

Eastfield Primary School



Responsible use of the Internet and Internet Access Policy

Date issued: June 2021
Ratified by Governing Body on:
Review Date: June 2022

Responsible use of the Internet and Internet Access Policy

Dear Parents / Guardians

As part of pupils' curriculum enhancement and the development of ICT capability, Eastfield Primary School is providing filtered access to the Internet.

Pupils will be able to exchange electronic mail with partner schools and research information from museums, libraries, news providers and suitable websites as part of their learning.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with that possibility. We have purchased our Internet access from a supplier that operates a filtering system that restricts access to inappropriate materials. All our screens are in public view and, as stated, access will be filtered.

I enclose a copy of the 'Rules for Responsible Internet Use' that we operate in our school.

If you require further information about the use of the Internet, you can telephone 0845 602 2260 and the DfE will forward a booklet entitled 'Superhighway Safety, Safe Use of the Internet'. If you prefer, you can view the full text of this booklet at:

<http://safety.ngfl.gov.uk>

This site gives useful advice for parents using the Internet at home.

Yours sincerely

Mrs K. Barkworth
Head of School

Please complete below.

✂.....
.....✂

Responsible use of the Internet and Internet Access Policy

I have read and accept the 'Rules for Responsible Internet Use'.

My child

.....
.....Class

will agree to read, sign and follow the 'Rules for Responsible Internet Use'.

I understand that suitable guidance and supervision will be provided during access to the Internet.



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Parent / Guardian signature:

.....Date
.....

Pupil signature:

.....
Date

RULES FOR RESPONSIBLE INTERNET USE

The school has installed computers with Internet access to help our learning. These rules will keep you safe and help us to be fair to others.

- I will only access the system with my own login name;
- I will not access other people's files;
- I will use the computers for school work and homework;
- I will not bring in floppy disks, CD-ROMS, DVDs, nor pen drives unless I have been given permission by a teacher;
- I will ask permission from a member of staff before using the Internet;
- I will only e-mail people I know, or my teacher has approved;
- These messages will be polite and responsible;
- I will not give my home address or telephone number, nor send a photo of myself, nor arrange to meet someone unless my parent, carer or teacher has given permission;
- I will report right away if I come across any information, or messages, that make me feel uncomfortable;
- I will not respond to any messages that are unkind, or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my teacher or parents right away so that they can contact the service provider;
- I understand that the school may check my computer files and may monitor the Internet sites I visit;
- I realise that if I use the Internet irresponsibly, access may be denied.

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INTERNET ACCESS POLICY

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Eastfield Primary School **Internet Access Policy**

1 Introduction

1.1 Today millions of people regularly use the Internet and e-mail to communicate. Use of the Internet will rise, not only for business and personal use, but also for educational purposes. Already there is a wealth of educational resources available on the Internet and this too will continue to grow. At Eastfield Primary School we believe that the pupils should have opportunity to use these emerging and changing technologies to support their learning and to equip themselves with the skills that will be required for lifelong learning.

Resources found on the Internet, sometimes referred to as the World Wide Web (WWW), are unlike those found in more traditional media. Historically, resources such as books, videos and other resources could be carefully selected for the learning process. The Internet, by its open and dynamic nature, may lead pupils to material over which the teacher has had no previous viewing and has, therefore, been unable to judge its suitability for classroom use. The school will endeavour to point pupils to relevant curriculum sites, either via its own, or the LEA Intranet, or by previously researched sites that have been identified as being relevant to the area of study.

2 Pupil research

2.1 Research using electronic methods is now fundamental to preparing pupils for citizenship and future employment possibilities. The school will ensure that opportunities for integrating the use of the Internet into the curriculum will be planned and that staff will guide pupils in its use.

3 Staff training

3.1 The school recognises that training the staff in preparation for using the Internet is vital. The school will use a variety of agencies to train the staff in integrating new technologies into the curriculum. In addition, staff will be given opportunity to discuss issues surrounding the use of the Internet and develop appropriate teaching strategies.

4 Internet Service Provider (ISP)

4.1 The school will use an Internet Service provider (ISP) that has filtering software in place to minimise the risk of accessing inappropriate Internet material or receiving inappropriate e-mail. The chosen ISP will also have the added value of a resource of curriculum material easily available.

Should any pupils access material they have concerns about, they should notify a member of staff, who will then inform the Computing Co-ordinator. The Computing Co-ordinator will inform the ISP of the address of the offending web site, who will then take appropriate action to block further access, or attempt to access inappropriate materials. Therefore, the school reserves the right to access the work area of any user to view files held in that area.

