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Acceptable Use and E-Safety (Pupils) Policy

Weston St Mary
CE Primary School

Reviewed by:	Date:	Changes made:
AC	July 25	No amendments
Abbie Muir	27.2.23	Changes to names of providers/programmes
Pupils and Provision	03.03.2020	No amendments
ILB	12-02-2019	Policy review, new policy header
ILB	December 2017	Replacement policy

Schools serving their communities through excellence, exploration and encouragement within the love of God

I can do all things through him who strengthens me ~ Philippians 4:13

Acceptable Use

This policy aims to:

- Ensure that all pupils make appropriate use of the Internet for professional and educational purposes
- Ensure that Internet use is monitored and managed appropriately
- Provide a system by which staff and pupils are protected from inappropriate sites, information and individuals
- Provide rules that are consistent with procedures already used on the Internet.

The Internet is now an essential means of communication. The Government has made it clear that all schools need to exploit the use of the Internet. In the report Connecting the Learning Society (1997), the following targets were set for schools:

By 2002 all schools, colleges, universities and libraries and as many community centre as possible should be connected to the Grid.

By 2002, general administrative communications to schools and further and higher education bodies by the UK Education Departments, Ofsted and non- departmental public bodies, and the data collection from schools, should largely cease to be paper-based.

Weston St Mary C of E Primary School has connection to the Internet via Broadband. The Internet Service Provider chosen by the school is BT Broadband managed and supervised by Computeam.

This ISP was chosen because:

- It provides a filtering service to help schools deny access to certain undesirable parts of the Internet
- There is a quick and easy method for reporting undesirable sites, to ensure they are then blocked
- Its pricing is in line with other educational Internet Service Providers

There is no regulatory body for the Internet, anyone can publish on the Internet and the filtering of inappropriate material on the Internet cannot be 100% effective. For these reasons, the school has put other systems in place to ensure that the pupils and staff in our school are as safe as possible when using the Internet.

There are a number of elements in place to ensure that the use of the Internet is safe and effective:

- Information to parents which highlights the use of the Internet
- Adequate staff training
- Adequate supervision of children whilst using the Internet
- A contract between child, parent and school
- The filtering of undesirable sites through the use of an educational Internet Service Provider
- A clear set of rules that pupils are expected to adhere to and sanctions which will be implemented should children choose not to follow the school rules.

Access to the Internet

Pupils are encouraged to make use of the information rich resources that are available on the Internet. Pupils will be taught the skills needed to analyse and evaluate such resources through our computing curriculum. As our children have access to iPads during lessons, they have the "internet in their hands".

On-line resources have opened up classrooms to a much broader array of resources. Electronic information research skills are now fundamental to the preparation of future employees in this information age. Staff will explore the possibilities and encourage the use of such research skills as appropriate in the wider curriculum.

There are four categories of users who will make use of the school's Internet facilities:

- Teaching staff
- Support staff
- Children
- Pastoral/Office Staff

Adults using the Internet will be asked to read and sign the LAAT ICT User Policy.

Children will always be supervised when using the Internet and will need a parent/guardian to sign an Internet Permission letter (see appendix A).

A list of Internet Guidelines is published that all pupils are expected to adhere to (see appendix B). These guidelines will be kept under review.

All members of staff are responsible for explaining the rules and their implications to pupils. All staff should be aware of possible misuses of Internet access and their responsibilities towards the pupils in their care.

Breaches of the Acceptable Use Policy rules by pupils could result in one of the following:

- A warning
- Email and/or Internet facilities removed
- Letter home to parents
- Reported to the Governors
- Reported to appropriate external agencies

Security when using the Internet:

All devices connected to the internet will need to have appropriate anti-virus software installed. This does not apply to school based MacBooks as they are secure under the school's network. This does not apply to iPad devices either as they are protected under the network.

Children are not allowed to bring in flash storage/disks and upload files from home, unless first checked and virus scanned by the teacher or Computing Administrator.

Children are not given access to 'open' newsgroups or Chat rooms.

Safeguarding procedures

Any inappropriate material found on the Internet will be reported to the ISP.

The computing coordinator will be the point of contact. He shall then log the incident and report it to the ISP and Executive Head Teacher/Head of School, if necessary. The time and date of the incident should be noted, as well as the web address that has been accessed/searched for or found.

Managing email:

- The use of email as a form of communication is managed by staff to ensure appropriate educational use.
- The forwarding of chain letters is banned.
- The sending of anonymous messages is banned.
- Pupils may send email as part of a planned lesson.
- Incoming and outgoing email is treated as public.
- Children must not give personal details to any person or organisation within an email.

Managing Internet access:

Internet access will be purchased from a supplier that provides a service designed for use within an educational establishment. The service will include filtering.

The school will work with the ISP to ensure that systems to protect the pupils and staff are reviewed and updated.

Internet access will be part of planned lessons

All pupils using the Internet should always be supervised

Pupils will be given very clear objectives for Internet use.

Parents will be asked to sign and return an Internet permission letter (see Appendix A)

Children will be asked to sign and return an Internet permission letter to show that they agree to observe the rules set out

Children will be educated in taking responsibility for Internet access.

Staff will ensure that sites are viewed prior to the lesson to ensure that the resources are appropriate

The school will provide lists of websites suitable and relevant to children's work in school. This could be achieved through the use of QR codes or lists of appropriate sites in class/school newsletters.

A record will be held of all staff and pupils with Internet access.

Managing Web Publishing:

There are a number of things that need to be carefully considered when developing and publishing to the school website.

To maintain the protection of vulnerable children and to safeguard all children, a number of guidelines have been drawn up to address some of the issues surrounding the risk of inappropriate and unsolicited attention from people outside the school.

