Chandlers Field Primary School
Acceptable Use of Internet Policy

Date of policy: **Autumn Term 2014**
Date for review: **As required**
Policy written by: **SLT**
Policy approved by: **EWG**

What does the Acceptable Use Policy cover?

The use of ICT is part of our daily working life and the acceptable use policy is used in order for the staff at Chandlers Field Primary School to be aware of the professional responsibilities when using any form of ICT. The policy addresses aspects of personal and professional use of ICT and should be signed by all members of staff. The uses of ICT that are covered include, for example, websites, email, chat, Virtual Learning Environments (VLEs), discussion boards and social networking sites.

Why we need an Acceptable Use Policy

The internet and other related technologies are now part of our daily lives and part of the educational experience for all children. The internet enables both students and staff the access to important and unique resources. It helps raise educational standards and enhances the cultural experiences of pupils, whilst supporting the professional work of staff through information and administrative roles and systems.

The main reason for providing the internet in school is to provide a facility to discover, share, discuss and innovate. However it is important that for all involved in Chandlers Field Primary School, the risks are understood and minimised. These risks include children encountering inappropriate material over the internet. It is important that the school actively take precautions to restrict pupil access to these materials, as well as educate pupils to take the correct action if they do come across such materials.

This policy sets out measures to be taken that minimise these risks.

The aim of the Acceptable Use Policy

To ensure that children and adults can use the internet safely and responsibly as an integral part of lessons in all subjects of the curriculum, both within and outside school hours.

Communicating the Acceptable Use Policy

♦ Rules for responsible internet use' posters will be displayed near all networked computer systems. E-safety posters will be part of the ICT Suite displays.

♦ E-Safety lessons for pupils will be provided at least each term and will include references to Acceptable Use of the Internet. Safe use of the internet will be embedded across the Curriculum.

♦ Pupils will be informed that their internet use is monitored and be given instructions on safe and responsible use of the internet.

♦ All staff will be provided with a copy of the School's Acceptable Use Policy – teachers are aware that internet traffic can be monitored and traced to an individual user.

♦ All staff to sign a copy of the school's Acceptable Use Policy and return to the School Business Manager.

♦ To avoid misunderstandings teachers will contact the ICT Leader or a member of the senior Leadership team regarding any doubts that arise concerning the legitimacy of any given instance of internet use.

- ♦ All computers and laptops will have an automatic timeout set.

- ♦ All comments on and suggestions concerning this Acceptable Use Policy should be sent to the ICT leader via the school office.

School use of ICT

- ♦ Internet access is a necessary part of the statutory curriculum. It is an entitlement for pupils who use it responsibly. All internet use is through a proxy server and firewall. Within the ICT suite we also use software to virtually monitor computers. Teachers will demonstrate and model appropriate use of the Internet, always underlining our SMART rules.

  - ➢ At Key Stage 1: Children will have supervised access to specific approved on-line materials. As they master their knowledge of the Internet and e-safety they will have the opportunity to use a wide variety of hardware to access the internet in a controlled environment.

  - ➢ At Key Stage 2: internet access will be granted to a whole class as part of a scheme of work within the new Computing Curriculum after discussion on responsible internet use. Research and use of multimedia on the Internet will become embedded across the Curriculum for class, group and individual use.

- ♦ Children and staff (teaching and support) must never knowingly seek to view material over the internet that is illegal, pornographic, exploitative to children, violent, sexist, racist, or in any other way offensive or unsuitable within a school environment.

- ♦ All children will be taught about the acceptable and responsible use of the internet (e-safety lessons are planned into the PSHE and Computing Curriculum) and what to do if they come across inappropriate material - the expectation is that they will minimise the internet window and inform an adult immediately if they encounter any material that makes them feel uncomfortable. The adult must then report this to the ICT Leader or Headteacher who will decide if the website or search word should be added to the filtered list.

