

Bryniau Clwyd Federation



Acceptable Use and Social Media Policy

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Why is use of electronic communication important?

The use of a computer system without permission or for a purpose not agreed by the school may constitute a criminal offence under the Data Protection Act 1998 or Computer Misuse Act 1990.

In line with Council policy, private use of electronic communications is forbidden (this is for tax purposes).

How will the risks be assessed?

In common with other media such as magazines, books and video, some material available via electronic communication and the Internet in particular is unsuitable for pupils. It is not possible to automatically check the content of electronic messages for every word or phrase that might be considered unsuitable. The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that particular types of material will never appear on a screen.

Should examples of unacceptable use arise these will be communicated immediately, electronically or in writing, to the ICT Adviser so that appropriate steps can be taken to prevent future occurrences of such use.

What are the benefits to the school?

Access to world-wide educational resources including museums and art galleries;

Inclusion in government initiatives such as Hwb; NGfL, Virtual Teacher Centre and community grids for learning; Information and cultural, exchanges between students world-wide; News and current events; Cultural, social and leisure use in libraries, clubs and at home; Discussion with experts in many fields for pupils and staff; Staff professional development - access to educational materials and good curriculum practice plus a means for staff to access training materials and receive mentor support; Communication with colleagues, the advisory and support services, professional associations and support groups; Exchange of curriculum and administration data with the LA and Welsh Office.

How will Internet access be authorised?

Teachers will monitor and control access by pupils via a shared identity and password. Pupils should only use the computers, chrome books, ipads and Internet via a class/school logon.

How will publishing on the Web be managed?

Home information or individual E-mail addresses will not be published.

No personal information or individual E-mail addresses will be published.

Photographs of identifiable individual pupils will not be published on the Web site if parents/guardians have informed the school that they do not want their photo displayed.

Group photographs will not have a name list attached.

How will the school ensure Internet access is appropriate and safe?

Senior staff will monitor and regularly review the effectiveness of access strategies for electronic communication.

How will complaints be handled?

If staff or pupils discover unsuitable sites, the URL (<http://> address) and content will be reported to the ICT Unit for wired network. They will immediately prevent access to any site considered unsuitable. An urgent investigation will be undertaken in consultation with Corporate IT, audit and legal staff, as defined within agreed procedures. Appropriate action will be taken - as defined within the Commitment by Flintshire County Council. As with drugs issues, there may be occasions when the police must be contacted. Where necessary, following discussion with the Headteacher, early contact will be made to establish the legal position and discuss strategies.

How will staff, pupils and parents be kept informed?

All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the Electronic Communication Acceptable Use Policy and its importance explained.

Parents' attention will be drawn to the Policy in newsletters, the school prospectus and on the school Web sites.

How will parents' support be enlisted?

A careful balance will be maintained between keeping parents informed and raising issues of concern. Parents will agree to their child having access to individual HWB accounts and access to all of the different applications. If a child's parent has not returned the agreement they will not be provided to access to all of the different applications.

How will remote access to school systems be used?

Remote access to school computers and managed network hubs will be given only to appropriate staff from the ICT Unit and will be subject to prior arrangement and provision of a record of work carried out.

How will the security of the school ICT system be maintained?

Security strategies will be discussed with the LA and will take account of Flintshire County Council policies, guidelines from the ICT Unit and the relevant legal framework.

How will the school ensure use of electronic communication provides effective learning?

The school will work with the LA and relevant officers of Flintshire County Council to ensure systems to protect pupils are reviewed and improved.

Pupils using the Internet will be supervised appropriately.

Internet access will include filtering appropriate to the age of pupils and timed access to match agreed needs.

How will pupils be taught to assess content accessed or received electronically?

Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

When copying materials from the Web pupils will comply with copyright.

How will access to Hwb and the discussion boards be managed?

The school's Hwb site will be accessed by Staff and pupils using their individual logons. All contributions to Hwb will reflect appropriate educational use and ensure that the good name of the school is maintained.

How will E-mail be managed?

Communications with persons and organisations will be managed to ensure appropriate educational use and that the good name of the school is maintained.

How will file transfer be managed?

All files downloaded will be appropriate to educational use or technical needs and both licensing and copyright requirements will be met.

Uploading of files is enabled to the School's Hwb site using individual logons and pupils will only upload files that have been virus checked and that are appropriate to educational needs.

What a breach of this policy occurs?

Any breach of this policy may lead to disciplinary action being taken against the staff member/s involved in line with The Bryniau Clwyd Federation School Disciplinary Policy and Procedure.

A breach of this policy leading to breaches of confidentiality, or defamation or damage to the reputation of The Bryniau Clwyd Federation or Flintshire County Council or any illegal acts or acts that render the School or the County Council liable to third parties may result in disciplinary action or dismissal.

Social Media

The Bryniau Clwyd Federation understands the importance of teachers, students and parents engaging, collaborating, learning, and sharing in the fast-moving world of the Internet and social media. Such services as Twitter and blogs, and many other online tools through which people connect and share information. With this in mind, The Bryniau Clwyd Federation has developed the following guidelines to provide direction for employees and parents.

The programme is aware and acknowledges that increasing numbers of adults and children are using social networking sites. The two with the widest used are Facebook and Twitter. (X)

The widespread availability and use of social networking application bring opportunities to understand, engage and communicate with audiences in new ways. It is important that we are able to use these technologies and services safely and responsibly. However, it is also important to ensure that we balance this with our reputation.

This policy and associated guidance is to protect staff and advise school leadership on how to deal with potential inappropriate use of social networking sites.

For example, our use of social networking applications has implications for our duty to safeguard children, young people and vulnerable adults.

