



**TGCH: POLISI DEFNYDD DERBYNIOL
STAFF, DISGYBLION A
LLYWODRAETHWYR**

**ICT: ACCEPTABLE USE POLICY
STAFF, PUPILS AND GOVERNORS**

PARATOWYD PREPARED	Mawrth 2018 / <i>Month Year</i>
CADARNHAWYD RATIFIED	Mawrth 2018 / <i>Month Year</i>
ADOLYGWYD REVIEWED	Mawrth 2022 / <i>Month Year</i>
CYLCH ADOLYGU REVIEW CYCLE	2 flynedd / <i>Amount of years</i>

NODIADAU'R ADOLYGIAD REVIEW NOTES

March 2022

- References to the 'Safeguarding Policy' have been changed to the 'Safeguarding and Child Protection Policy' to reflect the school's policy name
- References to 'Key Stage 2' in Appendix 1 have been changed to 'Progression Step 3' to reflect the implementation of Curriculum for Wales 2022

1. Introduction

ICT in its many forms – internet, email, mobile devices etc – are now part of our daily lives. It is our duty to ensure that they are used safely and responsibly.

The internet is a valuable resource that can raise educational standards by offering both learners and staff opportunities to search for information from a very wide range of sources based throughout the world. However, some of the information to be found on the internet will be inappropriate for learners and it is important to have a policy in place that takes this issue into account.

Ysgol Gymraeg Llundain / London Welsh School has a duty to ensure that before using the internet with learners, staff have had the opportunity to discuss how they will deal sensitively with inappropriate use. The following policy helps to define appropriate and acceptable use by both staff and learners and has been further discussed with Governors and learners themselves.

Please also refer to our Safeguarding and Child Protection Policy and Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings.

The implementation of this policy is the responsibility of all members of staff.

2. The Internet in School

The internet is a powerful technology, and we realise that it must play an important role in any learning environment. Through the internet, staff are able to find information on topics they may be teaching, worksheets that have been written by other teachers and newsgroups of a particular interest to the school, and they will be able to share ideas with teachers around the region, nationally and internationally too. It aids planning and collaboration between schools. It provides an e-mail address to members of staff to enable them to keep in ready contact with other schools.

Parents can contact staff members via the school email address.

3. The Internet in the Curriculum

The use of the Internet in the curriculum needs careful planning, and it should not be assumed that the learners have the skills and knowledge of how to work safely in an online environment – for example, how to use search engines safely. Therefore, if the internet is to be used, the staff member should ensure that these points are covered in the interests of accessibility, and also of safety.

4. School Website

If a learner's name is mentioned with a photograph on the school website, only the first name will be used and it will not be linked to any other personal details.

The school does not publish personal email addresses of pupils or staff on the school website.

5. Roles and responsibilities

E-safety is recognised as an essential aspect of strategic leadership in this school and the Lead Teacher, with the support of Governors, aims to embed safe practices into the culture of the school. The Lead Teacher ensures that the policy is implemented and compliance with the policy monitored.

All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following school e-safety procedures. Central to this is fostering a 'No Blame' culture so pupils feel able to report any bullying, abuse or inappropriate materials.

As the children progress through the school there is a gradual progression in access to the internet. Learners will be made aware of unacceptable use of the internet without teachers being too explicit. The rules for using the internet will be made clear to all learners and Progression Step 3 pupils will have to sign the Rules for Responsible Internet Use (see appendix 1) prior to using the internet. They will be made aware that if they feel that the rules do not apply to them and therefore decline to sign the agreement, then this will result in an instant loss of access to the internet.

The rules apply to staff as well as learners and staff (including temporary and regular supply teachers) will be asked to sign the Acceptable Use of the Internet form annually.

6. Monitoring

It is the role of the ICT coordinator to monitor and evaluate the overall effectiveness of internet use throughout the school and s/he will do this on a regular basis.

Each teacher will be responsible for monitoring the use of the internet within their classroom and ensure that unacceptable material is not accessed. The Coordinator has responsibility for checking that no inappropriate material is on the school system and learners are made aware that teachers have access to all their folders of work. The coordinator also ensures that the computer system is regularly checked for computer viruses. Web filtering is in place and designed to render inappropriate sites inaccessible.

7. Managing the school network

The computer system / network is owned by the school and is made available to pupils to further their education and to staff to enhance their professional activities including teaching, research, administration and management.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet or email activity on the network, or perform any other activities that the school may see fit.

