

Rhws Primary School

ICT Acceptable Use Policy

September 2018



This policy has been written taking advice from national bodies, other schools and leaders in digital educational technology

This policy should be read in conjunction with other school policies including Anti-Bullying, Behaviour, PSHE, Child Protection, Data Protection, Copyright Protection and Freedom of Information policies.

Introduction

This policy aims to cover the different elements that Information Communication Technology (ICT) can cover within our school. These guidelines have been drawn up to ensure that all stakeholders within the school are aware of what is expected of them and are able to stay safe when using the hardware and software we have in school. The equipment and resources within school are provided to enhance the learning of the pupils and to aid the staff in their delivery of the curriculum; this policy will enable these to go ahead. This policy will set out a framework for how ICT will be taught, assessed and monitored throughout the school and should reflect the ethos and philosophy of our school. This policy has been written with guidance and support from other teachers, schools and local authorities and aims to meet the criteria established by organisations such as NAACE and the Welsh Government. Often schools will have a number of policies including E-safety and Social Media, but as a school we have decided to combine them into one policy.

Aims/Rationale

ICT encompasses every part of modern life and it is important that our children are taught how to use these tools and more importantly, how to use them safely. We believe that it is important for children, staff and the wider school community to have the confidence and ability to use these tools to prepare them for an ever-changing and rapidly developing world. To enable all our staff and pupils to be confident, competent independent users and learners of ICT we aim:

- To use ICT where appropriate to ensure pupils are motivated and inspired in all areas of the curriculum
- To use ICT to help improve standards in all subjects across the curriculum
- To develop the ICT competence and skills of pupils and provide them with the chance to consolidate these in a cross-curricular context
- To ensure pupils are challenged in their use of ICT and are provided with exciting, creative ways in which to share their learning
- To use tools available to ensure children have the ability to work independently and collaboratively to suit the needs of the situation
- To provide all staff with the training and support to ensure that they can, and have the confidence to, use ICT to its full potential in all aspects of school life
- To use ICT as a form of communication with parents, pupils and the wider community

Curriculum

ICT will be taught across the curriculum and wherever possible and appropriate, integrated into other subjects. There may be a need for stand-alone ICT sessions to teach skills that can then be applied in the cross-curricular sessions. Children may be taught ICT skills using Chromebooks, netbooks, LearnPads or the computers in the classrooms. The long term ICT map located at <https://sites.google.com/a/rhwsprimaryonline.co.uk/ict/> will show the journey in which the children are expected to take but this will be reviewed and when necessary adapted each year to ensure that it is relevant and up-to-date. There will be a selection of age-appropriate ideas on the website with links to lesson plans, how-to guides and examples to ensure teachers are able to fulfil the ICT curriculum. The ICT Coordinator will ensure that the plans provide coverage of what is expected. The ICT Coordinator and teachers will ensure that the children are challenged and are able to succeed.

In Reception, children will be taught how to use various pieces of ICT equipment which can include LearnPads, and class computers, in accordance to the Early Learning Goals appropriate for them.

Online Learning

As a school, we value the importance of providing opportunities for children to learn outside of school and we will provide these depending on the age of the child.

On our website, for children in Foundation Phase we will:

- Provide links to generic websites suitable for the age phase (e.g. phonics)
- Provide links to websites suited to the current topic
- Provide logins for online tools such as Purple Mash.

For Key Stage 2 children, we will also:

- We wish our pupils to further develop '21st century skills' and allow them to learn, communicate, collaborate, organise and share their work online. To help with this vision the school has introduced Google Apps for Education which has been developed specifically for 21st century learning. We will provide a Google Apps environment which will encompass a number of tools such as email, document creation, personal web site builder, and discussion forums. However the school has complete administrative control over which tools the pupils have access to, in order to ensure a safe and secure online learning environment.
- KS2 pupils will be given a personal login for our Google Apps environment which they will need to log in to 'Rhws Primary Online'. It is anticipated that initially they will be using Google Drive to undertake work in school and Google Sites to create their own web pages on topics of their choice/class topics. Their sites will only be visible to other pupils and teachers in the school. In accordance with our Internet Acceptable Use Policy, pupils will be expected to adhere to strict guidelines of internet safety and any pupils not doing so will have access to the system removed immediately.

