

Creating Opportunities

Building Aspirations

Inspiring Success



ICT Acceptable Use Policy

Date of ratification: February 2022

Date of review: February 2025

Signed Headteacher: _____ Date: _____

Signed CoG: _____ Date: _____

Name:

Signature:

Date:

Passwords and Device Security

- You should memorise your Windows and LGfL Email passwords. To prevent 'password overload' you may choose the same password for Windows computers and LGfL email.
- You must not tell anyone else any of your passwords, and you must not write them down, or store them as a note in your phone.
- You must not ask anyone to share their password with you, and you must not use an account that does not belong to you. (This does not of course apply to whole school shared accounts such as Tfl School Party scheme.)
- If you have any reason to suspect that your password has been compromised, you must reset it at the earliest opportunity, and inform the School Business Manager or Headteacher, so that this can be investigated.
- Whilst you are logged on, Windows passwords can be changed by pressing Control + Alt + Del and choosing Change a Password
- If forgotten, Windows passwords can be reset by speaking to the School Business Manager. This is carried out by our ICT company, so there is a two hour wait during office hours. In the meantime, you will be logged on using a temporary account.
- LGfL email passwords can be changed (or reset if forgotten) by visiting <https://support.lgfl.org.uk/public/changepass.aspx> and receiving a text message code. There is a link to this in the Staff section on the school website.
- On your school account, you may choose to use the Google Password service for websites such as LGfL, Tfl School Party, Integris, ClassDojo and MyMaths. This will generate a random password and store it for you, so that you do not have to remember it. Passwords can be retrieved by signing into passwords.google.com
- Windows and LGfL passwords expire every six months.
- New passwords need to meet three or more of these categories:
 - capital letters
 - lowercase letters
 - numbers
 - symbols
- Supply teachers will be given a login by the admin team when they arrive. This is on the supply information sheet. They will automatically be logged into Google Drive, and only have access to relevant files. Please save any planning or flip charts that you wish to share with them in this folder.
- When a staff member leaves the room for break time or to go to a meeting etc., they should lock the computer. A shortcut for this is to press the Windows key & L together.
- As a back-up, staff computer accounts are set to lock after 20 minutes of inactivity.
- All SLT members will have a separate account for use when teaching. These are in the format *firstname.lastname.class*
- Senior Leaders, the Finance Officer and Inclusion Assistant will have 2 Factor Authentication enabled for cloud accounts such as G-Suite and Office 365.

Data Protection

- You must ensure any confidential data that you wish to transport from one location to another is stored on an encrypted device, provided for you by the school.
- Information that is confidential should not be copied onto personal devices, or stored in the cloud, without the permission of the headteacher. This will only be granted if it has been verified that the laptop is encrypted (this is not the same as being password protected) and that nobody else will have access to it. The headteacher will retain a list of this.

Name:

Signature:

Date:

- Staff should not sign into Google Chrome on personal devices without the permission of the headteacher.
- Staff requiring the use of Google Drive File Stream at home, should [submit a request](#), and wait for confirmation.

Photo and Videos

- Personal devices, such as smartphones should not be used to take photos of children, unless you are also a parent of the school and are doing so in that capacity – such as in a class assembly. A good quality, pocket-sized camera is available to borrow for school trips from the ICT co-ordinator.

Keeping Children Safe

- You must not give children permission to use the internet unless you will be in the room supervising them all of the time.
- At our school, only adults use YouTube. The only exception to this is children selecting Just Dance videos to dance to, which are on the school website.
<http://kobinazrul.towerhamlets.sch.uk/links/kidszone>
- When you are responsible for children using technology, you must ensure that the school's Acceptable Use Policy is followed. Any concerns should be reported to the ICT co-ordinator or nominated child protection officer as appropriate.

Communications

- When conducting school business, your school email address should be used – not a personal email.
- You must not engage in any online activity that may compromise your professional responsibilities.
- You must not make contact with children known to you through school on any social networking site. If a pupil attempts to make contact, it should be reported to the headteacher.

Inappropriate Material

- You must not browse, download or send any material that could be considered offensive. This could include (but does not exclusively include) materials that are pornographic, hateful, racist, sexist, abusive, obscene or discriminatory.
- You must report any accidental access to / receipt of inappropriate materials, or filtering breach to the headteacher.
- All computer and internet use is automatically monitored and logged. This information can be made available to the headteacher at their request.

Copyright and Protecting School Resources

- Illegally streaming or storing pirate films using school devices is not acceptable.
- You must not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.
- As part of the school's Microsoft subscription, you may request a copy of Microsoft Office if it will support you for work purposes. The installation files must not be shared with anyone else. Upon the termination of your employment this must be removed. Annually, you will be prompted for a licence key, or the software will become inactive; this is your responsibility.

Name:

Signature:

Date:

EYFS Acceptable

Use Policy

**Staying safe whilst
using technology**



**Staying safe when using
technology:**



Name:

Signature:

Date:



I will only use technology
when an adult tells me
that I can.



I will tell an adult if I
see something that
makes me unhappy.

KS1 Acceptable

Use Policy

Staying safe whilst
using technology



To keep me safe when using
technology I will:

Name:

Signature:

Date:



Only use technology when an adult tells me that I can.



Keep my password safe.
Only use my own account.



Always send polite messages.



Tell an adult if I see something on the computer that makes me unhappy.



Remember that not everything that I read on the internet is true.



Always tell an adult if something on the internet makes me or my friends unhappy.

Name:

Signature:

Date:

KS2 Acceptable

Use Policy

Staying safe whilst
using technology



To keep me safe when using
technology I will:

	Only use the internet when I have permission, and use it for a specific purpose.
	Think carefully about the keywords I use when searching the internet.
	Keep personal details such as my full name, school and address to myself when online.
	Keep my password safe, and only use my own account.

Name:

Signature:

Date:



Never arrange to meet someone I have met online.



Always check that my writing is polite before I send it.



Never reply to a message that is unkind. I will save it and show an adult straight away.



Remember that not everything that I read on the internet is true.



Always tell an adult if something on the internet makes me or my friends unhappy.

Name:

Signature:

Date: