

ICT Permissible Actions
Cockfield Primary School
January 2016

	Staff & other adults				Students / Pupils			
	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission	Not allowed
Communication Technologies								
Mobile phones may be brought to school	X							X
Use of mobile phones in lessons		X						X
Use of mobile phones in social time		X						X
Taking photos on mobile phones / cameras				X				X
Taking photos on class iPads for educational purposes							X	
Use of other mobile devices eg tablets, gaming devices		X					X	
Use of personal email addresses in school, or on school network		X						X
Use of school email for personal emails				X				X
Use of messaging apps		X						X
Use of social media		X						X
Use of blogs		X						X

User Actions

		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
		Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	Child sexual abuse images –The making, production or distribution of indecent images of children. Contrary to The Protection of Children Act 1978			
	Grooming, incitement, arrangement or facilitation of sexual acts against children Contrary to the Sexual Offences Act 2003.					X
	Possession of an extreme pornographic image (grossly offensive, disgusting or otherwise of an obscene character) Contrary to the Criminal Justice and Immigration Act 2008					X
	criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) - contrary to the Public Order Act 1986					X
	pornography				X	
	promotion of any kind of discrimination				X	
	threatening behaviour, including promotion of physical violence or mental harm				X	

network, using the account of a member of staff									
Corrupting or destroying the data of other users	X	X	X			X	X		X
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature	X	X	X	X		X	X		X
Continued infringements of the above, following previous warnings or sanctions			X			X	X		
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school			X			X	X		
Using proxy sites or other means to subvert the school's / academy's filtering system			X		X	X	X		X
Accidentally accessing offensive or pornographic material and failing to report the incident			X		X	X	X	X	X
Deliberately accessing or trying to access offensive or pornographic material			X		X	X	X		X
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act			X	X	X	X	X		X

Staff

Actions / Sanctions

Incidents:	Refer to line manager	Refer to Headteacher Principal	Refer to Local Authority / HR	Refer to Police	Refer to Technical Support Staff for action re filtering etc	Warning	Suspension	Disciplinary action
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).		X	X	X				
Inappropriate personal use of the internet / social media / personal email		X	X	X		X		X
Unauthorised downloading or uploading of files		X				X		X
Allowing others to access school network by sharing username and passwords or attempting to access or accessing the school network, using another person's account		X				X		X
Careless use of personal data eg holding or transferring data in an insecure manner		X	X		X	X		X
Deliberate actions to breach data protection or network security rules		X	X	X	X	X	X	X
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software		X	X		X	X	X	X
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature		X	X	X		X	X	X
Using personal email / social networking / instant messaging / text messaging to carrying out digital communications with students / pupils		X	X			X	X	X

Actions which could compromise the staff member's professional standing		X				X		X
Actions which could bring the school / academy into disrepute or breach the integrity of the ethos of the school / academy		X	X			X	X	X
Using proxy sites or other means to subvert the school's / academy's filtering system		X	X		X	X	X	X
Accidentally accessing offensive or pornographic material and failing to report the incident		X			X	X		X
Deliberately accessing or trying to access offensive or pornographic material		X	X	X	X	X	X	X
Breaching copyright or licensing regulations		X				X		X
Continued infringements of the above, following previous warnings or sanctions		X	X				X	X