Rhydri Primary School
Acceptable Use Policy

(This policy should be read in conjunction with the Safeguarding Policy and other related documents)

Section 1: Document Outline

Caerphilly County Borough Council (CCBC) recognises that teaching can be enriched by the use of the internet in the classroom. However there are many identified risks associated with this type of content. This document is intended to highlight these risks and provide guidance on safe and responsible use of the internet within the school. The document is not exhaustive and should be followed in-line with other relevant policies put in place by the school's Governing Body.
The Council and Governing Body reserve the right to amend this policy at its discretion. In case of amendments, staff will be informed appropriately. This policy applies to all School Based employees and agents.

Section 2: Acceptable use of the Internet

Streaming Media:

There is a wide range of streaming media available via the internet and teachers are aware of the benefits of incorporating these resources into their teaching. However, due to the dynamic nature of the Internet, there are risks associated with this type of media where content is uploaded by the general population and is largely unregulated. This presents issues with the validity of the content, potential copyright and other legal issues, as well as its appropriateness for the intended audience. Due to these risks, CCBC will allow access for teaching staff only and prevent students from accessing these types of sites. As part of the ICT scheme, children will be taught how to embed media in web pages. This will be closely monitored by the school and children will be given strict guidance on the media which will be used.

Guidelines:

As a member of staff using the internet in the classroom you will be expected to adhere to the following guidelines:

Acceptable Use:
- The primary purpose for using the internet is to enhance teaching and learning within the school.
- The internet must only be used for legitimate teaching purposes, personal use is prohibited.
- Media content should be viewed from start to finish and a full assessment made of its suitability for the intended audience. The content should be considered in the same way that you would consider any other resources used in your classroom.
- Content must be assessed away from the view and earshot of students, preferably in a staff room or similar.
- Many classroom PC's are connected to interactive whiteboards and projectors, and may be configured for whole class display. This must be considered when reviewing content.

- Where 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.
- Separate tools are required to download streaming media to a PC, and examples are available on the Intranet.
- 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.
- Always check that the recipients of e-mail messages are correct so that potentially sensitive or confidential information is not accidentally released into the public domain.
- Prevent inadvertent disclosure of sensitive or protectively marked information by avoiding being overlooked when working, by taking care when printing information (e.g. by using printers in secure locations or by using secure print option or by collecting printouts immediately they are printed, checking that there is no interleaving of printouts, etc.) and by carefully checking the distribution list for any material to be transmitted.
- Securely store or destroy any Council related printed material.
- Only use my computer for Council purposes (during working hours)
- Comply with the Data Protection Act 1998 and any other relevant legal, statutory or contractual obligations that apply to me
- If I am about to leave my employer, I will inform my manager prior to departure of any important information held in any of my IT system accounts.

Unacceptable Use:

- Do not send confidential information over public networks such as the internet.
- Do not leave a computer in a state likely to risk unauthorised disclosure of information sent or received. Achieve this by locking a computer when it is left unattended, resulting in a user logon being required for reactivation
- Where an organisation has implemented other measures to protect unauthorised viewing of information displayed on IT systems (such as an inactivity timeout that causes the screen to be blanked or to display a screensaver or similar, requiring a user logon for reactivation), do not attempt to disable such protection.
- Do not attempt to bypass or subvert system security controls or to use them for any purpose other than that intended.
- Do not add to, disable or remove software supplied with a computer without express permission from the local authority or Headteacher.
- Do not remove equipment or information from employer's premises without appropriate approval.
- Do not knowingly introduce viruses, trojan horses or other malware into the system or network.
- Do not disable anti-virus or malware protection provided at any computer.

It is deemed inappropriate to view, create, access, download or publish material that is:
- Pornographic or Adult
- Racist, offensive, or derogatory
- Obscene
- Bullying
- Violent
- Fraudulent
- Likely to cause harassment to others
- Confidential

- Prejudicial to the school's or Council's best interests
- Not relevant to the business of the school or Council
- Likely to irritate or waste time of others
- Likely to breach copyright

It is accepted that the teaching of certain subjects may present the need to use resources that could fall into one or more of the above categories. In such situations it is expected that the subject matter is presented in context; in a sensitive; balanced manner; and is appropriate for the age of the intended audience. It is also expected that any home / school contracts regarding religion, sex education, parental wishes etc. are considered when selecting media content.

Section 3: Legal Risks

If you view, create, access, download or publish material that is pornographic, libellous, defamatory, offensive, racist or obscene, you, the school and Caerphilly County Borough Council can be held liable. If you unlawfully view, create, access, download or publish confidential or personal information, you, the school and Caerphilly County Borough Council can be held liable. If you unlawfully or without permission view, create, access, download or publish material that is copyrighted, you, the school and Caerphilly County Borough Council can be held liable for copyright infringement.

If you have any questions or comments about this Internet Policy, please contact The Governing Body, Headteacher or IT Helpdesk. If you do not have any questions it is presumed that you understand and are aware of the rules and guidelines in this
Internet Policy and will adhere to them.

Section 4 - How Will Infringements Be Handled?

Whenever a student or staff member infringes the acceptable use policy, the final decision on the level of sanction will be at the discretion of the school management and where appropriate, Governing Body. If a member of staff commits an exceptionally serious act of gross misconduct they will be instantly suspended. There will be an investigation before disciplinary action is taken for any alleged offence. As part of this process, the member of staff will be asked to explain their actions and these will be considered before any disciplinary action is taken. In the case of child pornography being found, the member of staff will be immediately suspended and the LA and police will be contacted.

Schools are likely to involve external support agencies as part of these investigations e.g. an ICT technical support service to investigate equipment and data evidence, the local authority human resources team.

Acceptable Use Policy
Written by
Paul Warren
Head Teacher
January 2016

I agree to the above policy for use of streaming media sites in schools:

Name: _____

Signature: _____

Date: _____