

Moss Side Primary ICT Acceptable Use Policy

We are committed to using Information and Communication Technology and all it offers in the most effective and appropriate way at our school, for the benefit of our pupils, staff and community. To this end, we have developed this Acceptable Use policy, to provide safeguards and ensure that all members of our school community understand the benefits, risks and what is expected of them when they use ICT in the learning environment. Our policy consists of:

- Statements outlining our school's approach and attitudes towards using Information & Communications Technologies safely and responsibly
- Clear guidelines and rules for acceptable use of ICT.

There are also Internet Use Agreements, to be signed by parents, staff and pupils

Our eSafety Policy has been written following discussions with and contributions by school staff and the governing body. It also builds on and takes extracts from exemplar policies provided by Kent Local Authority and Tower Hamlets in addition to Becta and DCSF guidance. An extract also appears from the Government Offices for the English Region's document titled Guidance for Safer Working Practice for Adults who work with Children and Young People.

The eSafety Policy will operate in conjunction with other policies including those for ICT, behaviour, bullying, curriculum, child protection, data protection and security.

The school's ICT subject leader will also act as the esafety coordinator.

The e-Safety Policy and its implementation will be reviewed annually.

The e-Safety Policy was revised during staff discussion led by Andrew Kellett.

Why internet use is important

We believe the internet is an essential element in 21st century life for education, business and social interaction. The school recognises its duty to provide children with quality Internet access as part of their learning experience.

Using the internet and ICT in general is a part of the statutory curriculum and a necessary tool for staff and pupils.

Pupils are increasingly using the internet and a range of ICT devices outside of school and therefore need to learn how to evaluate information and to take care of their own safety and security.

Using the internet for learning in school

We teach all of our pupils how to find appropriate information on the internet, and how to ensure as far as possible that they understand who has made this information available, and how accurate and truthful it is.

Teachers carefully plan all internet-based teaching to ensure that pupils are focussed and using appropriate and relevant materials.

Children are taught how to use search engines and how to evaluate internet-based information as part of the ICT curriculum, and in other curriculum areas where necessary.

Pupils will be taught what internet use is acceptable and what is not and given clear objectives for internet use.

Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.

Pupils in key stage 1 (infants) will not be permitted to 'free-surf' the web. In key stage 1 and typically in key stage 2 also, pupils internet access will be through a selection of evaluated sites suitable for the purposes of the task.

Processes are in place for dealing with any unsuitable material that is found during internet use (see section on managing filtering).

Where pupils are allowed to freely search the internet, eg using search engines, staff will be vigilant in monitoring the content of the websites the young people visit.

The school's internet access includes filtering appropriate to the age of our pupils which is provided by our local authority.

Evaluating internet content

The school will ensure that staff and pupils are mindful of copyright regulations when copying, downloading and representing materials from the internet. Web-based resources have similar copyright status as printed and recorded materials such as books, films and music, and that this must be taken into consideration when using them.

Pupils, during key stage 2, will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Pupils will be taught how to carry out simple checks for bias and misinformation

Pupils will be taught to acknowledge the source of information used and to respect copyright when using internet material in their own work.

Internet Use by staff

Our school understands that the internet is a valuable resource for school staff. It provides a wealth of resources, teaching materials and information that we can use to support and enhance learning. It allows staff to share resources with other schools, and to engage in debate and discussion on educational topics and news.

It also provides an efficient way to access information from the DCSF and other government agencies and departments that will help staff to keep abreast of national and local developments.

There are also increasing opportunities for staff to access INSET and Continuing Professional Development activities using the Internet and e-learning resources.

We are committed to encouraging and supporting our school staff to make the best use of ICT and all the opportunities it offers to enhance our teaching and support learning.

E-mail

E-Mail is one of the many modes of communication which plays an important role in many aspects of our lives today. We believe it is important that our pupils understand the role of e-mail, and how to use it appropriately and effectively.

We teach the use of e-mail as part of our ICT curriculum, and intend to use it across the curriculum when appropriate.

