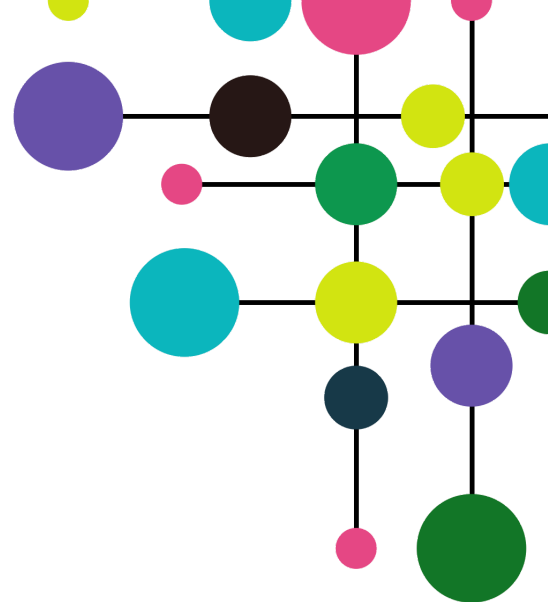
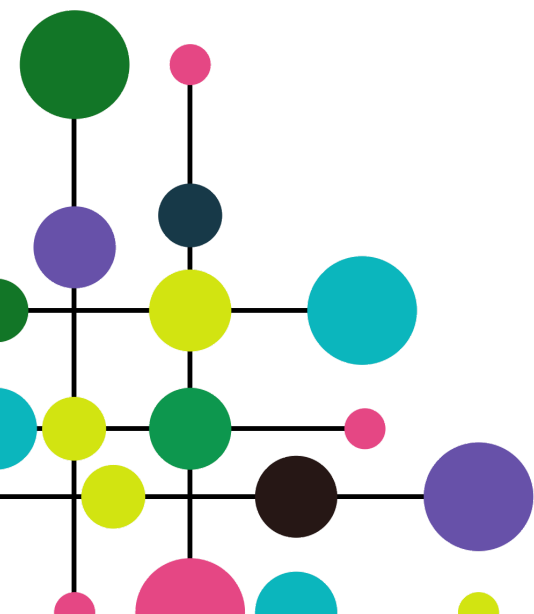




MAT ICT ACCEPTABLE USE POLICY

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Record of Alterations
Version 1.0 Original (July 2024)



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Introduction

This policy sets out the acceptable use of the school's ICT systems and equipment to ensure compliance with the latest safeguarding and digital technology standards, as stipulated by the Department for Education (DfE) documents, 'Keeping Children Safe in Education' (KCSIE) and 'Meeting digital and technology standards in schools and colleges', and is part of the school's ICT strategy.

Please read this document carefully as breaches of this policy will result in disciplinary action.

Acceptable Use Statement

The computer system is owned by the school. "The computer system" includes all computers and associated equipment belonging to the school, whether part of the school's integrated network, stand-alone, or taken off-site.

Professional use of the computer system is characterised by activities that provide children with appropriate learning experiences or allow adults to enhance their own professional development. The school recognises that technologies such as the internet and email will profoundly affect children's education and staff professional development in the coming years, and the school's Internet Access policy statement has been drawn up accordingly.

Unacceptable use includes;

- The installation of software or hardware unauthorised by the school
- Use of the system for personal financial gain, gambling, political purposes, or advertising.
- Accessing inappropriate materials such as pornography, racist, extremist, or any other offensive content.

Monitoring and compliance

All members of staff, students on placement, supply teachers etc must sign a copy of this document before a system login and password is issued.

The MAT reserves the right to examine or delete any files that may be held on its computer systems and monitor any internet sites visited.

Data Protection and security

Information held on the MAT Google Drive under Team Drives is visible to ALL staff who are allocated to that drive. Sensitive information relating to individuals (for example HR files, SEND records) should be stored securely and access limited to those staff who have responsibility for these areas.

Sensitive personal information should be stored in the My Drive section, and shared only with the individuals who require access.

Internet Access Policy Statement

All internet activity should be appropriate to staff professional activities or the children's education.

All internet activity is monitored, including the content of email, therefore it is the responsibility of the user to ensure that they lock their device when not in use, or log out of the system before it is used by another person.

Children must not be given unfiltered access to the internet. For the purposes of this policy, 'supervision' of children using devices means that the user is within frequent sight of a responsible adult.

