

THE ROSEWOOD SCHOOL

ICT POLICY 2016-2017



Staff Responsible

Mrs A. Cooper

Policy Date –

September 2016

Review Date –

September 2017

Rosewood is an urban special school for boys of secondary age who have emotional and behavioural difficulties. Pupils are drawn from all over the borough and reflect a wide social mix and very varied family backgrounds. This policy sets out the school's aims, principles and strategies for the delivery of Information and Communication Technology with particular reference to those pupils deemed to be ESBD.

What is covered by the term ICT?

We interpret the term ICT to include the use of any equipment which allows users to communicate or manipulate information, in its broadest sense, electronically. This includes use of;

- Computers
- Programmable toys e.g. Roamer
- Graphic calculators
- Sensors
- Electronic musical instruments
- Audio and video recorders
- Telephone and fax
- Digital cameras and scanners
- The Internet etc.

What are our aims?

The overall aim for ICT is to enrich learning for all pupils and to ensure that teachers develop confidence and competence to use ICT in the effective teaching of their subject. ICT provides a non- threatening, non-judgemental tool for pupils deemed ESBD and can enable pupils to successfully access those curriculum areas where they may have previously experienced failure thus raising both self-esteem and academic attainment. In particular we would hope that our pupils will become confident and effective users of ICT by;

- Developing their ICT capability in a variety of subject contexts
- Understanding the importance of information and how to select and prepare it
- Developing skills using hardware and software enabling them to most effectively manipulate information
- Enabling pupils to apply ICT capability and ICT to support their use of language and communication
- Helping all pupils to consider the benefits of ICT and its impact on society
- Ensuring all pupils use ICT with purpose and enjoyment
- Helping all pupils develop the necessary skills to become independent users of ICT confidently able to exploit ICT resources and tools
- Making sure that all pupils reach the highest possible levels of achievement.
- Teaching pupils good Health and Safety attitudes and practice including an awareness of internet safety and the ability to select and use websites safely and with care, alongside an awareness of the Data Protection Act and the dangers of plagiarism

Curriculum Organisation

Rosewood School takes in a wide variety of pupils many of whom join the school late having been excluded from other schools both within the borough and from other local authorities. This therefore poses a significant problem in establishing a starting point when pupils enter school. In Year 7 a short task assessment is used to determine aptitude since pupils will have very varied previous experiences. However for those pupils entering school later, many having been out of school for long periods of time, individual assessments are administered by experienced ICT practitioners in order to get pupils back on course for accreditation as soon as possible

In ICT a wide range of accreditation is on offer, ranging from Entry Level ,offered where possible in Year 9 ,through to Linear, GCSE ICT Single Award.

Courses are chosen to meet individual needs with an emphasis on the ability of the course work to motivate young people who are at danger of disengagement.

Access and Inclusion

Rosewood is a Special school with all pupils carrying a statement of Special Educational Need, because of this classes are small and the school's pupil to computer ratio is less than 2:1. This is an important factor since many pupils are from disadvantaged families where there may be little opportunity to access ICT facilities at home. This could present as a very limiting feature in the production of coursework at GCSE, however because of the facilities available within school and an established lunch time and after school computer club to enhance ICT skills, the opportunities to gain accreditation are on a par with local secondary schools. The clubs are open daily to pupils needing this facility.

The school will also seek to provide anywhere, anytime access to learning through the Dudley Portal.

The school has a highly skilled team of teaching assistants who provide individual support for students and resources are targeted to meet the specific needs of pupils as they are identified.

The school has 2 computer network rooms which are timetabled for classes throughout the week and every classroom has between 1 & 3 computers which are also linked to the network.

In addition there is a bank of laptops which link to the computer network by wireless technology,

All pupils shall have the opportunity to develop ICT capability. The school will promote equal opportunities for computer usage and fairness of distribution of ICT resources. Homework is given as learning and revision guides and are there to encourage students to study outside of school, however homework set will not require a computer to complete ensuring all students can access the resources.

Recording Assessment and Reporting

ICT work will be marked in line with the school's marking policy.

For reporting purposes each pupil is given an end of year subject level. Evidence of work is kept in individual year group folders and all students are aware of their personal levels and how to achieve the next stage.

Monitoring and Review

Monitoring is carried out by the Head teacher, ICT co - coordinator and relevant governors at appropriate points during each school year. The monitoring is carried out in a variety of ways including;

- informal discussion with staff and pupils
- observation of ICT work and displays
- scrutiny of accreditation gained and individual progress through tracking
- presentation at governor curriculum meeting
- classroom observation
- tracking of defined groups e.g. Looked After Children

A review of this policy will be made by the co-ordinator each year alongside an audit of pupil progress and resources. This will be reported to SMT and Governors for inclusion in the SDP and SEF and to determine future planning.

Management

The subject co-ordinator will facilitate the use of ICT throughout the school by;

- Keeping abreast of new ideas and thinking in the subject
- Updating the policy and schemes of work
- Ordering and updating resources and advising on their use with particular reference to specific special needs
- Providing or organising training so that all staff are confident in how to teach the subject and have the necessary skills
- Ensuring that SMT and governors have up to date information about ICT in school
- Contributing to the SDP and SEF at regular points (at least annually)
- Monitoring the subject Action Plan and leading its implementation
- Keeping support staff fully informed of all developments and encouraging them to attend relevant courses
- Making sure that all staff understand the system for logging faults
- Liaising effectively with DGFL
- Seeking opportunities for cross curricular experiences to enhance teaching and learning and further develop ICT capability
- Ensuring that all students of ICT have targets which are systematically tracked and have relevant intervention strategies on hand should they be needed

Copyright and Licensing

All software used on the school's system is correctly licensed

All staff are aware of the consequences of installing unlicensed software and sign an agreement of acceptable use before using the school system or school ICT equipment.

All pupils must agree to abide by the terms of our acceptable use agreement before using the school ICT system or any school ICT equipment

Health and Safety

All activities, whether in school or off sight, will be guided by the school's Health and Safety policy

Where necessary individual risk assessments will be put into place to ensure the safety of pupils and the integrity of the school ICT system.

Pupils are systematically taught the following subject specific rules;

- Hazardous use of computers
- The way to sit at the computer
- The importance of regular breaks
- The need for vigilance when using the internet

All equipment is PAT tested annually

APPENDIX

- Subject Guidelines
- Resources and their location within school
- Scheme Matrix
- Monitoring Log
- Action Plan

Rosewood School

THE ROSEWOOD SCHOOL

ICT Guidelines 2016-2017

Main purposes are:-

- Coverage of yearly teaching objectives Yrs. 7-9, 10 and 11
- New Introduction of KS2 teaching and learning
- Ensure progression through adaptation of individual objectives, timing, pace and level of engagement
- Offer work that is engaging, age related and intellectually stimulating
- Discipline in the treatment and use of hardware and software in accomplishing set tasks

Working purposes are:-

- The reasons for a lesson's outcome are stated
- Consolidation and construction on previous knowledge
- Understandable use of language to describe the whole task and its procedures
- Inclusion of literacy and numeracy skills as and when appropriate
- Plenary to provide a summation of lesson(s) outcome

Scheme Matrix

Key stage 2 and 3

Pupils will be taught the Programmes of Study as recommended in KS3 National Strategy.

Year 9/10/11

Pupils will be taught the Programmes of Study as recommended by National Curriculum and EDEXCEL.

GCSE qualifications prepare students for the real world of work or further education.

GCSE candidates will complete a 40 hour controlled assessment weighted at 60% followed by an examinable component weighted at 40%. Pupils will follow 2IT01 GCE Course offered by EDEXCEL.

They are designed to stimulate students' creativity and develop real-world, practical skills that will motivate learning across a wide range of subjects.

Assessment and Differentiation

Due to the high ratio of staff to pupils, pupils are able to follow personalised learning pathways shaped to fit their specific needs. Accreditation routes are chosen with a view to accommodating learning needs as well as for their potential to motivate pupils. A particular success story has been that of beginning exam work at an earlier stage. This is immensely beneficial for those students who may be frequently absent and

those who are looked after and may have regular placement changes.

