
OUR LADY IMMACULATE CATHOLIC PRIMARY SCHOOL

ACCEPTABLE USE POLICY

1 Introduction

The importance of Internet use in Primary Education

- 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 **and is part of our vision to create an e-Confident School**
- The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

Using the Internet in education allows for

- Access to world-wide educational resources including museums and art galleries;
- Access to expert up to date knowledge for both pupils and staff;
- Fast communication links to support services, professional associations and colleagues and parents.
- Fast exchange of data with the appropriate bodies

Internet use will enhance learning because

- Use of the Internet will be integral in Curriculum Planning for all subjects to specifically enrich and extend the learning process.
- Staff will guide pupils in on-line activities that are planned to support the learning outcomes for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location and retrieval.

Evaluation of Internet content

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the Computing Curriculum Lead.
- We should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.
- Pupils will be taught to be critically aware of the materials they read and know that material is not necessarily valid just because it is on the Internet.
- Pupils will be taught to acknowledge the source of information and to respect copyright when using Internet material in their own work.

E-Mail Management

- Access in school to external personal e-mail accounts is not permitted
- Only the class e-mail account may be used under supervision of the class teacher
- The class teacher along with all staff have responsibility to ensure that no abuse of the e-mail facility occurs
- Access to school e-mail is permitted.
- E-mail sent to an external organisation should be written carefully in the same way as a letter written on school headed paper.

Web site content management

- The point of contact on the Web site should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.
- Web site photographs that include pupils will be selected carefully and will not enable individual pupils to be identified.
- Pupils' full names will not be used anywhere on the Web site, particularly associated with photographs/digital images and audio content
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site in line with GDPR.
- The Senior Leadership Team and Administration Staff will take overall editorial responsibility and ensure content is accurate and appropriate.
- The Web site should comply with the school's guidelines for publications.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

Social Media

- Pupils will not be allowed access to social network sites, public or unregulated chat rooms or Newsgroups, unless part of a planned, supervised session.
- A risk assessment will be carried out before pupils are allowed to use a new technology in school.

Blogging

- Writing for a blog can be a powerful stimulus for writing as well as a way of communicating ideas and information.
- All contributors must be aware of the fact that they are doing so as a representative of the school. As a result, they must act in accordingly and not act in any way detrimental to the school or its community.

Managing emerging Internet use

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Web based (Web2.0) technologies and online tools are included.
- Pupils are not permitted to have Mobile phones in school, however in certain circumstances when children require them for travelling alone they must be handed into the class teacher and locked away.
- Smart Watches will not be allowed in school by pupils. They are a valuable piece of equipment prone to loss and theft.
- The integration of cameras into phones/Smartwatches leading to potential child protection and data protection issues with regard to pupils filming events, each other, inappropriately taking pictures of events/each other and using or distributing images inappropriately.
- The potential for mobile technology to be used to bully other students.
- The potential to use the phone/Smartwatch eg for texting whilst on silent mode in class.
 - As a result of the increasing sophistication of mobile phone/Smartwatch technology most pupils carry a phone/Smartwatch which enables them to access the internet and bypass the school's safety network.
- Pupils will make use of handheld devices belonging to the school within the school day.

Risk assessment

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. 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 nor the LA can accept liability for the material accessed, or any consequences of Internet access.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The Headteacher will ensure that the Internet Use Policy is implemented and compliance with the policy monitored.

Filter Management

- The school will work in partnership with the LA and other bodies, to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Computing Curriculum Lead (and ISP if appropriate) and Headteacher.
- Filtering strategies will be selected by the school, in discussion with the filtering provider where appropriate. Where possible, the filtering strategy will be selected to suit the age and curriculum requirements of the pupils.

E-Safety Education

- All pupils and staff will be given education and training in e-safety at an age/role appropriate level

Policy Roll-out to Pupils

- Rules for Internet access will be posted near all computer systems.
- Pupils will be informed that Internet use will be monitored.
- Instruction in responsible and safe use should precede Internet access.

Staff consultation

- All staff must accept the terms of the 'Responsible Internet Use' statement before using any Internet resource in school.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Staff development in the safe and responsible Internet use, and on school Internet policy will be provided as required.

ICT system security

- There will be a regular review of ICT security in conjunction with the ISP.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with the ISP or appropriate body, particularly where a wide area network connection is being planned.
- Personal data sent over the Internet will be encrypted or stored on the One Drive via Office 365. This corresponds to GDPR.
- Personal pen drives may not be brought into school
- Files held on the school's network will be regularly checked.
- The network manager will ensure that the system has the capacity to take the ever increasing traffic caused by Internet use and is fit for purpose.

Complaints Procedure

- The Headteacher has responsibility for handling incidents/complaints
- Any complaint about staff misuse must be referred *immediately* to the Headteacher.
- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils will need to work in partnership with staff to resolve issues.
- The School cannot be held responsible for incidents of misuse or bullying that take place outside of school and beyond its control, for example misuse of social networking media or mobile phones. However, it will work with pupils and parents to minimise the occurrence of such incidents through its internet safety education

Parental Support

- Parents' attention will be drawn to the School Internet Policy in newsletters, the school prospectus and on the school Web site.
- Internet issues will be handled sensitively to inform parents without undue alarm.
- A partnership approach with parents will be encouraged. This could include demonstrations, practical sessions and suggestions for safe Internet use at home.
- Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parent.

Internet use across the school community

- Adult users will need to sign the Responsible Internet Use statement.

8.3 This policy will be reviewed every two years or sooner if necessary.