The policy requirements in this document aim to provide this balance to support innovation whilst providing a framework of good practice.

Purpose

The purpose of this policy is to ensure:

- That the school is not exposed to legal risks
- That the reputation of the school is not adversely affected
- That our users are able to clearly distinguish where information provided via social networking applications is legitimately representative of the programme.

Social networking applications include, but are not limited to:

- Collaborative spaces, such as Facebook
- Media sharing services, for example YouTube and Vimeo 'Micro-blogging' applications, for example Twitter

Facebook is targeted at older teenagers and adults. They have a no under 13 registration policy and therefore the school does not directly use facebook.

Cyber Bullying

By adopting the recommended no use of social networking sites on school premises unless under the teacher's guidance for the school twitter account, The Bryniau Fedearition protects themselves from accusations of complicity in any cyber bullying through the provision of access.

Parents should be clearly aware of the programmes policy of access to social networking sites.

Where a disclosure of bullying is made, schools now have the duty to investigate and protect, even where the bullying originates outside the school.

This can be a complex area but we will do what we can to investigate any problems and we will to such guidance including the following websites.

<http://www.connectsafely.org/>

<http://www.stopbullyingnow.hrsa.gov/>

<http://www.ncpc.org/cyberbullying>

Twitter

Understanding Twitter

Twitter is a communications platform that is small bursts of information called Tweets. Each Tweet is 280 characters long. You can also get links, see photos, videos, news stories and participate in conversations all directly in Tweets. It is important to note that what you say on Twitter may be viewed all around the world instantly.

We use Twitter at Ysgol Yr Esgob and Ysgol Licswm to communicate with parents and community members; to display good practice and learning & progress we are really proud of.

We will never place a child's picture on our Twitter account if parents have informed the school that they do not want their child's image displayed.

The Internet is a great resource, but it's important for our pupils to be aware of the challenges and issues that can occur online.

BLOGS

Our school website has a blogging capability that may allow children and teachers to blog about their learning. We will **NEVER** place a child's image online without parental permission and we will **NEVER** name the image.

Discussion forums

There are many forums which help to promote learning. At The Bryniau Clwyd Federation, we would never allow the children to add any personal information about

themselves. They will be taught about Internet safety prior to ever using a discussion forum. With this example, the teacher may pose a question and open a 'discussion room' for the class which only they will add to as only they will have the address. This would be done under teacher and teaching assistant supervision.

PARENTS

Parents should expect communication from teachers prior to their child's involvement in any project using online social media applications, i.e., blogs, wikis, podcast, etc.

1. Parents will be asked to sign a consent form for pupils prior to teachers setting up social media activities for classroom use. This will be a one off consent form and will last for the duration of the child's education through The Bryniau Clwyd Federation.
2. Parents will not attempt to destroy or harm any information online.
3. Parents will not use classroom social media sites for any illegal activity, including violation of data privacy laws.
4. Parents are highly encouraged to read and/or participate in social media projects.
5. Parents should not distribute any information that might be deemed personal about other students participating in the social media project.
6. Parents should not upload or include any information that does not also meet the student guidelines above.
7. Parents should avoid posting any personal messages about themselves or anything that may bring the name of school into disrepute. There are clear guidelines for any issues parents may have with school and therefore, any instances may involve the school seeking a prosecution.

This Policy is to be endorsed by the School Governing Body in Summer 2024

Appendix 1

The Bryniau Clwyd Federation

Electronic Communication

Rules for Responsible Use - Pupils

The school has installed computers with Internet access to help our learning. These rules will keep you safe and help us be fair to others.

- I will only access the system with the class identity and password, and only access Hwb with my own identity and password, which I will keep secret.
- I will not access other people's files.
- I will use the computers for school work and homework.
- I will not bring in external media devices (e.g. memory keys) from outside school unless I have been given permission. I understand that school holds no responsibility for such devices.
- I will ask permission from a member of staff before using the Internet.
- I will only e-mail people I know or my teacher has approved.
- The messages I send will be polite and responsible.
- A file will only be sent with my e-mail message if it has been checked and is free from viruses and if my teacher has approved sending the file.
- I will not give my home address or telephone number or arrange to meet someone.
- I will not disclose any other person's name, address or any of their personal details.
- I will report any unpleasant material or messages sent to me. I understand this report would be confidential and would help protect other pupils and myself.
- I understand that the school may check my computer files, including electronic mail messages, and may monitor the Internet sites I visit.

Appendix 2

Electronic Communication

Rules for Responsible Use - Staff

The school has installed computers with Internet access to help our teaching and pupil learning. These rules will keep you and the pupils safe and help us be fair to others.

- I will only access the system with my own identity and password, which I will keep secret and the class identity and password. I will only access Hwb with the appropriate school/personal logons and will only access the school's Hwb site with my logon details.
- I will not access other staff files without prior permission. This excludes shared documents such as policy documents etc.
- I will only use the computers for work related to school, i.e. lesson planning, creating resources etc.
- I will not bring in external media devices (e.g. memory keys) from outside school unless I have ensured they are virus free and backed up regularly.
- I will only use HWB e-mail for school related business.
- The messages I send will be polite and responsible.
- A file will only be sent with my e-mail message if it has been checked and is free from viruses.
- I will not give my home address or telephone number or arrange to meet someone.
- I will not disclose any other person's name, address or any of their personal details.
- I will report any unpleasant material or messages sent to me. I understand this report would be confidential and would help protect other myself and other staff and pupils.
- I understand that the school/LA may check my computer files, including electronic mail messages, and may monitor the Internet sites I visit.
- I will comply with the School's social networking policy and procedures at all times.
- A copy of this document will be kept by the person responsible for ICT, signed by all staff who have computer/internet access.