Assessment

ICT will be assessed in a number of ways using formative and summative assessment. Formative assessment will happen during ICT lessons and will be used to inform future planning and this is conducted by the teacher on an informal basis. ICT capability will be assessed on an annual basis with notes being taken by the teacher and this will link to the school's assessment framework using Classroom Monitor. This relates to county assessment strategies and National Curriculum levels. A folder has also been created for each class on the Purple Mash platform to allow pupils to share their work and to allow class teachers to create an online portfolio of work. Both Purple Mash and Google Apps allow pupils to share work with their peers and teachers.

When appropriate, children will store their work on the school's network however, from September 2013 KS2 children will store their work in their 'cloud based' Google Drive area. They will also be able to compile an online portfolio of their work using Google Sites and in their personal folders on Purple Mash.

Equal Opportunities and Inclusion

We will ensure that all pupils are provided with opportunities to access the ICT curriculum throughout the school. Where necessary, we will endeavour to make adaptations to the environment or provide software that will enable all learners to achieve. Those pupils who have limited access to technology away from school will be given the opportunity to access technology within the school day.

Roles and Responsibilities - Senior Management Team

The headteacher and other members of the senior management team are responsible for monitoring the teaching of ICT throughout the school. The senior management team should decide on the provision and allocation of resources throughout the school in accordance to the school improvement plan, ICT action plans and timescales. They should also ensure that the ICT coordinator and teachers are following their roles as listed below and in accordance to job specifications and performance management targets.

Roles and Responsibilities - ICT Coordinator

The ICT Coordinator will oversee planning in all year groups throughout the school and be responsible for raising

standards in ICT. They will also be responsible for informing staff of new developments and initiatives and providing training where appropriate. The ICT Coordinator is responsible for overseeing the assessment of ICT across the school and providing opportunities to moderate ICT ability. They are responsible for keeping the hardware inventory up-to-date and ensuring the school has the appropriate number, and level, of software licenses for all software within the school. The ICT Coordinator is responsible for managing equipment and providing guidance for future purchasing. The ICT co-ordinator is also responsible for ensuring tools and procedures are sustainable. They are also responsible for the administration of online tools and systems that are in place.

Roles and Responsibilities - Teachers

Other subject leaders and classroom teachers should be aware that it is their responsibility to follow the guidance on <https://sites.google.com/a/rhwsprimaryonline.co.uk/ict/> and teach ICT and to use ICT within their class. They will also assist in the monitoring and recording of pupil progress in ICT. Teachers should also respond to and report e-safety issues or cyber bullying issues that they encounter within or out of school in accordance to e-safety procedures as listed below and the school's safeguarding policy.

Whilst checking of personal sites, e.g. email, is permitted during non-contact times, staff should be aware that this should only happen for a brief time and that they should be extra vigilant and ensure they are logged off appropriately (of both the website and their computer). Staff should follow, and agree to, the Acceptable Usage Policy below.

Roles and Responsibilities - Governors and visitors

School governors should abide by the guidelines set out for staff and ensure that if they do use the computers and equipment within school that they are doing so safely. All governors have an account to logon to the school's online managed learning environment.

Roles and Responsibilities - The School

As a school we will endeavour to ensure that parents and pupils are fully aware of ways in which the internet and ICT can be used productively and safely. We will always ensure that we provide children with the opportunities to excel and achieve when using ICT and will ensure our curriculum is challenging and relevant. Before launching any system or initiative, we will make sure that the children's safety is at the forefront of our thoughts and we will keep parents informed as necessary through newsletters and parents events. A range of e-safety websites will be made available on the school website.

We will conduct an annual survey of parents and pupils to ascertain internet use at home. We will publish results from this in the school newsletter and on our website.

Roles and Responsibilities - Pupils

They should ensure that they use the computers and equipment appropriately at all times.

It is expected that children will follow the school's behaviour policy when working online. They are also expected to adhere to the school's Anti-Bullying Policy. If the child fails to do so, then the procedures outlined in these policies will come into force.

Roles and Responsibilities - Parents

Parents should stay vigilant to the websites and content that their children are accessing. They should also try to talk to their child about e-safety and the use of the internet. If they have any questions or concerns then they should speak to their child's teacher, the ICT coordinator or the headteacher.

Equipment, Hardware and Software

Hardware should not be installed without the permission of the headteacher and/or ICT coordinator. If staff use memory sticks then the school's antivirus software will scan these. Staff should be vigilant to reduce the risks of virus infection.