Sep 2016 – Sep 2017

ICT Monitoring Log

| Date | Activity | Personnel | Designation |
|------|----------|-----------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Rosewood School

| Activity | Personnel | Budget | Start Date | Completion Date |
|--|----------------------------|---------------|-------------------|------------------------|
| Review Policy to ensure all clear vision. | A. Cooper / B. Whittall | N/A | | |
| Implement new technologies to allow pupils to develop their skills and gain new experiences. | AC | £1000 | | |
| Meeting With J. Phillips to ensure that literacy is being used effectively in ICT and to ensure the whole school literacy target is being implemented effectively. | AC / JP | N/A | | |
| Meeting With L. Wilkes to ensure that Mathematics is being used effectively in ICT and to ensure that Maths targets are being implemented effectively. | AC / LW | N/A | | |
| | | | | |
| Meeting at Saltwells to be attended for the use of office 365 in schools. | AC/LC/CP | N/A | | |
| Meeting at Saltwells to be attended for the use of Google Education | AC/LC/CP | N/A | | |
| | | | | |

| | | | | |
|---|----------|-----|--|--|
| Meeting to be arranged at Saltwells for RM Unify | AC/LC/CP | N/A | | |
| All students to be aware of levels and target grades. (Top 5% for GCSE) | AC | N/A | | |
| New level trackers to be implemented into the ICT levelling system | AC | N/A | | |
| Revision folders / guides to be created for GCSE candidates | AC | N/A | | |
| Homework folders to be created for KS2/3/4 students. | AC | N/A | | |

Acceptable Use Policy for USB Data Sticks or Pen/Flash Drives at Rosewood School

1. In support of the Computer Use Policy, this addendum specifically governs the use of USB media known as Data/Memory Sticks or Pen/Flash Drives within the school and the data they contain.
2. The Computer Use Policy as outlined in the school ICT acceptable use policy specifically **prohibits** the use of any privately owned equipment or media within the Rosewoods computer system. Therefore, **ONLY** Rosewood School owned equipment or media may be connected to our computer system or used to store the School data.
3. Confidentiality must always be maintained for all Person Identifiable Data (PID), which includes information about our pupils and staff. Ethical duties of confidence must be observed and extreme caution should be exercised where PID is being transferred electronically ensuring that all the data is fully encrypted to the required standard.
4. USB data devices should only be used on an **exceptional** basis where it is essential to store or temporarily transfer data, in accordance with the Computer Use Policy.
5. Any PID transferred to a USB data device must remain encrypted throughout its journey and must not be transferred to any other internal or external system in an unencrypted form.
6. Staff must note and accept that should their encryption password be forgotten by them, their USB Device allows for a new password to be created, but this will involve reformatting the device and thus **a total loss of the data currently stored within it**. The USB device must therefore not be used to keep data that is not backed-up securely in accordance with the Computer Use Policy. All USB drives contain a 256bit encryption algorithm which

requires a password in order to unlock. If the password is incorrectly entered ten times the device will self-destruct resulting in permanent loss of data.

7. Rosewood School retains the right to withdraw a staff member's ability to use USB data devices or any other Trust equipment or systems and initiate disciplinary action if any of the conditions of this acceptable use policy are violated.
8. Encryption software embedded into data devices must not be tampered with.
9. All USB data devices and the data they contain remain the property of the School. When a member of staff leaves the school they are responsible for relocating any stored data appropriately and returning their **empty** USB data device to the ICT Co-ordinator for redistribution.
10. Any loss of a USB device potentially constitutes a serious breach of School and Government security and should immediately be reported to your line manager and recorded as an incident.
11. Data should always be removed from the USB media when no longer required
12. All USB sticks can be opened in read only mode which is recommended for use outside the school network. This method of data access will minimise the chance of malware/virus corrupting or compromising secure data.

Staff Statement:

I accept my obligations under both the Computer Use Policy and this Acceptable Use Policy. I undertake not to transport any PID outside the School computer network unless it is fully encrypted and understand that disciplinary action may result from non-compliance with any of the above.

Print Name: Signature:

Job Title:

Rosewood School

Bell Street

Bilston

West Midlands

WV14 8XJ

Date:

Return to: Amie Cooper

Rosewood School

Acceptable Use Statement for staff and adult users

The computer systems within school are made available to students, staff, and other adults to further their education and to enhance professional activities including teaching, research, administration and management. The school's Acceptable Use Policies have been drawn up to protect all parties - the students, the staff, other adults and the school and are reviewed on a regular basis. Staff and other adults wishing to use the schools computer systems, email or Internet should sign a copy of this Acceptable Use statement and return it to Amie Cooper for approval.