Acceptable use includes;

- Accessing the internet using authorised accounts and passwords, which should not be made available to any other person
- Using the internet for educational purposes during school hours
- Respecting the intellectual property rights of creators, and adhering to copyright laws. All material saved on the school's network is the property of the school and making unauthorised copies of materials contained thereon may be in breach of the Data Protection Act, Individual Copyright or Intellectual Property Rights
- Emails should reflect the expected professional standards associated with the school and profession, as they would be for letters and other media
- Any concerns that arise as a result of internet usage are to be reported to the Administrator or ICT Lead

Unacceptable use includes;

- Activity that threatens the integrity of the school's computer systems, or that attacks or corrupts other systems
- Sending inappropriate emails or making inappropriate contacts
- Posting anonymous messages and forwarding chain letters
- Use of the school's internet for personal financial gain, gambling, political purposes, advertising or shopping
- The use of the internet, email or any other media to access, hold or create inappropriate materials such as pornography, racist, extremist or any other offensive or illegal material

Monitoring and filtering

All devices using the school's system will be monitored using relevant software that is regularly updated. Any school devices used outside of the school will also be monitored if they have been logged into using a school account.

It is the responsibility of the Administrator to review this activity periodically and to report any transgressions of the school's Internet policy, including use of obscene, racist, extremist or threatening language detected by the system, to the Headteacher. Occasionally, it may be necessary for the Administrator to investigate attempted access to blocked sites, and in order to do this, the Administrator will need to set his/her Internet access rights to "Unrestricted". Whenever this happens, this should be recorded in the ICT violations register, and the Headteacher notified.

Breaches of the Internet Policy and this document can be dealt with in a range of ways, according to the school's disciplinary policy. All serious transgressions of the school's Internet Access Policy are recorded in the school's ICT violations register. The violations register can be found in the Headteacher's office.

Internet publishing statement

The MAT wishes each school's website to reflect the diversity of activities, individuals and education that can be found within the MAT. However, the MAT recognises the potential for abuse that material published on the Internet may attract, no matter how small this risk may be. Therefore, when considering material for publication on the Internet, the following principles should be borne in mind:

- No video recording may be published without the written consent of the parents/legal guardian of the child concerned, and the child's own verbal consent
- Surnames of children should not be published, especially in conjunction with photographic or video material
- No link should be made between an individual and any home address (for example street names)
- Where the person publishing material suspects that there may be child protection issues at stake then serious consideration must be taken as to whether that material may be published or not. Matters of this nature must be reported to the Designated Safeguarding Lead

Artificial Intelligence

Our MAT is committed to leveraging the benefits of Artificial Intelligence (AI) and data technologies to enhance teaching and learning while upholding our ethical responsibilities. We believe in the potential of these technologies to support personalised learning, improve educational outcomes, and streamline administrative processes. However, we also recognise the importance of using these technologies in a manner that respects privacy, promotes fairness, and prevents discrimination.

Further details regarding AI, and the ethical use of AI and data, can be found in the MAT Artificial Intelligence Acceptable Use policy, and should be read in conjunction with this document.

Use of Portable Equipment

Each school provides portable ICT equipment such as laptop computers, colour printers and digital cameras to enhance the children's education and to allow staff to make efficient use of such equipment to enhance their own professional activities.

Exactly the same principles of acceptable use apply as in the Acceptable Use Statement above.

- Equipment may be in the care of a specific individual, but it is recognised that all staff may wish to benefit from the use of a laptop computer and access should be negotiated with the individual concerned. Any difficulties should be referred to the ICT Leader
- Certain equipment will remain in the care of the ICT Leader, and may be booked out for use according to staff requirements. Once equipment has been used, it should be returned to the resource area
- Equipment such as laptop computers are encouraged to be taken off site for use by staff in accordance with the Acceptable Use Statement and Internet Access Policy and that the equipment is fully insured from the moment it leaves the school premises
- Any costs generated by the user at home, such as phone bills, printer cartridge etc. are the responsibility of the user
- Where a member of staff is likely to be away from school through illness, professional development (such as secondment etc.) or maternity leave, arrangements may be made for any portable equipment in their care to be returned to school. In the event of illness, it is up to the school to collect the equipment if the individual is unable to return it
- If an individual leaves the employment of the school, any equipment must be returned.
- Staff may install software on laptops to connect to the internet at home. If in doubt they should seek advice from the ICT Lead or Administrator
- No other software, whether licensed or not, may be installed on laptops without permission of the ICT Lead or Administrator
- All staff are encouraged to make use of the school's anti-virus software for installation on any computers at home that they routinely use for school work.

Agreement

I confirm that I have read and understood this policy:

PLEASE CLICK THIS [LINK](#) TO CONFIRM

Name (please print):

Signature:

School:

Date: