



Esafety at Barham

A QUICK GUIDE- Safe use of school network, equipment and data

- Computers and other devices such as cameras, scanners, digital microscopes, Interactive Whiteboards, laptops and I pads are available for all staff to use (with pupils) in school. All users are expected to respect the equipment and immediately report any damage to the ICT Network manager.
- Equipment must not be removed from the school without permission of the ICT Network Manager.
- **Passwords** – do not reveal your login password to anyone. If you think someone has learned your password then contact the ICT Network Manager (Ajay)
- **Trespassing** - Do not trespass into other users' files or folders.
- **Disruptions** – do not use the network in any way that would disrupt use of the network by others.
- Unapproved system utilities and executable files will not be allowed in pupils' work areas.
- Files held on the school's network will be regularly checked.
- All pupils and staff will be made aware of the hazards of using electronic and electrical equipment.
- - All pupils have read, discussed with their teacher and signed an acceptable use of ICT policy
- - All staff have read and signed an acceptable use of ICT policy



Safe use of school laptops

- All laptops remain the property of Barham Primary School and is only for the use of the member of staff that it has been assigned to.
- Proper household insurance cover must be in place to provide protection from standard risks. Most policies exclude accidental damage and theft from an un-attended car, therefore if the laptop is stolen from and an un-attended car, you will be responsible for its replacement.
- Only software licensed by the school, authorised by the Head Teacher and installed by the school's ICT staff may be used.
- Anti-virus software is installed and will update automatically when the laptop is connected to the internet.
- Should any faults occur, the school must be advised as soon as possible. However the laptop will be scheduled as ICT Network Manger is not on site everyday and has priority to the school.
- Any telephone charges incurred by the user accessing the internet from home are not chargeable to Barham Primary School.
- All staff must follow the use of the Internet or Email guidelines as outlined in the policy above.



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Safe use of school cameras

All year groups are issued with a class camera for use during their employment at Barham Primary School. The person allocated the camera is responsible for the proper care and control of the equipment issued to them.

Listed below are the requirements and suggestions for caring for and using the equipment.

All staff who are assigned a camera are required to sign a copy of the Barham Camera Agreement to show both receipt and understandings of these requirements and return it to the ICT Co-ordinator or Ajay. They will receive a photocopy and the other will remain with the office.

A copy of the Barham Camera Agreement is available in the appendices

Please be aware that if your camera is lost or stolen, there may not be funds available to replace it immediately.

All staff must undertake reasonable precautions to protect cameras and any data stored on it.

Specifically:

1. The camera is not to be left in a car at any time. This includes a locked boot. The school's insurance does not cover equipment stolen from cars.
2. If you are travelling by public transport, keep the camera with you at all times.
3. If the camera is accidentally lost or damaged in any way, the ICT co-ordinator or Ajay is to be informed immediately. Lending of camera's or cable's to other staff is at your own risk.
4. All staff are subject to the Brent Borough Council policies and procedures regarding the use of ICT.
5. Management of data is subject to the provisions of the Data Protection Act and the Freedom of Information Act.

I undertake to return the camera with correct leads and other equipment provided on termination of employment by the school, or when a reasonable request is made by the school to do so at any time.



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A QUICK GUIDE - Safe use of school iPads

iPads are available for all staff to use (with pupils) in school. All users are expected to respect the iPads and immediately report any damage to the ICT Network manager.

iPads are currently being piloted in Year 2 and 5, they each have a trolley of 16 and are focusing the use of them on accelerating learning within reading and writing. Both Year groups are happy to share the use of iPads, however, due to the current purpose and cost of them we would like you to do the following before making a request:

- Plan the use of them in advance and inform the person responsible for care of iPads in Year 2 or Year 5 with plenty of notice if you wish to use them
- If you wish to download apps please discuss year 2 or year representatives before asking Ajay to install them with a one week notice period
- Sign for and collect the iPads yourself – not sending a child/children
- Return the iPads as soon as your session is over again not with a child/children and place back into the trolley for charging
- Keep a record of ways in which you have used the iPads with your class and what the impact has been



Email on the iPads

Barham are very strict in following the Esafety procedures with regard to using Gmail in school. However, in the case of the iPads, Barham have had to make an exception for the following reason and the following safety protocols were put in place. In order to share and export information from the iPads in most cases we were able to set up dropbox and document pro. But some of the apps will only allow you to share and export children's work via email.

We were not able to create an email account through LGfL as a USO account needed to be associated with a person and we did not want to use staff members email accounts on the iPads. We opted to use Gmail out of the choice of email account providers as they have a more secure set up system.

We used one Gmail address for year 2 and one Gmail address for year 5. In year 2 the email addresses were activated on all iPads. We made this decision based upon the low probability that a year 2 pupil would be able to send out inappropriate abusive email.

Only KS1 are permitted to use the year 2 iPads.

In year 5 the Gmail account was only set up on the teachers iPads. We did not want to risk giving pupils in key stage 2 access to an open email account. At the moment we are trialling pupil's saving work into dropbox and where it is necessary to email it to have it in a particular format suitable to view on the PC (e.g. as a PDF as opposed to an epub), the teacher logs into the dropbox or document pro on their iPad and then emails it from their iPad.

Only teachers in year 2 and year 5 and the ICT Team have access to Gmail account details.