your laptop in your car overnight. *****
- If you take your laptop home, be sure to lock all doors when you go out. If you have a home security system, be sure it is on when you leave. *****
- Be extra vigilant when carrying your laptop whilst going through communal areas such as airport lounges, train and bus stations.
- Do not use the computer in locations that might increase likelihood of damage or theft.

*** Note** - It may be prudent to check that your car/home insurances give adequate cover for your Cams Hill School laptop.

If at any future period you feel that you cannot meet the requirements of policy and guidance or you no longer require the use of your laptop, or your employment is terminated you must return your laptop to the ICT Department and ensure that it is signed back in. Do **NOT** pass the laptop on to another member of staff.