- • A responsible adult will closely monitor and supervise use of the internet at all times and inform the ICT Co-ordinator in the unlikely situation that any inappropriate material is seen - if unsuitable sites are discovered the address and content will be reported to the Co-ordinator.

- ♦ Parents receive e-safety support information on a yearly basis informing them of websites to visit to find out more information regarding helping their children stay safe online. We also have a link to CEOP on our website and an safety email address for parents to request any additional safety support they require from the school. Once a year an e-safety information session is run for parents.

- ♦ Pupils will not be allowed access to public or un-moderated chat-rooms – only regulated educational online discussions or forums (such as those on the school VLE) will be permitted.

- ♦ The school's computer network security systems are reviewed weekly. Virus protection software is installed and updated automatically.

- ♦ Data on the school servers is backed up.

- ♦ All access to the school network requires entry of a recognised User ID – pupils and staff must log out after every network session.

- ♦ The copyright of all material on the school's web pages belongs to the school – permission to reproduce any material must be sought and obtained.

- ♦ Contact details for the school will include only the school's postal address, e-mail address and telephone number – no information about teachers' governors' or pupils' home addresses or the like will be published. Pupil surnames will not be published.

- The school will not publish any material produced by individual or groups of pupils to the website, TV screens, or VLE without the agreed permission of their parents. The exception to this is where work is created by a whole class, year group or school, this can be published without specific permissions as this is covered by the school's photographic permissions policy.

- Identifiable photographs of pupils whose parents have not provided written permission will not be published to the website– a pupil's full name will not be used in association with any photograph.

Staff use of ICT

- Children and staff (teaching and support) must never knowingly seek to view material over the internet that is illegal, pornographic, exploitative to children, violent, sexist, racist, or in any other way offensive or unsuitable within a school environment.

- Staff must log out after every network session – including leaving desks/classroom at break time and lunch time.

- If staff require programs etc to be loaded on to the school system or class computers they must ask the ICT technical support.

- Staff must ensure that the pages of any personal social networking sites (e.g. facebook / bebo / twitter / blogs) that they are a member of are of an appropriate nature and that the pages of any 'friends' that they are linked to are also appropriate. Comments posted on social networking sites must not in any way denigrate the school, staff or pupils of the school. General comments about work are acceptable, but negative comments or negative references to specific members of staff, pupils, parents or governors are not. The advice of this policy is not to comment about the school, work or people associated with the school at all. If inappropriate comments are seen staff have an obligation to follow the school's Speaking Out Policy and report this to SLT.

- Staff must NOT agree to become 'friends' with any pupil (other than family members) currently or previously at Chandlers Field Primary School who is under the age of 18 – should they be asked they should decline, and then discuss the reasons why not with their class in a PSHE or safety session.

- Staff must not access personal social networking sites on their school computer (including the laptops when in the school).

- Staff must not communicate by email to pupils.

- Where pupils wish to communicate with staff by email they should use info@chandlers-field.surrey.sch.uk. Staff should not reply to forwarded emails.

- Staff use the school's email/internet/intranet/VLE for professional purposes or for uses deemed 'reasonable' by the school Head and governing body.

- Staff understand that that they are responsible for all activity carried out under their username and this can be monitored, logged and made available to the Headteacher.

- The ICT leader will ensure that personal data (staff and students) is kept secure and is used appropriately. All documents containing personal data (including full names, dates of birth etc) will be password protected and passwords stored by the Business manager.

- Images of pupils/staff will only be taken, stored (password protected) and used for professional purposes. Images will not be distributed outside the school network/VLE without the written permission of the parent/carer/member of staff. Images of children will not be stored on personal portable electronic devices such as phones and cameras.

- Staff must report any incidents of concern regarding children's safety to the CPLO

- Staff support and promote the schools E-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.

I have read and understood the Acceptable Use policy. I agree to follow the Acceptable Use Policy and to support the safe use of ICT throughout the school.

Full Name (printed) …………………………………………………………….

Job Title …………………………………………………………………………….

Signed ……………………………………………………………………………..

Date …………………………………………………………………………………