5 Pupil access to the Internet

5.1 The school has decided that the teaching staff, who will make the necessary professional judgement regarding access for pupils, will determine individual access to the Internet. It is anticipated that access to younger pupils will be more directed, with autonomous use being available to older pupils. Where pupils are given freedom to search the Internet for information, their teacher should give them clear learning objectives.

6 Responsible use

6.1 Pupils will be taught to use e-mail and the Internet responsibly to reduce the risk to themselves and others.

7 Benefits

7.1 The school believes that access to the Internet will enable pupils to explore resources available from libraries, other schools, LEAs and commercial content providers in a way that will enhance the learning process in ways impossible by other means. E-mail will allow communication to be made with other individuals and organisations, regardless of time and distance.

8 Parental responsibility

8.1 The final responsibility for use of the Internet lies with parents and guardians of the pupils. Therefore, parental permission will be sought before allowing pupils to access the Internet from the school system. Parents and guardians will be sent a letter explaining the school's use of the Internet and a copy of the pupils' rules.

Acceptable Use Statement for Staff

The school recognises that training the staff in preparation for using technology is vital. The computer system is owned by the school, and may be used by students to further their education and by staff to enhance their professional activities including teaching, research, administration and management. The school's Acceptable Use Policy has been drawn up to protect all parties - the pupils, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet usage including e-mails.

IPad Agreement

When using the school's iPads, I have read, understood and will comply with the following statements:

- I will ensure that any devices taken off site, (including laptops, tablets, cameras, removable media or phones) will be secured in accordance with the school's Data Security and E-Safeguarding Policies.
- I understand my personal responsibilities in relation to the Data Protection Act and the privacy and disclosure of personal and sensitive confidential information.
- I will take reasonable precautions to ensure that any devices (laptops, tablets, cameras, removable media or phones) are stored in a secure manner. Devices should not be stored in a car overnight or left in sight when not in use, e.g. by an open window or on the back seat of a car.
- I will secure any equipment taken off site for school trips.
- I will not download or install any software from the internet or from any other media which may compromise the school network without prior authorisation from the E-Safeguarding Co-ordinator.
- I will not download any data which may be deemed unprofessional for the individual or bring the school into disrepute. e.g. personal photographs.
- I understand that my files, communications and internet activity may be monitored and checked at all times to protect my own and others' safety, and action may be taken if deemed necessary to safeguard me or others.
- I understand that the use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990 and breaches will be reported to the appropriate authorities.
- Staff must not access social networking sites for personal use.
- I will only install software and applications on school owned equipment following the procedure in place and with the support of the Computing Co-ordinator.
- I understand that if I do not follow all statements in this AUP and in other school policies relating to the use of IT equipment I may be subject to disciplinary action in line with the schools established disciplinary procedures.

Agreement

I have read and understand all of the above listed points relating to my use of technology within school. I understand that if I fail to comply with this Acceptable Use Policy agreement, I could be subject to disciplinary action.

Staff name

Signed

Date

Acceptable Use Statement for Staff

The computer system is owned by the school, and may be used by students to further their education and by staff to enhance their professional activities including teaching, research, administration and management. The school's Acceptable Use Policy has been drawn up to protect all parties - the pupils, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet usage, including e-mails.

When using the school's ICT equipment and information systems, I have read, understood and will comply with the following statements:

- I have read and understood the implications and my personal responsibilities in relation to the use of ICT equipment which is detailed within this policy and the E-Safeguarding Policy.
- I will access the internet and ICT systems using an individual username and password, which I will keep secure. I will ensure that I log out after each session and never allow other users to access the internet through my username and password. I will report any suspicion, or evidence that there has been a breach of my personal security in relation to access to the internet or ICT systems, to the E-Safeguarding Coordinator.
- All passwords I create will be in accordance with the school E-Safeguarding Policy. I will ensure that I use a suitably complex password for access to the Internet and ICT systems.
- I will not share my passwords with any colleagues or pupils within school.
- I will seek consent from the E-Safeguarding Coordinator/ Head Teacher prior to the use of any **new** technologies (hardware, software, cloud-based services) within school.
- I will not search for, download, upload or forward any content that is illegal or that could be considered an offence by another user. If I encounter any such material I will report it immediately to the E-Safeguarding Coordinator/ Head Teacher.
- I will not attempt to bypass any filtering and/or security systems put in place by the school.
- If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the E-Safeguarding Coordinator.
- I understand that there are different levels of filtering in school and that devices with a staff filtering level will only be used by pupils under strict adult supervision.
- I understand my personal responsibilities in relation to the Data Protection Act and the privacy and disclosure of personal and sensitive confidential information.
- I will ensure that any personal or sensitive information taken off site will be situated on a school-owned device with appropriate technical controls such as encryption/ password protection deployed.
- Any information asset, which I create from other information systems, which could be deemed as personal or sensitive will be stored on the school network and access controlled in a suitable manner in accordance with the school data protection controls. (For example spread sheets/other documents created from information located within the school Management Information System).
- I understand that my files, communications and internet activity may be monitored and checked at all times to protect my own and others' safety, and action may be taken if deemed necessary to safeguard me or others.
- I understand that the use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990 and breaches will be reported to the appropriate authorities.
- I understand that if I do not follow all statements in this AUP and in other school policies relating to the use of IT equipment I may be subject to disciplinary action in line with the schools established disciplinary procedures.