The installation of software unauthorised by the school, whether licensed or not, is forbidden. If you are unsure, please speak to the headteacher and/or the ICT Coordinator for advice. The school reserves the right to examine or delete any files that are held on its system.

Our teachers have permission to use class laptops but in order to use the internet at home, they will need to change the internet settings as required.

Network

Staff will be issued with a password to access the school network and Rhws Primary Online. Pupils in Reception will not be expected to log on to the network and this may be done for them. Children in the Foundation Phase may use a generic login of 'Pupil' to access the school network. There are no passwords for FP children. These accounts will be created and monitored by the ICT coordinator.

There are two levels of user on the system, Pupils and Teacher. Each level has a different desktop and these are managed by the ICT coordinator. If teachers require different icons on the desktop, they should consult with the ICT Coordinator.

The school has a wireless network. The password for this is available for staff on request. Staff may connect their own laptops to this network providing that the ICT coordinator has checked the laptop for sufficient virus protection software. If the password is provided on paper, it should be destroyed once it has been used.

Backups

Every week the main server is set to backup essential files and onto a second stand alone NAS-DRIVE.

School Website

The school's external website will be overseen by the ICT coordinator and it is expected that class pages will be updated by other members of staff and children. The current website is hosted by Moonfriut. Staff regularly receive training to use the school website correctly. Additionally our staff are able to work collaboratively to share documents and save their planning and administration on a Google Apps platform called Rhws Primary Online. A link to this is provided on the main school website.

Google Apps

The school's online learning space will be a system based around Google Apps for Education. This is a free system

that contains a number of tools including email, document sharing and website creation. All KS2 children will be given a login and given permission to use different tools according to their age and e-safety awareness. Children may need to prove that they can use tools safely before having them enabled. This will all be managed by the ICT Coordinator. Google stores data about its users in accordance with the Safe Harbour Agreement approved by Becta before its closure in 2011.

Internet and E-mail

The internet may be accessed by staff and by children throughout their hours in school. We ask as a school that staff are vigilant as to the sites children are accessing and children should not be using the internet unattended.

The teaching of email and internet use will be covered within the ICT curriculum planning, but staff should encourage regular dialogue that explores the benefits and potential dangers of using the internet. There is a unit of work within the ICT Curriculum called 'Digital Literacy' which teaches searching and researching skills, online security and digital citizenship.

All members of staff will be issued with a school email address and this is the email with which they should use for professional communication. Children will also be issued with an email address on entering Key Stage 2 and this should be monitored by the class teacher and the ICT coordinator. Pupils must only use this email address for school purposes. Staff should take extra care to ensure that all communication with children and/or parents remains professional. Users are responsible for all messages that are sent and due regard should be paid to the content of the emails to ensure it is not misconstrued. All web activity is monitored by the ICT coordinator and class teacher. It is the user's responsibility to ensure they log off appropriately. If a child receives an email or message that they believe to be inappropriate then they should forward it on to their teacher and/or the ICT Coordinator who will investigate. It should not be deleted.

The use of the internet to access inappropriate materials such as auction sites, pornography, racist or any other material is prohibited. If users, especially children, do see an inappropriate website or image, they should close this immediately and report the site to the ICT coordinator or by discussing this with their class teacher.

The internet and filtering, whilst at school, is provided by the local authority. The ICT coordinator will run speed checks at regular intervals to monitor the connection speed which is set at 100mb by the local authority. Inappropriate websites are filtered out by the local authority. Additional sites can be enabled by the ICT Coordinator and a record will also be kept of the sites enabled by school.

Passwords

Staff should make sure that any passwords they use are strong and contain a mixture of some of the following; upper- and lower-case letters, numbers and punctuation. These should be changed regularly, especially if the user suspects others may know the password.

For online services used in school such as Twitter there is a single school account which has its own password for whole school access by staff. It is important that these details are not given to pupils at any point.

For sites where children have passwords, e.g. Purple Mash, they will be provided with these by the ICT Coordinator. As children progress through the school they will be taught about having sensible passwords for tools such as Google Apps.

School Liaison, Transfer and Transition

When a new child joins, it is the responsibility of office staff to inform the ICT coordinator of the child's name and year group. The ICT coordinator will then provide a network login and provide accounts for the online tools available in school.

At the end of a child's time with us, they will be able to take their schoolwork with them should they wish. Photographs will be checked to ensure we have permission to share them before this takes place.

