ACCEPTABLE USE AND E SAFETY POLICY

December 2022
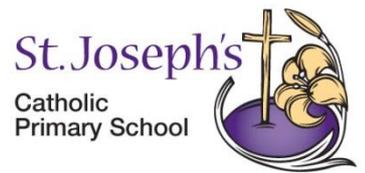
Why is Internet access important?

- The purpose of Internet access in school is to raise educational standards, to support the professional work of staff and to enhance the school's management information and business administration systems.
- Access to the Internet is a necessary tool for staff and students. It is an entitlement for students who show a responsible and mature approach.

What are the benefits to the school?

A number of studies and government projects have indicated the benefits to be gained through the appropriate use of the Internet in education.

These benefits include:

- Access to world-wide educational resources including museums and art galleries;
- Inclusion in a range of educational resources
- Information and cultural exchanges between pupils world-wide;
- Cultural, vocational, social and leisure use in libraries, clubs and at home;
- Discussion with experts in many fields for pupils and staff including link ups via Teams;
- Staff professional development - access to educational materials and good curriculum practice;
- Communication with the advisory and support services, professional associations and colleagues;
- Improved access to technical support including remote management of networks;
- Exchange of curriculum and administration data.

How will Internet use provide effective learning?

- Internet access will be purchased from a supplier that provides a service designed for school children. This will include filtering appropriate to the age of the children;
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirement;
- Children will be given clear objectives for Internet use;
- Staff will select sites which will support the learning outcomes planned for the children's age and maturity;
- Approved sites will be bookmarked and listed and Youtube videos, wherever possible will be played via ViewPure.

How will pupils be taught to assess Internet content?

- Children will be taught ways to validate information before accepting that it is necessarily accurate;
- Children will be taught to acknowledge the source of information, when using Internet material for their own use;
- Children will be made aware that the writer of an 'email' or the author of a Web page might not be the person claimed;
- Children will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

How will e-mail be managed?

- Children need to use e-mail as part of the National Curriculum;
- E-mail must only be used in school for educational purposes;
- Children will not be allowed to access personal e-mail from the school system;
- Children may send e-mail as part of planned lessons. Children will be given individual e-mail accounts which will be managed by the ICT provider and by the Senior Leadership Team;
- Emails will be used to access key curriculum platforms
- In-coming e-mail will be regarded as public;
- Messages sent using the school domain name should be regarded in the same way as messages written on school headed paper;
- Emails from teaching staff to parents should be sent via school admin.
- Personal emails must not be sent from a school email account.

How will publishing on the Web be managed?

- The Web site will comply with the school's guidelines for publications;
- The point of contact on the website should be the school address and telephone number. Home information or individual e-mail identities will not be published;
- Photographs may identify individual children where express permission from parent and child has been obtained.
- Full names will not be used anywhere on the website, particularly alongside photographs;
- Written permission from parents will be sought before photographs of pupils are published on the school website.

How will Internet access be authorised?

- Internet access is a necessary part of the statutory curriculum. It is an entitlement for children based on responsible use;
- At Key Stage 1, the majority of the access to the Internet will be by teacher or adult demonstration. However, there may be situations when children have supervised access to specific approved on-line materials;
- At Key Stage 2, Internet access will be granted to a whole class as part of the scheme of work, after a suitable education in responsible Internet use;

How will the security of school ICT systems be maintained?

- Virus protection will be installed and updated regularly;
- Staff will be encouraged to save documents straight to the secure, encrypted school server
- Use of e-mail to send attachments will be reviewed;

How will the risks be assessed?

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for children. The school will supervise children and take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that unsuitable material will never appear on a terminal. The school cannot accept liability for the material accessed, or any consequences thereof;
- The use of computer systems without permission or for purposes not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990;

- Methods to identify, assess and minimise risks will be reviewed;
- Staff, parents, governors and advisers will work to establish agreement that every reasonable measure is being taken;
- The Headteacher will ensure that the policy is implemented effectively.

How will the school ensure Internet access is safe?
- The school will purchase Smooth Wall an annual contract.
- Children will be informed that Internet use will be supervised and monitored;
- The school will work in partnership with parents, the LEA, DfE, Edsential and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved;
- If staff or pupils discover unsuitable sites, the URL (address) and content will be reported to the Internet Service Provider via the Computing co-coordinator;
- Any material that the school suspects is illegal will be referred to the Internet Watch Foundation;

How will staff and pupils be consulted?
- Rules for Internet access will be posted near computer systems, (see appendix);
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the Internet Access Policy, and its importance explained;
- Parents' attention will be drawn to the Policy in newsletters.

How will parents' support be enlisted?
- A careful balance between informing and alarming parents will be maintained;
- Joint home / school guidelines on issues such as safe Internet use will be established;

Publishing of information via Social Media

The school publishes information to the school website and to a dedicated YouTube channel.
- Permissions are sought before any images or videos are posted on the school website.
- The YouTube channel is a closed account to be only used for in house use. All uploads must be ensured to set to Private to prevent public viewing.
- Any uploads that are shared publicly will be done so in accordance to agreed use and in receipt of parental permissions.

The school also has a Twitter and Facebook account where information about events and activities are shared.
- Permission is sought for children's images to be shared
- Both accounts are to be accessed via school logins.
- All uploads will be monitored to ensure appropriate information is shared.

ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

Rules for Responsible Internet Use

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

- I will ask permission from a teacher before using the Internet;

- I will use only my own login;

- I will not access other people's files;

- I will use the computers only for school work and homework;

- I will not bring memory sticks into school unless I have permission;

- I will only e-mail people I know, or my teacher has approved;

- The messages I send will be polite and sensible;

- I will not give my home address or phone number, or arrange to meet someone over the Internet.

- To help protect other pupils and myself, I will tell a teacher if I see anything I am unhappy with or I receive messages I do not like;

- I understand that the school may check my computer files and may monitor the Internet sites I visit.

Responsible Use of the Internet

Dear Parents/Carers,

As part of the children's curriculum enhancement and the development of ICT skills, we provide supervised access to the Internet including e-mail.

Although there may be concerns about children having access to undesirable materials, we are dedicated to teaching children to deal with these risks and how to manage them with your support. Our school Internet access provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we enclose references to information on safe Internet access that may be of use.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the Teachers and the Governors cannot be held responsible for the nature or content of materials accessed through the Internet. The Teachers and the Governors will not be liable under any circumstances for any damages arising from your child's use of the Internet facilities.

I enclose a copy of the Rules for Responsible Internet Use that we operate at St. Josephs. Please complete and return the Internet Access permission form to the Headteacher.

Should you wish to discuss any aspect of Internet use (or to see a lesson in operation) please telephone me to arrange an appointment.

Yours sincerely,

Mrs M Gum
Headteacher

Permission for Internet Access   **Child's Name :**

Parent /Carer permission	**Pupil's agreement**
I give permission for my child to have access to the Internet on the terms set out in the above letter.	I agree to follow the school rules for Responsible Internet Use.

Signed: _____   Signed: _____

Print name: _____   Print name: _____

Date: _____   Class: _____