



The **Orchard School**

ICT and Internet Acceptable Use Policy

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Chair of Governors:

Headteacher:

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Mission Statement

At The Orchard School, **Everyone Matters, Everyone Cares**. Our ethos is rooted in the belief that every child has the potential to grow, thrive and succeed when provided with the right environment, relationships and support. **The Orchard Way** guides everything we do, ensuring that our approach is therapeutic, inclusive and centred on understanding behaviour as communication. We are committed to nurturing the social, emotional and mental health (SEMH) needs of our pupils, recognising their unique challenges while celebrating their individuality. Through strong relationships and a culture of care, we create a school where every pupil feels safe, valued and empowered to reach their full potential.

1. Introduction and Aims

ICT is an integral part of The Orchard School, supporting teaching, learning, pastoral care, and administration. However, its use also presents risks related to data protection, online safety, and safeguarding.

This policy aims to:

- Set guidelines for the use of school ICT resources.
- Establish clear expectations for online interactions.
- Support data protection, online safety, and safeguarding policies.
- Prevent ICT misuse and disruption.
- Educate pupils on safe and effective ICT use.

This policy applies to all users of school ICT facilities, including staff, pupils, governors, volunteers, contractors, and visitors. Breaches may be addressed under the Social, Emotional and Behaviour Support Policy or the Staff Discipline, Conduct & Grievance Policy.

2. Relevant Legislation and Guidance

This policy aligns with the following:

- Data Protection Act 2018
- General Data Protection Regulation (GDPR)
- Computer Misuse Act 1990
- Human Rights Act 1998
- The Education Act 2011
- Freedom of Information Act 2000
- Keeping Children Safe in Education (Latest Version)
- Searching, Screening, and Confiscation: Advice for Schools

3. Definitions

- **ICT Facilities:** Includes network infrastructure, computers, tablets, phones, software, and web services.
- **Users:** Anyone authorised to use the school's ICT facilities.
- **Personal Use:** Use not related to employment, study, or school activities.
- **Authorised Personnel:** Employees authorised to manage or monitor ICT use.
- **Materials:** Data or content created, stored, or shared via school ICT facilities.

4. Unacceptable Use

Unacceptable use includes, but is not limited to:

- Breaching copyright or intellectual property laws.
- Cyberbullying or discriminatory behaviour.
- Accessing inappropriate or illegal material.
- Sharing confidential school information.
- Connecting unauthorised devices to the network.
- Deliberate damage to ICT facilities.
- Using inappropriate or offensive language online.

The Headteacher will use professional judgment to determine other forms of unacceptable ICT use.

Breaches may result in disciplinary action, in accordance with school policies.

5. Staff (Including Governors, Volunteers, and Contractors)

5.1 Access to ICT Facilities:

- Managed by the ICT Provider.
- Staff must use their assigned login credentials and report unauthorised access.

5.2 Use of Phones and Email:

- School email accounts must be used for work purposes only.
- Personal email addresses must not be shared with parents or pupils.
- Emails containing sensitive information should be encrypted.
- Personal phone numbers must not be shared with parents or pupils.

5.3 Personal Use:

- Allowed under specific conditions, including outside of lesson times.
- Must not interfere with professional duties.
- Social media use must align with school guidelines (see Appendix 1).

5.4 Monitoring of ICT Use:

- The school reserves the right to monitor ICT use, including emails, internet activity, and data access.

- Monitoring is conducted in line with legal requirements.

6. Pupils

- ICT facilities must be used under supervision.
- Mobile devices must not be connected to the school's network.
- The school reserves the right to search pupil devices if there is reason to believe they contain inappropriate content.
- Breaches may result in disciplinary action.

7. Parents

- Parents do not have access to school ICT facilities unless granted by the Headteacher.
- When using online channels, parents must communicate respectfully.
- Complaints should be raised via official channels.
- Parents must not upload photos of other children without consent.

8. Data Security

- Users must set strong passwords and keep them secure.
- Personal devices must meet security standards before being used for school purposes.
- Data protection policies must be adhered to at all times.

9. Internet Access

- The school's internet is filtered and monitored.
- Pupils may not connect personal devices to the school's WiFi.
- Parents and visitors require Headteacher authorisation to access school WiFi.

10. Monitoring and Review

- The Headteacher and ICT Provider oversee policy implementation.
- The policy is reviewed every two years.
- The Governing Body approves the policy.