8. Personal Use

The computers, electronic media and services provided by the school are primarily for educational use to assist staff in the performance of their job. No personal devices should access the school's wireless internet.

London Welsh School expects any staff using social media sites to ensure that their use is conducive to their professional status. They should not mention the school by name or in passing, or discuss individuals or groups within the school, or compromise the school values.

In addition, staff must ensure that any private blogs, bulletin boards, websites etc. which they create, or actively contribute to, do not compromise, and are not confused with, their professional role.

Staff must ensure that any engagement in any online activities does not compromise their professional responsibilities.

ARWYDDWYD GAN: SIGNED BY:		
G Roberts	Cadeirydd Bwrdd y Cyfarwyddwyr <i>Chair of the Board of Directors</i>	Mawrth 2022 <i>March 2022</i>
T Sugg	Athro Arweiniol <i>Lead Teacher</i>	Mawrth 2022 <i>March 2022</i>

Appendix 1:

Ysgol Gymraeg Llundain / London Welsh School Rules for Responsible Internet Use by Progression Step 3 Pupils

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

- I will ask permission from a member of staff before using the Internet.
- I will not access other people's folders without permission.
- I will only use ICT systems in school, including the internet, email, digital video, mobile technologies, etc, for school purposes.
- I will not download or install software on school technologies.
- I will open email attachments from people I know are safe.
- I will only log on to the school network/ learning platform with the 'pupils' user name and password.
- I will follow the schools ICT security system and not reveal my passwords to anyone.
- I will only use my class' email address.
- I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not copy other people's work and say that it is my own.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring into disrepute.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- I will respect the privacy and ownership of others' work on-line at all times.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/ carer may be contacted.
- I understand that the school may check my computer files and may monitor the Internet sites I visit.
- The school cannot accept any responsibility for access to the internet outside of school even if children are researching a topic related to school.

Appendix 1



**LONDON WELSH SCHOOL
YSGOL GYMRAEG LLUNDAIN**

Hanwell Community Centre, Westcott Crescent, Hanwell, W7 1PD
020 8575 0237
info@ysgolgybraegllundain.co.uk

[date]

Ysgol Gymraeg Llundain / London Welsh School

Rules for Responsible Internet Use by Progression Step 3 Pupils

Dear Parent/ Carer

ICT including the internet, learning platforms, email and mobile technologies has become an important part of learning in our school. We expect all pupils to be safe and responsible when using any ICT. It is essential that pupils are aware of e-safety and know how to stay safe when using any ICT.

According to their age and level of understanding, pupils are expected to read and discuss this agreement with their parent or carer and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with the School.

Please return the bottom section of this form to school for filing by [date]

I/We have discussed this document and(pupil name) agrees to follow the 'Rules for Responsible Internet Use' and to support the safe and responsible use of ICT at London Welsh School.

Parent/ Carer Name(s) _____

Parent/ Carer Signature(s) _____

Pupil Signature _____

Class _____

Date _____

Appendix 2

Ysgol Gymraeg Llundain/ London Welsh School Acceptable Use Statement (For Staff)

The computer system is owned by the school and is made available to staff to enhance their professional activities, including teaching, research, administration and management. This policy has been drawn up to protect all parties - the pupils, the staff and the school.

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

All staff (including supply and temporary) requiring Internet access should sign a copy of this Acceptable Use Statement and return it to the ICT coordinator for approval.

- I will only use the school's email / Internet and any related technologies for professional purposes or for uses deemed 'reasonable' by the Lead Teacher or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal email address, to pupils.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Lead Teacher or Governing Body.
- I will not install any hardware or software without permission of the Lead Teacher.
- I will only open email attachments from sources I know to be safe.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Lead Teacher.
- I understand that all my use of the Internet and other related technologies can be monitored, logged and made available, on request, to the Lead Teacher.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's E-Safety Policy and help pupils to be safe and responsible in their use of ICT and related technologies.
- I will not access the school's main wireless internet on personal mobile devices.
- Access to the internet and school server should only be made via the authorised account and password, which should not be made available to any other person.