- All Internet activity should be appropriate to the student's education;
- Access should only be made via the authorised account and password, which should not be made available to any other person;
- Activity that threatens the integrity of the school ICT systems or activity that attacks or corrupts other systems is forbidden;
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received;
- Use for personal financial gain, gambling, political purposes or advertising is forbidden;
- Copyright of materials must be respected;
- Posting anonymous messages and forwarding chain letters is forbidden;
- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media;

- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.
- If you access any site on the internet which you feel is inappropriate, report it in writing as soon as possible. Retain a copy of the report and return the proforma to the identified member of staff. Schools may wish to use the Incident reporting process proforma or devise their own.

Misuse of schools computer equipment, email or the Internet are serious offences. Research Machines (RM) has a contractual obligation to monitor the use of the e-mail and Internet services provided as part of the DGfL, this information may be recorded and may be used in disciplinary procedures if necessary. RM, the Council and the school reserve the right to disclose any information they deem necessary to satisfy any applicable law, regulation, legal process or governmental request.

Acceptable Use Agreement

I have read statement above and agree to abide by the conditions. I understand that misuse of schools computer systems, email or the Internet are serious offences and could lead to disciplinary procedures, up to and including dismissal

Print Name:

Signature:

Job Title:

Rosewood School
Bell Street
Bilston
West Midlands

WV14 8XJ

Date:

Publishing pupils' work on the Internet - Guidelines for staff

1. Be clear about the reason for publishing, the target audience and how you will manage the information presented. Give consideration to the copyright of images, music and other resources that you may be using when publishing on the worldwide web.
2. When displaying pupils work on the Internet, give as little information as possible about the pupil. The use of first name only is recommended and key stage rather than age.
3. Ensure pupils do not give their email addresses; requests for information etc should all go to a responsible adult in the school. Do not publish pupils email addresses.
4. If displaying pictures of pupils avoid giving names, limit information to the activity pupils are engaged in. They know who they are, and their friends will recognise them. It may be more appropriate to use self-portraits rather than actual photographs of individual children.
5. When publishing photographs or digital video footage of pupils engaged in sport or other activities, be cautious of what the photograph shows. It is possible, using electronic means, to change the photograph or video footage entirely. It is recommended that pupils are not photographed in swimwear or other minimal clothing.
6. Establish an 'Accepted Internet Use' policy that is signed by pupils, teachers and parents.
7. Ensure that the information held on the web site is updated regularly. It is better to have a small active site than a large out of date web presence.
8. If you want to test the media first, develop a school Intranet (a closed Internet site) and trial different information.
9. Remember one picture is worth a thousand words.

10. If a third party is commissioned to develop a site for a school, then it is essential that regular checking is built into the development so that senior management have a clear idea about what is included.

11. Take care if publishing information that may make the school vulnerable to crime; plans of computer rooms, information about new equipment.

12. School web pages which include 'Guest Books', discussion forums or other facilities which make it possible for the public to contribute information, must be monitored regularly and a school must be able to easily remove unwanted contributions.

When making and editing digital video, there are a number of considerations for protecting the identity of pupils:

- Avoid referring to children by name when filming, or use a sound effect to 'bleep' it out of the web version.
- Use character names rather than real names if possible.
- In credits, consider using the teacher's name only as a contact. Alternatively, refer to the video as a class project, for example 'This video was produced by Class 4'.
- If you wish to use pupils' names in credits, use only their first names, and do not attribute individuals to specific roles. Alternatively, consider using two versions of film with different credits - one with full credits for internal school use, and one without credits for external activities such as publishing on the school website or showing at parents' evenings.

Pupil Guidelines for using the Internet or email

1. Never give any personal details on the Internet, including home address, phone number, mobile number or picture.
2. Do not give your password to anyone, including your friends.
3. Never arrange to meet someone who you do not know but with whom you have communicated on the Internet.
4. Do not stay connected to a chat facility if someone says something that makes you feel uncomfortable or worried.
5. Do not respond to someone who is pestering you on-line or sending nasty, suggestive or rude email messages.
6. Tell your teacher if you see bad language or distasteful pictures on the Internet.
7. Always be yourself, do not pretend to be someone else while on the Internet.

Communicate only with people you know or those your teacher has agreed.

DUDLEY METROPOLITAN BOROUGH COUNCIL

PERSONNEL SERVICES FOR SCHOOLS

ADMINISTRATIVE PROCEDURES

SECTION D33

Title: *Schools E Safety Policy*

Contact: Children's Services Personnel Enquiry Line (01384 812828) or email personnel.ed@dudley.gov.uk or by contacting your school Personnel Officer.

Date: September 2016 **Revised Date:** 2017

School Policy:

"This policy applies to all employees of the School, the Governing Body, volunteers, visitors and members of the public on school grounds."

Consultation :

This Model Policy has been formulated in consultation with ASCL,NAHT,NUT,NASUWT, ATL, Unison and GMB

SCHOOL E-SAFETY POLICY

1. INTRODUCTION

- 1.1 The internet and e-mail play an essential role in the conduct of our business in school. The systems within school are made available to students, teaching staff, support staff and other authorised persons to further enhance both educational and professional activities including teaching, research, administration and management. We value the ability to communicate with colleagues, pupils and business contacts. There has been a substantial investment in information technology and communications (ICT) systems which enable us to work more efficiently and effectively.
- 1.2 How we communicate with people not only reflects on us as individuals but on the School. Therefore, although we respect your personal autonomy and privacy, we have established this policy to ensure that you know what we expect from you and what you can expect from us in your use of e-mail and the internet.
- 1.3 We trust you to use the ICT facilities sensibly, professionally, lawfully, consistent with your duties, with respect for your colleagues and in accordance with this Policy.

- 1.4 For your safety, we are able to monitor all web pages visited, email sent and received, this helps us monitor inappropriate use, such as bullying.
- 1.5 This policy applies to you as an employee whatever your position, whether you are a Head Teacher, Teacher, support staff, permanent, temporary or otherwise. Any inappropriate use of the School's internet & e-mail systems whether under this policy or otherwise may lead to disciplinary action being taken against you under the appropriate disciplinary procedures which may include summary dismissal.
- 1.6 It is important that you read this policy carefully. If there is anything that you do not understand, please discuss it with the Head Teacher or your line manager. Once you have read and understood this policy thoroughly, you should sign this document, retain a copy for your own records and return the original to the Head Teacher

2. **GENERAL PRINCIPLES AND LEGAL ISSUES**

- 2.1 All information relating to our pupils, parents and staff is confidential. You must treat all School information with the utmost care whether held on paper or electronically.
- 2.2 Care must be taken when using e-mail as a means of communication as all expressions of fact, intention or opinion may implicate you and/or the school. Electronic

information can be produced in court in the same way as oral or written statements.

- 2.3 We trust you to use the internet sensibly. Please be aware at all times that when visiting an internet site the unique address for the computer you are using (the IP address) can be logged by the site you visit, thus identifying your school.
- 2.4 The main advantage of the internet and e-mail is that they provide routes to access and disseminate information. However the same principles apply to information exchanged electronically in this way as apply to any other means of communication. For example, sending defamatory, sexist or racist jokes or other unsuitable material via the internet or email system is grounds for an action for defamation, harassment or incitement to racial hatred in the same way as making such comments verbally or in writing.
- 2.5 Internet and e-mail access is intended to be used for school business or professional development, any personal use is subject to the same terms and conditions and should be with the agreement of your head teacher.
- 2.6 As an employee, you should exercise due care when collecting, processing or disclosing any personal data and only process personal data on behalf of the School where it is necessary for your duties. The processing of personal

data is governed by the Data Protection Act 1998. Schools are defined in law as separate legal entities for the purposes of complying with the Data Protection Act. Therefore, it is the responsibility of the School, and not the Local Authority, to ensure that compliance is achieved.

- 2.7 All aspects of communication are protected by intellectual property rights which might be infringed by copying. Downloading, copying, possessing and distributing material from the internet may be an infringement of copyright or other intellectual property rights.

3. **MONITORING COMMUNICATIONS**

- 3.1 This policy takes into account legislation which aims to ensure a minimum level of personal privacy for employees in their employment. The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 allows for interception of "business" communications for business purposes:

3.1.1 to establish the existence of facts

3.1.2 to ascertain compliance with applicable regulatory or self-regulatory practices or procedures.

3.1.3 to ascertain or demonstrate effective system operation technically and by users.

3.1.4 for national security/crime prevention or detection.

3.1.5 for confidential counselling/support services.

3.1.6 for Investigating or detecting unauthorised use of the system

3.1.7 for monitoring communications for the purpose of determining whether they are communications relevant to the business.

3.2 Research Machines (RM) has a contractual obligation to monitor the use of the internet and e-mail services provided as part of DGfL, in accordance with the above Regulations. Traffic data and usage information may be recorded and may be used in disciplinary procedures if necessary. RM, Dudley MBC and the school reserve the right to disclose any information they deem necessary to satisfy any applicable law, regulation, legal process or governmental request. If there is any evidence that this particular policy is being abused by individuals, we reserve the right to withdraw from employees the facility to send and receive electronic communications

3.3 If the email is personal, it is good practice to use the word 'personal' in the subject header and the footer text should indicate if it is a personal email the school does not accept responsibility for any agreement the user may be entering into.

3.4 Your privacy and autonomy in your business communications will be respected. However, in certain circumstances it may be necessary to access and record

your communications for the School's business purposes which include the following:

- 3.4.1 providing evidence of business transactions;
- 3.4.2 making sure the School's business procedures are adhered to;
- 3.4.3 training and monitoring standards of service;
- 3.4.4 preventing or detecting unauthorised use of the communications systems or criminal activities;
- 3.4.5 maintaining the effective operation of communication systems.

4. **USE OF INTERNET AND INTRANET**

- 4.1 When entering an internet site, always read and comply with the terms and conditions governing its use.
- 4.2 Do not download any images, text or material which is copyright protected without the appropriate authorisation.
- 4.3 Do not download any images, text or material which is inappropriate or likely to cause offence.
- 4.4 If you want to download any software, first seek permission from the Head Teacher and/or member of staff responsible /RM. They should check that the source is safe and appropriately licensed.
- 4.5 If you are involved in creating, amending or deleting our web pages or content on our web sites, such actions

should be consistent with your responsibilities and be in the best interests of the School.

4.6 You are expressly prohibited from:

4.6.1 introducing packet-sniffing software (i.e. software which is used to intercept data on a network) or password detecting software;

4.6.2 seeking to gain access to restricted areas of the network;

4.6.3 knowingly seeking to access data which you are not authorised to view;

4.6.4 introducing any form of computer viruses; and

4.6.5 carrying out other hacking activities.

4.7 For your information, the following activities are criminal offences under the Computer Misuse Act 1990:

4.7.1 unauthorised access to computer material i.e. hacking;

4.7.2 unauthorised modification of computer material; and

4.7.3 unauthorised access with intent to commit/facilitate the commission of further offences.

5. **USE OF ELECTRONIC MAIL**

5.1 You should agree with recipients that the use of e-mail is an acceptable form of communication. If the material is confidential, privileged, or sensitive you should be aware that un-encrypted e-mail is not secure.

- 5.2 Do not send sensitive personal data via email unless you are using a secure site or portal. It is good practice to indicate that the email is 'Confidential@' in the subject line
- 5.3 Copies of emails with any attachments sent to or received from parents should be saved in a suitable secure directory.
- 5.4 Do not impersonate any other person when using e-mail or amend any messages received.
- 5.5 It is good practice to re-read e-mail before sending them as external e-mail cannot be retrieved once they have been sent.

6. **DATA PROTECTION**

6.1 Through your work personal data will come into your knowledge, possession or control. In relation to such personal data whether you are working at the School's premises or working remotely you must:

6.1.1 keep the data private and confidential and you must not disclose information to any other person unless authorised to do so. If in doubt ask your Head Teacher or line manager;

6.1.2 familiarise yourself with the provisions of the Data Protection Act 1998 and comply with its provisions;

6.1.3 familiarise yourself with all appropriate School policies and procedures;

6.1.4 not make personal or other inappropriate remarks about staff, pupils, parents or colleagues on manual files or computer records. The individuals have the

right to see all information the School holds on them subject to any exemptions that may apply.

6.2 The School views any breach of the Data Protection Act 1998 as gross misconduct which may lead to summary dismissal under appropriate disciplinary procedures.

6.3 If you make or encourage another person to make an unauthorised disclosure knowingly or recklessly you may be held criminally liable.

I have read through and fully understand the terms of the policy. I also understand that the School may amend this policy from time to time and that I will be issued with an amended copy.

Signed:.....

PRINT NAME.....

Dated:

Rosewood School Use of the Internet by Pupils Policy

Dear Parent

Use of the Internet by Pupils

As part of the Government drive to personalise learning and to support learning opportunities within the school, your child, will at appropriate times, be given access to the Internet as an information source, a communications tool and a publishing medium.

The Internet has become a major source of educationally useful material and the primary distribution medium for a wide range of organisations. The potential to support the classroom teacher and the learner is significant and will continue to grow.

There are well-publicised concerns regarding access to material on the Internet that would be considered unsuitable for school pupils. Whilst it is impossible to ensure that a pupil will not access such material, the school, in liaison with Dudley LA and Research Machines plc, is taking all reasonable steps to minimise a pupil's access to unsuitable material.

These include:

- Use of a filtered Internet Service to prevent access to Internet sites with certain types of material e.g. pornography, violent, offensive and abusive material.
- Restricted access to 'chat rooms'.
- The requirement that wherever possible all Internet access during school hours will be supervised by a member of staff or other responsible adult.
- Tracking mechanisms that enable the school to identify which Internet Sites have been visited and to monitor Internet access.
- Education of pupils as to the potential legal consequences of accessing certain types of material.

Attached to this letter is a copy of the school's Acceptable Use Policy. All users of school computer equipment are expected to abide by this policy. Users not abiding by the policy may have their right to use the systems withdrawn. For some offences the Police or other authorities may have to be involved.

The school has developed an Internet Site that includes information about many aspects of school life. Within published guidelines (attached) the school may publish pictures or work relating to your child. Please indicate on the attached form your willingness (or not) for any reference to your child to be included on the school Internet Site.

The school's policy on the use of computers, including the use of the Internet is available for parents to inspect.

If you want to discuss any of the issues surrounding the use of the Internet or the content of this letter please contact the school and ask for Mr Kirk.

Occasional awareness sessions regarding use of the Internet are run for parents please ask for details.

Yours

Amie Cooper

ICT Co-ordinator

Parental Consent Form - Use of the Internet

Pupil Name:

Class/Form:

As parent or legal Guardian of the above pupil, I give permission for my son/daughter to use computer systems to access the Internet and e-mail. I have read the attached letter and understand that the school will endeavour to take all reasonable steps to restrict access to unsuitable material on the Internet. I have read the attached Acceptable Use Policy and understand that pupils will be held accountable for their own actions

I have read the attached guidelines on Internet Publishing and do / do not give my permission for information regarding my son / daughter, falling within the guidelines, to be published and made publicly available on the world-wide.

Signature of Parent or Guardian

Date:

Inappropriate web site proforma

| | |
|----------------------------------|--|
| Name of person making the report | |
| Date | |
| URL of site (www.) | |
| Brief description of site | |
| Please return to: | |
| Action taken | |
| Date | |

Notes:

Rosewood School Acceptable Internet Use Statement For Students

The computer systems within school are made available to students to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school's Internet Access Policies have been drawn up to protect all parties – the students, the staff and the school.

The school reserves the right to examine or delete files that may be held on its computer systems or to monitor any Internet site visited.

Students wishing to use the Internet should sign a copy of this Acceptable Internet Use statement and return it to the ICT manager for approval.

- All Internet activity should be appropriate to the student's education;
- Access should only be made via the authorised account and password, which should not be made available to any other person;
- Activity that threatens the integrity of the school ICT systems or activity that attacks or corrupts other systems is forbidden;
- Files attached to an email should be appropriate to the body of the email and not include any inappropriate materials or anything that threatens the integrity of the school ICT system
- When using the internet including a 'chat room' facility, I will not give my home address or telephone/mobile

number, respond to requests using SMS or even arrange to meet someone, unless my parent, carer or teacher has given permission;

- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received;
- Use for personal financial gain, gambling, political purposes or advertising is forbidden;
- Copyright of materials must be respected;
- Posting anonymous messages and forwarding chain letters is forbidden;
- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media;
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.
- If you find any site on the internet which you feel is inappropriate, report it immediately to an adult.

Acceptance of the above conditions:-

Full name

Form

Signed

Date

Staff

ICT Policies September 2016 - 2017

I understand and agree to accept and abide by the conditions outlined in the following policies:

1. Acceptable use statement for Staff and Adults at Rosewood School
2. Publishing students work on the internet – Guidelines for staff.
3. Dudley Metropolitan Borough Council E- Safety Policy
4. Acceptable use Policy for USB Data Sticks or Pen/Flash Drives at Rosewood School.

I understand that misuse or failure to comply to these policies and procedures could result in disciplinary action which may lead to dismissal.

| Name | Position | Signature |
|-----------------|---|------------------|
| Mr. D. Kirk | Head Teacher | _____ |
| Mr. B Whittall | Deputy Head Teacher | _____ |
| Mrs. K Phipps | SENCO | _____ |
| Mrs. L Stallard | Assistant Head teacher | _____ |
| Ms. C Robertson | Teacher / Governor | _____ |
| Miss. H Parkes | Teacher | _____ |
| Ms. N Evans | HLTA | _____ |
| Mrs. A Cooper | ICT Instructor/ KS4 WEX Co-ordinator | _____ |
| Mrs. B Guider | Food Technology Instructor | _____ |
| Mrs. J Morris | HLTA | _____ |
| Mrs. C Postin | HLTA | _____ |
| Mrs. A Wilkes | Teaching Assistant | _____ |
| Mr. L Wilkes | Maths Instructor /KS4 WEX Co-ordinator | _____ |
| Mr. S Morris | HLTA | _____ |
| Mrs. S Cope | PA to the Head teacher | _____ |

| | | |
|-----------------|---------------------------------|-------|
| Mrs A Whittall | Secretary | _____ |
| Mr D Edwards | Caretaker | _____ |
| Ms. K Dunbar | Secretary | _____ |
| Mr. L Callaghan | ICT Technician | _____ |
| Mr. J Phillips | Teacher | _____ |
| Miss. E Stokes | Teaching Assistant | _____ |
| Mr J. Dolson | Design Technology Instructor | _____ |
| Mr L. Richards | Teaching Assistant | _____ |
| Mr P. Shaw | Teaching Assistant | _____ |
| Miss H. Bryan | Teaching Assistant | _____ |
| Mrs S. Parnaby | Teaching Assistant | _____ |
| Mr G. Elleston | Teacher | _____ |

The above have been shown where to access this guidance in school and have read and agree to abide by the guidance.

Rosewood School Portable ICT Equipment – Staff Guardianship Loan Form

Name has permission to loan and is guardian of the following item(s) of ICT equipment :-

| Item | Serial No | Start date | Return date |
|----------------------------|------------------|-------------------|--------------------|
| IPad 2 | | | |
| keyboard | | | |
| Case | | | |
| Apple USB Cable | | | |
| Apple Power Adapter | | | |

Whilst the above items are in your care, the school will expect you to take full personal responsibility for the safe custody of all of the items listed and to follow the guidelines below:-

- I will ensure the mobile device is secured or locked away when not in use;
- I will ensure that unauthorised software is not loaded or run on this mobile device;
- I will not download, store or collect any inappropriate material on the device

- I will ensure that all external media sources (discs, USB flash drives / memory sticks) are checked for viruses before data transfer to the mobile device where appropriate;
- I will ensure the device is regularly virus-checked where appropriate;
- I will ensure that data remains confidential and secure;
- Any personal data stored on the device will be encrypted if appropriate and removed as soon as reasonably possible
- I will ensure that the equipment is not used by anyone who has not been authorised by the school
- I will ensure that my device has a password of minimum of 8 characters.
- I will return the device upon request and when I am on leave or other absence, unless otherwise authorised.
- I will ensure that if the device is synced with a personal computer that the host machine is also secure.
- I will ensure the equipment is not left unattended in any vehicle (as this is not covered by the school's insurance policy), and accept that any loss arising from a loss from a vehicle will be my own responsibility.
- If the equipment is lost or stolen, I will inform the police as soon as possible to get a crime number and also contact the appropriate member of staff

Signed Date .../.../...

Name person authorising the loan

Signed Date .../.../...