11. Related Policies

This policy should be read alongside:

- Online Safety Policy
 - Safeguarding and Child Protection Policy
 - Social, Emotional and Behaviour Support Policy
 - Staff Discipline & Conduct Policy
 - Data Protection Policy
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12. Appendices

Appendix 1: Acceptable use of the internet: agreement for parents and carers

| Acceptable use of the internet: agreement for parents and carers | |
|--|--------------|
| Name of parent/carers: | |
| Name of child: | |
| <p>Online channels are an important way for parents/carers to communicate with, or about, our school. The school uses the following channels:</p> <ul style="list-style-type: none">● ClassCharts● Email / text for parents (for school announcements and information)● Our virtual learning platform <p>Parents/carers also set up independent channels to help them stay on top of what's happening in their child's class. For example, class/year Facebook groups, email groups, or chats (through apps such as WhatsApp).</p> | |
| <p>When communicating with the school via official communication channels, or using private/independent channels to talk about the school, I will:</p> <ul style="list-style-type: none">● Be respectful towards members of staff, and the school, at all times● Be respectful of other parents/carers and children● Direct any complaints or concerns through the school's official channels, so they can be dealt with in line with the school's complaints procedure <p>I will not:</p> <ul style="list-style-type: none">● Use private groups, the school's Facebook page, or personal social media to complain about or criticise members of staff. This is not constructive and the school can't improve or address issues if they aren't raised in an appropriate way● Use private groups, the school's Facebook page, or personal social media to complain about, or try to resolve, a behaviour issue involving other pupils. I will contact the school and speak to the appropriate member of staff if I'm aware of a specific behaviour issue or incident● Upload or share photos or videos on social media of any child other than my own, unless I have the permission of other children's parents/carers | |
| Signed: | Date: |

Appendix 2: Facebook Cheat Sheet for Staff

Don't accept friend requests from pupils on social media

10 rules for school staff on Facebook

- Change your display name – use your first and middle name, use a maiden name, or put your surname backwards instead
- Change your profile picture to something unidentifiable, or if not, ensure that the image is professional
- Check your privacy settings regularly
- Be careful about tagging other staff members in images or posts
- Don't share anything publicly that you wouldn't be just as happy showing your pupils
- Don't use social media sites during school hours
- Don't make comments about your job, your colleagues, our school or your pupils online – once it's out there, it's out there
- Don't associate yourself with the school on your profile (e.g. by setting it as your workplace, or by 'checking in' at a school event)
- Don't link your work email address to your social media accounts. Anyone who has this address (or your personal email address/mobile number) is able to find you using this information
- Consider uninstalling the Facebook app from your phone. The app recognises wifi connections and makes friend suggestions based on who else uses the same wifi connection (such as parents or pupils)

Check your privacy settings

- Change the visibility of your posts and photos to **'Friends only'**, rather than 'Friends of friends'. Otherwise, pupils and their families may still be able to read your posts, see things you've shared and look at your pictures if they're friends with anybody on your contacts list
- Don't forget to check your **old posts and photos** – go to bit.ly/2MdQXMN to find out how to limit the visibility of previous posts
- The public may still be able to see posts you've **'liked'**, even if your profile settings are private, because this depends on the privacy settings of the original poster

Google your name to see what information about you is visible to the public

- Prevent search engines from indexing your profile so that people can't **search for you by name** – go to bit.ly/2zMdVht to find out how to do this
- Remember that **some information is always public**; your display name, profile picture, cover photo, user ID (in the URL for your profile), country, age range and gender

What do to if...

A pupil adds you on social media

- In the first instance, ignore and delete the request. Block the pupil from viewing your profile
- Check your privacy settings again, and consider changing your display name or profile picture
- If the pupil asks you about the friend request in person, tell them that you're not allowed to accept friend requests from pupils and that if they persist, you'll have to notify senior leadership and/or their parents. If the pupil persists, take a screenshot of their request and any accompanying messages
- Notify the senior leadership team or the headteacher about what's happening

A parent adds you on social media

- It is at your discretion whether to respond. Bear in mind that:
- Responding to one parent's friend request or message might set an unwelcome precedent for both you and other teachers at the school
- Pupils may then have indirect access through their parent's account to anything you post, share, comment on or are tagged in
- If you wish to decline the offer or ignore the message, consider drafting a stock response to let the parent know that you're doing so

