Chandlers Field Primary School

Acceptable Use of Internet and Mobile Devices Policy

Policy date: Summer Term 2023

Policy Type: Statutory

Review Cycle: Annually

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. Online safety posters will be part of the ICT Suite displays.

♦ Online 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 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. Teachers will demonstrate and model appropriate use of the Internet, always underlining our SMART rules. Staff should show how the internet is a positive learning tool but that we must all be positive digital citizens when online.

  ➢ At Key Stage 1: Children will have supervised access to approved on-line materials. As they master their knowledge of the Internet and online 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 (online 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 a member of SLT 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 leader in the unlikely situation that any inappropriate material is seen - if unsuitable sites are discovered the address and content will be reported to the leader. Inappropriate material may also stem from online advertising.

♦ Parents receive online safety support information available through the school website informing them of websites to visit to find out more information regarding helping their children stay safe online. Throughout the year there are updates given to parents to remind them of online safety. We also have a link to CEOP on our website.

♦ 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. All staff have their own login for Office 365 that gives access to the school network and online office 365. User management is completed by the school's external IT company.

♦ 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 individuals or groups of pupils to the website, online or VLE without the agreed permission of their parents through the school's photographic permissions home/school agreement

♦ Identifiable photographs of pupils whose parents have not provided written permission will not be published online – 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 safeguarding procedures 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 unless through a controlled environment for online learning within a VLE such as google classroom

♦ 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.

♦ All documents containing personal data of staff (including full names, dates of birth etc) will be password protected. The Business Manager will have full responsibility for security of online personal information.

♦ 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 DSL

♦ Staff support and promote the schools online safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.

Mobile Phones and Devices

- Chandlers Field School allows staff to bring in personal mobile telephones and devices for their own use. Under no circumstances does the school allow a member of staff to contact a current pupil or parent/carer using their personal device. Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

- All staff must ensure that their mobile telephones/devices are left inside their bag, or out of sight of children in a secure area, throughout contact time with children. Staff bags should be placed in a secure place within the classroom or staff room unless requested by the Headteacher to move them to another appropriate location.

- Mobile phone calls may only be taken at staff breaks or in staff members' own time. If staff have a personal emergency (during class time) they are free to use the school's phone or make a personal call from their mobile in the office or the staff room. If any staff member has a family emergency or similar and required to keep their mobile phone to hand, prior permission must be sought from the Headteacher.

- Staff (will need to) ensure that the Headteacher has up to date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

- All parent helpers will be requested to place their bag containing their phone in a secure area or another appropriate location and asked to take or receive any calls in the staff room or office.

- During group outings permission is given to teaching staff to use their mobile phones to contact the school. Members of staff must not use their mobile phones to contact parents directly unless there is an emergency or medical issue where permission must be sought.

- It is the responsibility of all members of staff to be vigilant and report any concerns to the Headteacher. Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff policy).

- Mobile phones must not be used to take photographs or videos of children. Mobile phones must not be used to take photographs or videos of children by parents in school or on school visits. The Class teacher, in the absence of the Headteacher reserves the right to check the image content of a member of staff's mobile phone, should there be any cause for concern over the appropriate use of it. Should inappropriate material be found then the Designated Safeguarding Lead will be contacted immediately. We will follow the guidance from the Local Authority as to the appropriate measures for the staff member's dismissal.

CAMERAS (including videos and photographs)

- School Cameras must be used or a school memory card should be put into personal cameras. The memory card should then be removed and the content loaded onto a school computer not a personal computer. Photographs or videos taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression.

- Only the designated school cameras are to be used to take any photographs/videos within the school.

- Children are allowed to take their own camera on outings only with permission from the trip leader and Headteacher or Deputy Headteacher. Images and videos taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

- All staff are responsible for the location of the cameras which must be put away at the end of every session.

- School memory cards must be installed into personal cameras. Images and videos taken and stored on the camera must be downloaded as soon as possible on to a school computer, ideally once a week. Images/videos must only be down-loaded by the nominated member of staff. Photographs and videos should then be distributed to members of staff to record in children's learning journeys.

- Permission to take photographs and videos at school performances must be granted by the parents present. Permission will not be given for photographs to be placed on any Social Networking Sites.

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. I understand that any breach may lead to investigation under the school's discipline procedure

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

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

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

Date …………………………………………………………………………..…