E-Mail

- I will access my school e-mail account using an individual username and password, which I will keep secure. I will ensure that I log out after each session and never allow other users to access to my account. I will report any suspicion, or evidence that there has been a breach of my personal security in relation to e-mailing to the E-Safeguarding Coordinator.
- I will use my school email address for all correspondence with staff, parents or other agencies and I understand that any use of the school e-mail system will be monitored and checked. I will under no circumstances use my private e-mail account for any school-related business.
- Communication between staff and pupils or members of the wider school community should be professional and related to school matters only.
- I will ensure that any posts made on websites, blog sites or via electronic communication, by either myself or the pupils in my care, will not damage the reputation of my school.

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- I will take care in opening any attachments sent by email. I will only open e-mails and associated attachments from trusted senders.

Mobile phones and devices

- I will ensure that my mobile phone and any other personally-owned device is switched off or switched to 'silent' mode during school hours. Mobile phones should not be kept on your person or on view during lessons or while children are present.
- Bluetooth communication should be 'hidden' or switched off and mobile phones or devices will not be used during teaching periods unless permission has been granted by a member of the Senior Leadership Team in emergency circumstances.
- I will not contact any parents or pupils on my personally-owned device.
- I will not use any personally-owned mobile device to take images, video or sound recordings.

Learning and teaching

- I will support and promote the school E-Safeguarding Policy at all times. I will model safe and responsible behaviour in pupils when using ICT to support learning and teaching.
- I will ensure that I am aware of my individual responsibilities relating to the safeguarding of children and know what to do in the event of misuse of technology by any member of the school community.
- I will ensure that pupils are fully supervised when using devices with an adult filter setting.

Social Media

- I must not talk about my professional role in any capacity when using personal social media such as Facebook, Twitter and YouTube or any other online publishing websites.
- I must not use social media tools to communicate with current or former pupils under the age of 18.
- I will not use any social media tools to communicate with parents unless approved in writing by the Head Teacher.
- I will set and maintain my profile settings on social networking sites to maximum privacy and give access to known friends only.
- I will not use social media to display images, work or postings from or about the school, its pupils or staff in either professional and private setting.
- Staff must not access social networking sites for personal use during school hours or using school equipment.
- If I experience any derogatory or slanderous comments relating to the school, colleagues or my professional status, I will take screenshots for evidence and escalate to the E-Safeguarding Co-ordinator.

Managing digital content

- I will demonstrate professional, safe and responsible behaviour when creating, using and storing digital images, video and sound within school.
- I will only use images of pupils with parental consent and I am aware of the pupils in school who do not have this permission. I will take measures to ensure those parental wishes are taken into account when arranging assemblies, performances and blogging.
- Under no circumstances will I use any personally-owned equipment for video, sound or images without prior consent from the designated member of staff. (E-Safeguarding Coordinator or Head Teacher).
- When searching for images, video or sound clips, I will ensure that I or any pupils in my care are not in breach of any copyright law.
- I will ensure that any images, videos or sound clips of pupils are stored on the school network and never transferred to personally-owned equipment without prior arrangement with the Head Teacher and E-Safeguarding Coordinator.
- I will ensure that any images taken on school-owned devices will be transferred to the school network (storage area/server) and immediately deleted from the memory card.
- I will model safe and responsible behaviour in the creation and publishing of online content within the school learning platform, online software and any other websites. In addition to this I will encourage colleagues and pupils to adopt similar safe behaviour in their personal use of blogs, wikis (Website creation and editing) and online publishing sites.

Data Security

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- I understand that data held by the school is classified into three levels (Restricted, Protected and Public).
- I will not try to access or change data that I am not privy to.
- I will not store or transfer RESTRICTED DATA using a mobile device that is not pass coded or encrypted.

Agreement

I have read and understand all of the above listed points relating to my use of technology within school. I understand that if I fail to comply with this Acceptable Use Policy agreement, I could be subject to disciplinary action.

Staff name

Signed

Date