You're being harassed on social media, or somebody is spreading something offensive about you

- **Do not** retaliate or respond in any way
- Save evidence of any abuse by taking screenshots and recording the time and date it occurred
- Report the material to Facebook or the relevant social network and ask them to remove it
- If the perpetrator is a current pupil or staff member, our mediation and disciplinary procedures are usually sufficient to deal with online incidents
- If the perpetrator is a parent or other external adult, a senior member of staff should invite them to a meeting to address any reasonable concerns or complaints and/or request they remove the offending comments or material
- If the comments are racist, sexist, of a sexual nature or constitute a hate crime, you or a senior leader should consider contacting the police

Appendix 3: Acceptable Use Agreement for Older Pupils

- Rules and responsibilities for ICT use at school.

| Acceptable use of the school's ICT facilities and internet: agreement for pupils and parents/carers | |
|---|-------|
| Name of pupil: | |
| <p>When using the school's ICT facilities and accessing the internet in school, I will not:</p> <ul style="list-style-type: none">• Use them for a non-educational purpose• Use them without a teacher being present, or without a teacher's permission• Use them to break school rules• Access any inappropriate websites• Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity)• Use chat rooms• Open any attachments in emails, or follow any links in emails, without first checking with a teacher• Use any inappropriate language when communicating online, including in emails• Share my password with others or log in to the school's network using someone else's details• Bully other people <p>I understand that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.</p> <p>I will immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others.</p> <p>I will always use the school's ICT systems and internet responsibly.</p> <p>I understand that the school can discipline me if I do certain unacceptable things online, even if I'm not in school when I do them.</p> | |
| Signed (pupil): | Date: |
| <p>Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.</p> | |
| Signed (parent/carer): | Date: |

Appendix 4: Acceptable Use Agreement for Younger Pupils

- Simplified ICT use agreement.

| Acceptable use of the school's ICT facilities and internet: agreement for pupils and parents/carers | |
|--|-------|
| Name of pupil: | |
| <p>When I use the school's ICT facilities (like computers and equipment) and get on the internet in school, I will not:</p> <ul style="list-style-type: none">• Use them without asking a teacher first, or without a teacher in the room with me• Use them to break school rules• Go on any inappropriate websites• Go on Facebook or other social networking sites (unless my teacher said I could as part of a lesson)• Use chat rooms• Open any attachments in emails, or click any links in emails, without checking with a teacher first• Use mean or rude language when talking to other people online or in emails• Share my password with others or log in using someone else's name or password• Bully other people <p>I understand that the school will check the websites I visit and how I use the school's computers and equipment. This is so that they can help keep me safe and make sure I'm following the rules.</p> <p>I will tell a teacher or a member of staff I know immediately if I find anything on a school computer or online that upsets me, or that I know is mean or wrong.</p> <p>I will always be responsible when I use the school's ICT systems and internet.</p> <p>I understand that the school can discipline me if I do certain unacceptable things online, even if I'm not in school when I do them.</p> | |
| Signed (pupil): | Date: |
| <p>Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.</p> | |
| Signed (parent/carer): | Date: |

Appendix 5: Acceptable Use Agreement for Staff, Governors, Volunteers, and Visitors

- Guidelines and restrictions on ICT use within the school.

| Acceptable use of the school's ICT facilities and the internet: agreement for staff, governors, volunteers and visitors | |
|--|--------------|
| Name of staff member/governor/volunteer/visitor: | |
| When using the school's ICT facilities and accessing the internet in school, or outside school on a work device, I will not: <ul style="list-style-type: none">• Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)• Use them in any way which could harm the school's reputation• Access social networking sites or chat rooms• Use any improper language when communicating online, including in emails or other messaging services• Install any unauthorised software, or connect unauthorised hardware or devices to the school's network• Share my password with others or log in to the school's network using someone else's details• Share confidential information about the school, its pupils or staff, or other members of the community• Access, modify or share data I'm not authorised to access, modify or share• Promote private businesses, unless that business is directly related to the school | |
| I understand that the school will monitor the websites I visit and my use of the school's ICT facilities and systems. I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy. I will let the designated safeguarding lead (DSL) and ICT Provider know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material. I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too. | |
| Signed (staff member/governor/volunteer/visitor): | Date: |

The Orchard School ICT & Internet Acceptable Use Policy ensures a safe and productive digital environment for all members of our school community.