



Oak Hill Academy West London

an Aspirations Academy

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Acceptable Use of ICT Policy



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Executive Principal: Mrs E Á Linney, BEd. (Hons), PGCE, NPQH

Associate Principal: Miss L Taylor BSc (Hons), PGCE

Oak Hill Academy Acceptable Use of ICT Policy

This Acceptable Use Policy is intended to ensure that:

- staff, pupils, parents and other members of the school community will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use
- school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- staff are protected from potential risk in their use of ICT in their everyday work

The school will try to ensure that staff, pupils and parents will have good access to ICT to enhance learning opportunities for pupils' learning and will, in return, expect staff, pupils and parents and other members of the school community to agree to be responsible users.

Associate Principal and Senior Leaders' responsibilities

The Associate Principal is responsible for ensuring the safety (including e-safety) of members of the school community, though the day to day responsibility for e-safety will be delegated to the E-Safety Officers.

The Associate Principal and Senior Leaders are responsible for ensuring that the E-Safety Officers and other relevant staff receive suitable CPD to enable them to carry out their e-safety roles and to train other colleagues, as relevant. The Principal and Senior Leaders will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal e-safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles.

The Senior Leadership Team will receive regular monitoring reports from the E-Safety Officers.

The Associate Principal and another member of the Senior Leadership Team should be aware of the procedures to be followed in the event of a serious e-safety allegation being made against a pupil or member of staff. In the case of an allegation against the Principal, this will be reported to the Chair of Governors, as per the School's policies and procedures.

E-Safety Officer Role

The E-Safety Officers take day to day responsibility for e-safety issues and have a leading role in:

- establishing and reviewing the school e-safety policies / documents
- ensuring that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place
- providing training and advice for staff
- liaising with the ICT advisors on a regular basis
- liaising with school ICT technical staff
- receiving and logging reports of e-safety incidents
- meeting regularly with the Safeguarding Governor to discuss current issues and review incident logs and filtering / change control logs
- reporting regularly to the Senior Leadership Team, designated person for child protection and designated governor for child protection and safeguarding, regarding any safeguarding issues.

Teaching and Support Staff

Teaching and Support Staff are responsible for ensuring that:

- they have an up to date awareness of e-safety matters and of the current school e-safety policy and practices
- they have read, understood and signed the school Staff Acceptable Use Policy
- they report any suspected misuse or problem to the E-Safety Officers
- e-safety issues are embedded in all aspects of the curriculum and other school activities
- pupils understand and follow the school e-safety and acceptable use policy

Oak Hill Academy Acceptable Use Policy - Pupils

I will read and follow the rules in the Acceptable Use Policy. I understand that there are consequences if I do not follow the Acceptable Use Policy.

- I will always use what I have learned about e-safety to keep myself safe and will tell a teacher if something makes me worried or unhappy
- I will only use school ICT equipment for my school work and not to upset or bully other people or create a bad impression of my school
- I will take responsibility for my own use of all ICT equipment and will use it safely, responsibly and legally, for example:
 - I will only use my school email account in school
 - I will not open any email attachments without checking with an adult
 - I will make sure that my work does not break copyright
- I will not go on any unsuitable or illegal web sites on purpose e.g. rude images, violence and racism. If I go on any by mistake I will click on Hector (the e-safety button) and tell a teacher straight away
- I will click the e-safety button (Hector the Dolphin) and tell a teacher if I can see a website that is inappropriate or receive any unwanted emails (such as spam)
- I will look after school ICT equipment and report any damage to a teacher straight away
- I will only use the usernames and passwords I have been given and I will keep them secure
- I will use the learning platform (or Foldr if using my iPad) to transfer files between home and school. I will not use a USB stick in school
- I will save only school work on the school network and will check with my teacher before printing
- I will log off or shut down a computer when I have finished using it
- I will only use my iPad in class when my teacher tells me it is ok to do so

I understand that all of my work and internet activity on school ICT equipment can be monitored and that there are consequences if I do not use the equipment sensibly, safely and responsibly

Parent/Carer Signature

Date

Child's Name

Class

Child's Signature

Oak Hill Academy Acceptable Use Policy – Parents

Parents and Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. Research shows that many parents and carers do not fully understand the issues and are less experienced in the use of ICT than their children. The school will therefore take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website, learning platform and information about national or local e-safety campaigns and literature.

As a parent or carer of a child at Oak Hill Academy, I will:

- read the Pupil Acceptable Use Policy carefully with my child and endorse (by signature) the Pupil Acceptable Use Policy
- access the school website and learning platforms in accordance with the relevant school Acceptable Use Policy
- ensure that I and my child use resources from the learning platform only for my child's learning purposes
- ensure my child uses Foldr from their iPad responsibly

Parent/Carer Signature

Date

Child's Name

Class