Once they have left our school, the child's account will be removed from the online tools and their content will be removed. This will happen the year after they leave. If any children do use the tools whilst in Year 7, they must understand that this can be removed at any time.

As a school we will make links with local schools, in particular Llantwit Major Secondary School to provide opportunities to aid the transition from one school to another. This may include providing access to their VLE. This will be monitored by the ICT coordinator.

Mobile Phones and Handheld Devices

Staff may attempt to connect their phone to the school's wireless network in accordance with the network guidelines but should be aware that this may not work due to the settings available on their phones.

Age Limits

Certain online tools have age limits on the use of their software. This is due to an Act of United States Law. The Children's Online Privacy Protection Act prevents websites collecting data or providing their services to users under the age of 13.

As a school, we may decide to use some of these tools within lessons but will do so after thoroughly testing them for their safety and appropriateness. We will also post details of these sites on our school webpage. We will ensure that these will tend to be sites that allow creation of content rather than searching other users' content.

Occasionally these sites will be used by teachers with a class, for example to create a class book or movie, but not by a child with their own personal account. We will make parents aware of this during our e-safety events. If they do not wish their child to access these sites, their child can be provided with an alternative method to complete the task.

Personal Data

Staff should be aware that they should not transfer personal data such as reports, IEPs and contact information on to personal devices unless strictly necessary. This data should then be removed as soon as possible. When using a personal laptop or device containing student data, staff should be extra vigilant to not leave this device lying around or on display e.g. in a parked car.

Social Media

As a school we fully recognise that social media and networking are playing an increasing role within every-day life and that many staff are users of tools such as Facebook, Twitter and blogs using these for both personal and professional use. We will ensure that both staff and children are kept fully aware of risks and issues that may arise and ways in which to minimise these risks.

Staff should:

- Ensure that their profile/posts are kept private to friends where possible, this also includes personal information such as phone numbers, email addresses etc.
- Not accept current or ex-pupils as 'friends' on social media sites such as Facebook. This is to avoid any possible misinterpretation that may arise. We do understand that some staff members have friends within the local community (such as children's parents) and ask that these members of staff take extra precaution when posting online
- Ensure that if their communication is fully public (e.g. blogs/Twitter), that they maintain their professionalism at all times and remember that they are a representative of the school
- Be aware that electronic texts can sometimes be misinterpreted or misconstrued, so should endeavour to minimise the possibility of this happening
- Not use these media to discuss confidential information or to discuss specific children
- Check with the ICT Coordinator if they need advice on monitoring their online persona and checking their security settings

Pupils should not be signed up to most social networking sites due to the over-13 age limit. However, we recognise that many are signed up either with or without parental knowledge. We will also ensure that parents are fully aware of how to minimise the risk if their children are using these sites.

As a school we will use Twitter to post information, updates and blog posts. These will stream directly to our school website. We will ensure that we block any followers that appear inappropriate.

We will use class pages on the school website to share some examples of children's learning and to communicate with parents. We will follow guidance laid out in this document to ensure children are kept safe. No-one is able to post on the website or write a comment without it being approved by a teacher to ensure that the children are not subjected to any inappropriate comments.

As part of our annual survey to parents and pupils, we will ask them on their use of social media to ascertain the number using sites such as Facebook as well as the popularity and usage of our Twitter feed.

Digital and Video Images

As a school we will ensure that if we publish any photographs or videos of children online, we:

- Will try to ensure that their parents or guardians have given us written permission
- Will ensure if we do not have permission to use the image of a particular child, we will make them unrecognisable to ensure that they are not left out of situations unnecessarily
- Will not include a child's image and their name together without permission from the parents or guardians e.g. if the child has won an award

- Will ensure that children are in appropriate dress and we do not include images of children who are taking part in swimming activities
- Ask that if a parent, guardian or child wishes, they can request that a photograph is removed. This request can be made verbally or in writing to the child's teacher or to the ICT Coordinator. We will endeavour to remove the photograph as soon as possible
- Will provide new parents with a photo permission letter upon their arrival into school
- Will ask parents or guardians that are recording video or taking digital images at public events e.g. school play or sports day, that they do not publish these online

If staff use personal cameras or phones to take photographs of children within school, these should be removed from the device as soon as possible. We are fully aware that this is necessary at times, but precautions should be taken to minimise the risks.

Technical Support

Many minor issues are dealt with by the ICT Coordinator and the Digital Leaders as appropriate.

Additional hardware support is provided as and when necessary by the local authority.

Support for the website is provided by Moonfruit.

Additional office-based support (e.g. MIS, SIMs) is provided by the Vale IT Helpdesk and forms part of the Annual Service Level Agreement that the school has in place.

Google provide the school with telephone and online support of their online products and services.

Sustainability and Environmental Impact – Linked to ICT Mark 1b4

To ensure that the level of ICT across the school is sustainable, the ICT coordinator is responsible for the upkeep of the ICT audit which will contain usernames, passwords and guides to online tools and software as well as details of licenses and a complete ICT Inventory.

Hardware is disposed of safely and securely through a local company approved by the Vale LA.

E-Safety

At Rhws Primary we take E-safety very seriously. We will ensure that it is taught often throughout the children's ICT and PSHE sessions as necessary. We will also provide children with dedicated 'Digital Literacy' lessons as part of our ICT scheme of work. These will be reviewed regularly to ensure that they are up-to-date and reflect current needs. Children will be taught how to behave online and how to minimise the risk when working on the internet. Pupils will also be taught about managing passwords, respecting copyright and other elements of this policy that are relevant to them.

Our plans will provide children with an understanding of the expectations we have of them at a level appropriate to their age. We will also have an annual e-safety focussed parent meeting and will provide regular updates via our website and newsletters as appropriate.

All children will be taught about the Acceptable Use Policy and will sign a copy related to their age phase. These will be stored in the individual pupil's 'Rhwster Records'.

E-safety training will also be provided for staff and governors to ensure that they conduct themselves in an appropriate professional manner when working and communicating online.

If there is a website available to children that staff or children deem inappropriate they can either complete the form on the 'Contact' page of our website or speak to the ICT Coordinator who, if necessary, will then contact Vale LA and also use the Flexible Filtering service to block this in school.

If a teacher suspects an E-safety issue within school they should make notes related to the incident in accordance to anti-bullying and behaviour policies. This should then be reported to the ICT Coordinator and headteacher and recorded as appropriate.

If children receive an email that they believe to be inappropriate then they should forward it on to their teacher and/or the ICT Coordinator who will investigate.

Complaints

Incidents regarding the misuse of the Internet by students will be delegated to the ICT Coordinator who will decide which additional evidence should be gathered or recorded. A partnership approach with parents will be encouraged. Any complaint about staff misuse will be referred to the headteacher. Complaints of a child protection nature must be dealt with in accordance with child protection procedures.

Copyright and Intellectual Property Right (IPR)

Copyright of materials should be respected. This includes when downloading material and/or copying from printed materials. Staff should not remove logos or trademarks unless the terms of the website allow it.

Staff should check permission rights before using materials, particularly images, from the internet. Children will be taught in Key Stage 2 to begin to consider the appropriate use of images from the internet.

All materials created by staff whilst in employment of the school belong to the school and should not be used for financial gain. This is in accordance with guidelines laid out by the local authority.

Responding to unacceptable use by staff

Failure to comply with the guidelines and expectations set out for them could lead to sanctions being imposed on staff and possible disciplinary action being taken in accordance with the school's policy and possibly the law.

Responding to unacceptable use by pupils

Pupils should be aware that all e-safety issues will be dealt with quickly and effectively. When dealing with unacceptable use, staff should follow the behaviour policy and if necessary, the anti-bullying policy. Children may have restrictions placed on their account for a short time.



Acceptable Usage Policy – Staff



This document has been written to ensure that staff use the ICT throughout the school appropriately. If they have any questions regarding this policy, they should direct them to Senior Management team or the ICT Coordinator. Staff should:

- Use computers and equipment with care and ensure children do the same e.g. water bottles should stay away from machines
- Ensure that they have a sensible password
- Ensure that usernames and passwords are not shared with children or other staff
- Ensure that they log off when they have finished using the school network or any online environment.
- Make use of resources such as cameras and microphones but ensure that these are returned after their use. They should also endeavour to remove pictures/files regularly
- Try not to be wasteful, in particular when it comes to batteries, printer ink and paper
- Ensure that online dialogue (e.g. Facebook, blog posts or emails) with other schools, parents or children