Each class teacher is responsible for the content that features on the school website that is applicable to their class. Any materials to be put on the website should be passed to them first. Once the material to be published has been checked then it is to be passed to the school's website provider (Sunburstmanagement) where it will be finally published to the site.

Executive Head Teacher and Governors will make decisions about what they consider to be suitable and appropriate on the school website.

Providing the name and photograph of a pupil on a website allows for the possibility of people outside the school identifying and then contacting the pupils directly. Avoiding the use of images of named pupils therefore reduces this risk.

Avoid the use of first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people outside the school. As a general rule: if the pupil is named, don't use their photograph and if the photograph is used, don't use their name.

Parental permission will be sought before using an image of a pupil.

Only images of pupils in suitable dress will be used in order to reduce the risk of inappropriate use.

The use of inappropriate images should be reported to the head of school in order to reduce the risk to individuals.

Many schools decide not to publish individual images of pupils and instead use more general group shots.

Group shots of children can be used, but they should not be named. In this case there are a number of ways of including vulnerable children through the pixelation of their face. (Please refer to apps such as Skitch.)

Use of photographs of work created (especially 3D), excerpts from written work and scanned images of artwork. This will allow pupils to exhibit their work to a wider audience without increasing the risk of inappropriate uses of images of children.

Where a child has published work, their first name will be used. The use of first name and surname will be avoided.

The school email, address, telephone number and fax number will be used as a point of contact.

All material will be the author's own work. Credit for other work will be included and the author's identity clearly stated.

Surnames of members of staff will be published, but not their full name, and only with the permission of the member of staff.

E-Safety

1 Teaching and Learning

1.1 Why Internet use is important

- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

1.2 Internet use will enhance learning

- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- The schools Internet access is appropriately filtered (see above under acceptable use).

1.3 Pupils will be taught how to evaluate Internet content

- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

1.4 E-Safety

- Pupils will be taught about all aspects of E-Safety. This includes safety at home and in school.

2 Managing Internet Access

- The schools Internet access is appropriately filtered (see above under appropriate use)
- Virus protection will be updated regularly.

3 E-mail

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

4 The School Website

4.1 Published content and the school web site

- The contact details on the Web site should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.
- The Executive Head Teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

4.2 Publishing pupil's images and work

- Photographs that include pupils will be selected carefully and used sensitively.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school web site.
- Pupil's work can only be published with the permission of the pupil and parents or carers.

5 **Social Networking and Personal Publishing**

- The school will not allow access to social networking sites.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils and parents or carers will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

6 **Managing Technologies**

- Mobile phones will not be used during lessons or formal school time (Children are only permitted to bring mobile phones to school with prior permission and these should be signed into the school office on entry to school).The sending of abusive or inappropriate text messages is forbidden.

7 **Assessing Risks**

- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school, LCC nor LAAT can accept liability for the material accessed, or any consequences of Internet access.

8 **Handling E-Safety Complaints**

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the Executive Head Teacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Pupils and parents or carers will be informed of the complaints procedure.

Appendix A

Dear Parent or Guardian,

Internet Permission

As part of the Computing curriculum, your child will be taught how to use the Internet to search for information and also how to send and receive email. You will be aware of the great increase in Internet use over the past few years and Weston St Mary C of E Primary School believes that it is essential to teach the skills needed to access the Internet in order to equip them for life outside school.

We have taken a number of steps to ensure that access to the Internet is safe for your child. The children will access the Internet through an Internet Service Provider. The provider that the school has chosen is especially designed for schools and filters out any undesirable material. Children will only have access to the Internet as part of a planned lesson and when an adult is supervising. There are rules that the children must follow and children can only use the Internet with their parent's permission. Please note that the School will not be liable for any damages arising from your child's use of the Internet.

The Internet is a very powerful tool, which can be used to support your child's education. We ask that you fill in the slip attached and return it to school.

If you have any questions or concerns, please do not hesitate to contact me.

Miss A Muir,

Executive Head Teacher

I will allow my child to use the Internet and email in school. I understand that they will only use it under supervision.

Child's name:

Child's Class:

Parent/Carer's Signature:

Appendix B:

Pupil guidelines for Internet use:

General

Pupils are responsible for good behaviour on the Internet, just as they are in a classroom or a school corridor. General school rules apply. The Internet is provided for pupils to conduct research and communicate with others. Parents' permission is required.

The access is a privilege, not a right and access requires responsibility. Individual users of the Internet are responsible for their behaviour and communications over the network.

During school time, teachers will guide pupils towards appropriate materials. Outside school, parents and carers must bear this responsibility, in the same way as they have responsibility for children accessing other information sources such as televisions, telephones, videos, radio and other media.

You need to make sure that you:

- Are only using the Internet for schoolwork
- Are following the teacher's instructions when using the Internet
- Have permission from your parent / guardian
- Ask "Is it true?" Not all the information on the Internet or in emails is true
- Keep your passwords private
- Do not put yourself in danger. Do not give personal information about yourself in an email or on a website
- Do not put others in danger. Do not give personal information about other people in an email or on a website
- Let your teacher know if you receive anything you do not feel comfortable with. Do not respond to it yourself
- Do not arrange to meet anyone as a result of an email correspondence unless you have discussed it with your parents first and they go with you
- Do not download anything you think others may be upset by
- Always respect other people's privacy. Do not go into other people's files with- out asking them first
- Report anyone that chooses to break these rules to the teacher. If you choose to break these rules, the following could happen: You could put yourself and others in danger
- You could give yourself and the school a bad name
- You may be banned from using the Internet for a time
- A letter could be sent home telling your parents what has happened.