- It is the responsibility of staff members to make the ICT coordinator aware of occasions when passwords cease to become private.
- Staff should ensure that high levels of data-protection are adhered to at all times. This means locking computers whilst leaving the room.
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden.
- Electrical and ICT equipment from home are not permitted for school use.
- Users are responsible for all emails sent and for contacts made that may result in email being received.
- Use for personal financial gain, gambling, political purposes, online shopping or advertising is forbidden.
- Posting anonymous messages and forwarding chain letters is forbidden.
- As email 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.
- No reference should ever be made to London Welsh School on any social networking site.
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.
- Images will only be taken, stored and used for purposes within school unless there is parental permission for alternative use. At the start of each year, our parents will be asked to sign if they agree to their children's images being used for school marketing purpose. If a parent does not agree to this, staff must ensure that their child's photograph is not used.

Appendix 2



**LONDON WELSH SCHOOL
YSGOL GYMRAEG LLUNDAIN**

Hanwell Community Centre, Westcott Crescent, Hanwell, W7 1PD
020 8575 0237
info@ysgolgybraegllundain.co.uk

[date]

**Ysgol Gymraeg Llundain / London Welsh School
Acceptable Use Statement (For Staff)**

I understand this forms part of the terms and conditions set out in my contract of employment.

I agree to follow the Acceptable Use Policy and to support the safe use of ICT throughout the school

Full Name _____

Signature _____

Date _____

Any breaches in the requirements laid out in this Acceptable Use Statement will be reported to the Lead Teacher / Chair of Governors. If linked to a data breach it will, in line with GDPR requirements, be reported to the Data Protection Officer (DPO) and to the Information Commissioner's Office (ICO) within 72 hours.

Appendix 3

London Welsh School Acceptable Use Statement (For Governors and Visitors)

ICT in its many forms – internet, email, mobile devices etc – are now part of our daily lives. It is our duty to ensure that they are used safely and responsibly.

All Governors/Visitors at London Welsh School are aware of the following responsibilities:

- All Governors and visitors understand that ICT includes a wide range of systems, including mobile phones, digital cameras, laptops and tablets.
- All Governors and visitors understand that it is a disciplinary offence to use the school ICT equipment for any purpose not permitted by its owner.
- No Governors or visitors will disclose any passwords provided to them by the school.
- All Governors understand that they are responsible for all activity carried out under their username (G-Suite) / e-mail.
- Governors and visitors will not install any hardware or software on any school owned device without the Lead Teacher's permission.
- Governors and visitors understand that their use of the internet may be monitored and if anything untoward is uncovered, could be logged and used in line with any disciplinary procedures. This includes all school owned devices. If an E-safety incident should occur, staff will report it to the Designated/Deputy Safeguarding Lead as soon as possible.
- Governors and visitors will only use the school's email / internet etc and any related technologies for uses permitted by the Lead Teacher or Governing Body. If anyone is unsure about an intended use, they should speak to the Lead Teacher beforehand.
- Governors and visitors will ensure that data is kept secure and is used appropriately as authorised by the Lead Teacher or Governing Body. No passwords should be divulged, and if used, memory sticks should also be encrypted.
- Personal devices must only be used in the context of school business with the explicit permission of the Lead Teacher. Personal mobile phones or digital cameras must NEVER be used for taking any photographs related to school business. Each class has a digital camera / i-Pad specifically for this purpose. These school cameras / iPads must NEVER be used for personal use.
- Governors and visitors using school equipment will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Governors and visitors will only use the approved email system for school business.
- Governors and Visitors understand that images will only be taken, stored and used for purposes within school unless there is parental permission for alternative use.
- Governors and visitors will make every effort to comply with copyright and intellectual property rights.
- Governors and visitors will report any incidents of concern regarding staff use of technology and/or children's safety to the Lead Teacher (Designated Safeguarding Lead) / Deputy Designated Safeguarding Lead / Chair of Governors in line with our school's Safeguarding and Child Protection Policy.

Appendix 3



LONDON WELSH SCHOOL
YSGOL GYMRAEG LLUNDAIN

Hanwell Community Centre, Westcott Crescent, Hanwell, W7 1PD
020 8575 0237
info@ysgolgymraegllundain.co.uk

[date]

Ysgol Gymraeg Llundain / London Welsh School
Acceptable Use Statement (For Governors and Visitors)

I acknowledge I have received a copy of the Acceptable Use Policy.

I agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Full Name _____

Signature _____

Role (Governor / Visitor) _____

Date _____

Any breaches in the requirements laid out in this Acceptable Use Statement will be reported to the Lead Teacher / Chair of Governors. If linked to a data breach it will, in line with GDPR requirements, be reported to the Data Protection Officer (DPO) and to the Information Commissioner's Office (ICO) within 72 hours.