remains professional at all times

- Ensure that online activity (including email) is related to their professional duty and that personal use should be kept to a minimum
- Ensure that they are not using the school's ICT for financial gain e.g. auction or betting sites
- Ensure that they have read and understood the ICT Policy
- Be aware that software or hardware should not be installed without prior consent of the ICT Coordinator or headteacher
- Understand that inappropriate use of the school's network may result in some services being removed and further action being taken by the headteacher
- Where data of a personal nature such as school reports, IEPs, correspondence, photographs and assessment data is taken home on a school laptop or other storage device, it must be recognised that this data comes under the Data Protection Act and is subject to the school's Data Protection Policy. Care must therefore be taken to ensure its integrity and security. It must not be transferred to home computers and should be removed from any portable device including USB pens and memory cards as soon as is practical. Where staff are using their own digital equipment such as cameras and mobile phones, extreme caution is advised to avoid misinterpretation by others. Files should be transferred to school equipment as soon as possible;
- Report any issues to the Senior Management Team or ICT Coordinator as soon as possible
- Return any hardware or equipment if they are no longer employed by the school



_____ Print _____ Date _____



Acceptable Usage Policy KS2 Children

This document is to provide some guidelines to ensure that you stay safe and act responsibly when using the computers. When we talk about ICT, we are talking about computers, netbooks, and everything else including cameras and other electronic devices. By using the ICT in school, you have agreed to follow these rules. These rules will be discussed with you as a class before you sign them. A copy of this will also be sent home to your parents.

If you have any questions, please ask your teacher or Mr Roe.

- At all times, I will think before I click (especially when deleting or printing)
- When using the internet, I will think about the websites I am accessing and how appropriate they are
- If I find a website or image that is inappropriate, I will tell my teacher straight away
- When using information or pictures from websites, I will try and say which website it came from and if possible link back to the site
- When communicating online (in blogs, messages, email etc) I will think about the words that I use and will not use words that may offend other people
- When communicating online, I will only use my first name and not share personal details such as my

email address or phone number

- I understand that people online might not be who they say they are
- I will not look at other people's files or documents without their permission
- I will not logon using another person's account without their permission
- I will think before deleting files
- I will think before I print
- I know that the teachers can, and will, check the files and websites I have used
- I will take care when using the computers and transporting equipment around
- I will keep my usernames and passwords secure, but I understand I can share them with appropriate people, such as my parents or teachers
- I will not install any software or hardware (including memory sticks) without permission from a teacher
- I understand that if I am acting inappropriately then my parents may be informed and my out of school access will be removed

Signed (Pupil) _____ Class _____ Date _____



's ICT Acceptable Use Policy may be viewed in full on the school's website www.rhwsprimary.co.uk



Acceptable Usage Policy FP Children

These rules have been written to make sure that you stay safe when using the computers. This includes cameras, netbooks and microphones too. By using the ICT in school, you have agreed to follow these rules. Your teacher will talk about these rules before you sign them and a copy will be sent home to your parents.

If you have any questions, please ask your teacher or Mr Roe.

The school's ICT Acceptable Use Policy may be viewed in full on the school's website www.rhwsprimary.co.uk

The Golden Rule: Think before you click



I will be careful when going on the internet.



I will only use the internet when a teacher is with me.



I will tell a teacher if I see something that upsets me.



I know people online might not be who they say they are.



I will be polite when talking to people or writing online.

-  I will think before I print or delete.
-  I will be careful when using or carrying equipment.
-  I will keep my password secret, but I can tell my family.
-  Remember to log off properly before closing the lid of the netbooks.
-  I won't tell anyone any personal details like my phone number or last name.
-  I won't logon using someone else's username.
-  Never put water bottles on the table when using ICT.



) _____ Class _____ Date _____

Acceptable Usage Policy

Governors and Visitors

Visitors both physical and virtual (eg.Estyn), may be provided with accounts to our network and/or online systems. Visitors will have a lower level of access than staff and each account will be provided on a case-by-case basis. This will depend on the purpose of the account requested.

Online Systems (Purple Mash, Google Apps, school website)

Visitors must provide the ICT Coordinator with their name and email.

Users will:

- Have access to the Google Apps homepage, documents and sites
- Not have access to mail or direct contact with children (unless strictly necessary)
- Understand that this account may be removed at any time so should not use it to save vital information

School Network and wireless

Users will:

- Be given a login for their time in the school

- Be expected to follow the guidelines as set out for staff
- Understand that this account may be removed at any time
- Be provided with the wireless key and guidelines for connecting to the network

Signed (visitor) _____

Date _____