Currently pupils aren't provided with active email accounts by school. Where access to email is deemed necessary, group accounts may be set up and monitored by the class teacher and / or other member of staff. Only email accounts provided by the Lancashire Grid for Learning and using the school domain are permitted. These can be monitored and are regarded as safe and secure.

We acknowledge that many children will have personal email accounts and so educate children to be aware of the benefits and risks and how to be safe and responsible users as part of our esafety provision.

On the occasions where email is used:

Pupils will be taught strategies to deal with inappropriate emails and be reminded of the need to write emails clearly and correctly and not include any unsuitable or abusive material.

Pupils will be taught not to reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.

Pupils will be taught that 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.

Staff are encouraged to use the Local Authority email service and accounts are available. They are more secure and are easier to access by a third party should the need for scrutiny arise. Personal web based email accounts are also permitted but discouraged for professional communications.

Staff should always ensure that they represent the school in a professional and appropriate way when sending e-mail, contributing to online discussion or posting to public websites.

Published content and the school website

The contact details on the school web site will be the school address, e-mail and telephone number. Staff, governor or pupils' personal information will not be published.

The headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work

The development of digital imaging technologies has created significant benefits to learning, allowing staff and students / pupils instant use of images and video that they have recorded themselves or downloaded from the internet. However, staff and pupils need to be aware of the risks associated with sharing images and with posting digital images /video on the internet. Those images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm.

Staff are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images:

- Care should be taken when taking digital / video images that students / pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Nobody should take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.

- Pupils' full names will not be used anywhere on the website or learning platform, particularly in association with photographs.
- Parents or carers will be informed of our policy on publishing and are able to opt their children out

Communication technologies – including chat, forums, blogs, instant messenger services, social networking sites

Most of these modes of electronic communication are restricted in school however they are being used more frequently by pupils and staff out of school.

We acknowledge social networking sites, blogs, instant messenger services, chat rooms and forums are beneficial for communication, learning and research. They also present a range of personal safety and privacy issues.

We intend to use a range of resources to teach children how to use these 'new and rapidly evolving' communication technologies safely and responsibly.

It is our intention, in the near future, to teach our pupils how to use chat rooms and discussion groups in school safely and responsibly, for learning, using the secure environment provided by Moodle - our Learning Platform. This facility is password protected and any information published is not accessible from the internet. Furthermore any posts and activity is recorded, stored and easily retrievable.

In school pupils and staff are not permitted to access social networking sites, public chat rooms (eg MSN), discussion groups and forums etc using school resources. Most are blocked by local authority filter.

Mobile Phones & other handheld devices (including those that are internet enabled)

We anticipate that more and more of our pupils will have access to internet-enabled devices such as mobile phones or other hand held devices which are capable of browsing and uploading to the internet, accessing email and social networking services, as well as taking photos and recording video.

The school recognises the potential advantages these devices can offer for staff and pupils and there are clear and enforceable rules for their use.

Pupils will be taught the legal and moral implications of posting photos and personal information from mobile phones to public websites and how to use these technologies in a safe and responsible manner.

If children bring mobile phones to school they must inform their teacher who will keep the device in a secure store. Pupils are not allowed to use mobile phones unless given permission by a member of school staff.

Staff should ensure that they represent the school in a professional and appropriate way when communicating via the internet, contributing to online discussion or posting to public websites using school facilities.

Electronic communications with children by staff

Communication between children and school staff should take place within clear and explicit professional boundaries. Staff must be careful not to share any personal information with children such as email, web based communication facilities, home or mobile numbers unless the need to do so is agreed with the headteacher and parents/carers. They should not request, or respond to, any personal information from the child / young person, other than that which might be appropriate as part of their professional role. Staff should ensure that all communications are transparent and open to scrutiny.

Downloads

The Internet is a rich source of free files, applications, software, games and other material that can be downloaded and installed on a computer. Whilst some of this material may be useful, much is inappropriate, and may adversely affect the performance and reliability of school equipment.

Pupils are not allowed to download any material from the internet unless directed to do so by an appropriate staff member

Staff should take care that files from both other computers outside the school and internet are checked for virus contamination before they are used on the school system.

Pupils are not allowed to use CDs, DVDs or memory sticks brought from home or, for example, from magazines unless they have been given permission.

The school subscribes to the Local Authority Antivirus software program, which uses Sophos Antivirus software. The software is updated regularly and virus detection is monitored by the school's technician.

Managing filtering

Whilst filtering technology is robust and generally effective at blocking unsuitable material, it is still possible for unsuitable material to occasionally get past the filter. Pupils are taught to always report such experiences directly to an adult at the time they occur, so that action can be taken.

The action will include:

1. Making a note of the website and any other websites linked to it.
2. Informing the ICT coordinator and Headteacher
3. Logging the incident
4. Informing the LEA/Internet Service Provider so that the website can be added to the content filter if appropriate
5. Discussion with the pupil about the incident, and how they might avoid similar experiences in future
6. Parents will be informed where necessary.

The school will work with the local authority, Becta and CLEO, our Internet Service Provider, to ensure systems to protect pupils and staff are effective and appropriate.

Pupils or staff who deliberately try and access unsuitable materials will be dealt with in accordance with the schools discipline policy.

Managing videoconferencing

Videoconferencing will use the National Education Network (NEN) to ensure quality of service and security rather than the internet.

Videoconferencing will be appropriately supervised for the pupils' age. We envisage any videoconferencing in the near future to involve large groups or the whole class supervised by members of staff.

Managing emerging technologies and electronic resources for learning

Emerging technologies and resources will be examined for educational benefit and a risk assessment will be carried out before use in school is permitted.

Online bullying and harassment

Online bullying and harassment via Instant messaging, chat rooms, social networking sites etc are potential problems that can have an effect on the well being of pupils and staff alike.

Our school has a range of strategies and policies to prevent online bullying, outlined in various sections of this policy.

These include:

- No access in school to public chat-rooms, instant messaging services and social networking sites.
- Pupil e-mail is used occasionally, via temporary teacher created group accounts which are monitored and checked for inappropriate use
- Pupils are taught how to use the internet safely and responsibly which includes how to identify and respond to 'cyberbullying'. Children are taught how and where to report incidents that make them feel unhappy or worried.

As with any form of bullying, we encourage pupils to discuss any concerns or worries they have about online bullying and harassment with staff.

Policy Decisions

Authorising Internet access

All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.

The school will keep a record of all staff and pupils who are granted internet access. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn.

At Key Stage 1, access to the internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.

Parents will be asked to sign and return a consent form when their child starts school.

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. The school can't accept liability for the material accessed, or any consequences of Internet access.

The school will audit ICT provision to establish if the e-safety policy is adequate and that its implementation is effective.

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 headteacher.

Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

Pupils and parents will be informed of the complaints procedure.

Communication of the policy and procedures

Introducing the e-safety policy to pupils

E-safety rules will be posted in all networked rooms and discussed with the pupils at the start of each year.

Pupils will be informed that network and Internet use can be monitored.

Staff and the e-Safety policy

All staff will be given the School e-Safety Policy and its importance explained.

A programme of esafety training will be available to staff who can also discuss matters with the esafety coordinator on an ad-hoc basis

Staff should be aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

All new staff should receive e-safety training as part of their induction programme, ensuring that they fully understand the school Acceptable Use Policy

The E-Safety Coordinator will receive regular updates through attendance at training sessions and/ or by reviewing guidance documents released by BECTA / Lancashire LA and others.

Enlisting parents' support

Some parents and carers might have a limited understanding of e-safety risks and issues, yet they play an essential role in the education of their children and in the monitoring / regulation of the children's on-line experiences. Parents often either underestimate or do not realise how often children and young people come across potentially harmful and inappropriate material on the internet and are often unsure about what they would do about it.

The school will therefore seek to provide information and awareness to parents and carers through:

- Information in the school newsletters
- Links to resources from the school website or our learning platform - Moodle
- Parent workshops

Governors

Governors should take part in e-safety training / awareness sessions, with particular importance for those who are members of any sub committee / group involved in ICT / e-safety / health and safety / child protection. This may be offered in a number of ways:

- Attendance at training provided by the Local Authority / National Governors Association or other relevant organisation.
- Participation in school training / information sessions for staff or parents.