

St Anne's CE (Aided) Primary School



Acceptable Use of the Internet/ Esafety Policy

Updated September 2015

Rationale

At St Anne's CE (Aided) Primary School we are committed to the use of ICT to enhance and enrich teaching and learning opportunities and experiences for all learners. We acknowledge the importance of the acquisition of skills and knowledge in ICT and digital technologies as a basic life skill.

ICT includes the use of computers, printers, the school network, the internet, email, digital/video cameras, mobile phones and other touch technology. These technologies are used within school for research, communicating with other people, publishing and presenting children's work and for learning basic skills.

We accept that the internet is a vast repository of content which includes a large amount of inappropriate material. We appreciate that the acceptable use of the internet and digital technologies can provide meaningful learning opportunities and promote its use within a secure environment. Children need to be taught how to keep themselves safe and how to use digital technologies appropriately and responsibly.

Responsibilities

The Governing Body

- has ultimate responsibility for ensuring that the school complies with the Acceptable Use Policy, Data Protection Act 1998 and the Computer Misuse Act 1990.
- ensures that the Acceptable Use policy is implemented, monitored and evaluated and is reviewed regularly as changes in technology demand.
- ensure staff are aware of the Prevent Strategy and are able to protect children and young people who are vulnerable or at risk of being radicalised.

The Headteacher

- ensures filtering software is used to restrict access to inappropriate material.
- allows access to controlled chat rooms, by staff and children, in safe environments only.
- ensures that any use of images of children on the school website or internet have written parental permission.
- ensures that hard drives which contain sensitive data, e.g. children's records, and are no longer in use, are wiped and/or destroyed.
- ensures that any downloading of software does not violate copyright laws or may damage the network through potential viruses.
- ensures that the curriculum gives high priority to Esafety across all subjects and not just in ICT.
- ensures staff adhere to policies related to the use of technology by staff and children.

All Staff

- adhere to the Staff Use of ICT Policy regarding their own use of ICT.
- adhere to the Staff Conduct Policy.
- adhere to the Use of Mobile Phones and Cameras Policy.

- ensure that high quality on-line materials are available and used.
- remain up to date with available resources online that will enhance teaching and learning.
- keep all passwords secure and do not share them with others or allow others to access to their own accounts.
- accept that accessing inappropriate material themselves amounts to gross misconduct.
- have no expectation that personal email messages are private. Emails may be inspected, monitored, copied and seized or deleted by the school/LA.
- understand that this also applies to documents that staff choose to store on the network; e.g. personal letters, CVs.
- do not access the internet for private use during timetabled teaching time as this amounts to misconduct.
- do not make explicit reference to the school, staff, pupils or parents on personal use of social networking sites. This includes any comments that can be associated to the school, staff, pupils or parents without making explicit reference. Any offensive or inappropriate comments made on social networking sites may invoke disciplinary proceedings.
- provide a curriculum which promotes children's safety at all levels; helps them recognise safe practices which includes use of the internet and other technologies (Esafety).

Parents

- give permission for their child to use the internet at the beginning of each academic year by signing the Acceptable Use contract.
- to sign and follow the contract themselves if provided with access to the school's ICT equipment.
- be good role models on social media and support the school with our Esafety policy.
- understand that we implement the Prevent Duty and any activity that demonstrates extremist views or possible radicalization will be referred to the Channel Programme.
- allow restricted and supervised access at home to support homework activities.
- not allow children access to inappropriate material at home such as games made for adults (e.g. Grand Theft Auto)
- support the school when a child breaks the rules.

Pupils

- accept the terms stated in the Acceptable Use of the Internet Contract (*Appendix 1*).
- sign a copy of the document which will be held in school.
- understand that breaking the rules of the Contract will result in their loss of access to ICT for a defined period.
- will not bring their own storage devices, which could potentially contain viruses, into school without prior permission.
- will not bring in mobile phones. The Headteacher may approve pupil's bringing in mobile phones if travelling home alone, for example.

Monitoring and Evaluation

Monitoring and evaluation of the Acceptable Use Policy are the joint responsibility of the Governing Body and the Headteacher. Monitoring and evaluating the effectiveness of the policy will draw upon evidence from the following:

- use of ICT to provide, enhance and enrich teaching and learning.
- any recorded breaches of the Acceptable Use Contract by any users.
- any advances in technology that need to be addressed.

Disclaimer

We accept that the school must provide the safest possible environment for all our children at all times. With the rapid increase in material provided on the internet and digital technologies a situation may occur where a child accesses inappropriate material that has not yet been identified or filtered. Immediate action will be taken to restrict access through switching off from the site to filtering it out completely.

Date agreed and accepted by all staff:

Date agreed and accepted by the Governing Body:

Date of Review:



Contract for Acceptable Use of the Internet

I promise that:

I will

- ⌚ only access the internet if an adult gives permission.
- ⌚ only access the internet when my teacher or another adult is in the room.
- ⌚ only use the internet to complete work specified by my teacher or other staff in school.
- ⌚ only email people I know, or my teacher has approved.
- ⌚ allow my teachers to see anything I do or store on the computer or other storage device.
- ⌚ be polite and sensible when sending messages.
- ⌚ tell my teacher if I find images, text or people that upset me.
- ⌚ understand that the school can check my computer, mobile phone or other digital device to see what internet sites I visit or messages I have sent or received.

I will not

- ⌚ use the internet without supervision by an adult.
- ⌚ access any material unsuitable for children.
- ⌚ give out my personal details or those of other people. These include addresses and telephone numbers.
- ⌚ tell anyone else my password or log-in numbers.
- ⌚ will not access other people's files.
- ⌚ respond to anyone pestering me or sending rude messages.
- ⌚ use swearing or aggressive language.
- ⌚ copy or use any material that is copyright without the consent of the owner.
- ⌚ send messages which will upset or offend other people.
- ⌚ bring in any storage devices unless I have permission.
- ⌚ attempt to download software, including music, without permission.

If I break these rules I will lose my chance to use the internet, my teachers will be informed and there may be other sanctions as decided by my parents.

Signed (Child)

Date.....

Signed (Parent)

Date.....