**ST ANDREW’S METHODIST PRIMARY SCHOOL**



**Acceptable Use of the Internet Policy**

Reviewed September 2017

Headteacher Date:

Chair Of Governing Board Date:

Date of Next Review January 2018

This policy has been scrutinized to ensure it meets the requirements of the single equality duties. The school will make every reasonable adjustment to comply with the duties and actively avoid discrimination.

**Acceptable Use Of The Internet Policy**

**(Read in Conjunction with the On Line Safety Policy)**

On Line Safety encompasses Internet technologies and electronic communications such as mobile phones as well as collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

The Acceptable Use and On Line Safety Policies reflect the need to raise awareness of the safety issues associated with electronic communications as a whole. They will ensure that children, staff and visitors will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use. They will also ensure children and staff are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

These policies will operate in conjunction with all other school policies.

**TEACHING AND LEARNING**

**Why Internet use is important**

Digital technologies have become integral to the lives of learners, for education, business and social interaction. The school has a duty to provide children with quality Internet access as part of their learning experience. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Children should have an entitlement to safe internet access at all times. However, the accessibility and global nature of the internet and different technologies available mean that we are also aware of potential risks and challenges associated with such use, which include potential safeguarding/child protection and concerns relating violent/ none violent extremism and the radicalisation of people within our local communities, in line with our Safeguarding and Prevent Policies.

**All employees, contractors and volunteers should also be alert to signs on abuse and extremism and take responsibility for referring concerns to the local Safeguarding Representative, in line with our Safeguarding and Prevent policies and procedures.**

This policy relates to all learners, staff and visitors who have access to school’s IT Systems, both on the premises and remotely. In accordance with our duty to safeguard our children we will do all that we can to make our children and staff aware of the precautions they should take to be e-safe and to satisfy our wider duty of care and that our ICT users are protected from unsuitable content which includes, but is not limited to adult material, gambling, drugs, discrimination, racism, violence, terrorism and extremism.

**Internet use will enhance learning**

* The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
* 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 will be taught how to evaluate Internet content**

* The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
* Pupils should be taught to be critically aware of the materials they read anshown how to validate information before accepting its accuracy.

**Managing Internet Access**

**Information system security**

* School IT systems capacity and security will be reviewed regularly.
* Virus protection is regularly updated remotely by RM – Managed Service.
* RM advise on appropriate security strategies.
* Individual usernames and passwords will be used to access electronic resources and to save work.

**E-mail**

* Pupils at present do not have access to an email account but they will be taught the format of email and the issues surrounding email usage.
* Staff have email accounts and must make sure that they change their password and do not divulge it to anyone for security reasons. If they have any worries about their account they must see the School Business Manager, Computing Subject Leader, or HT.

**Publishing pupil’s images and work**

* Photographs that include pupils will be selected carefully and will not enable individual pupils to be named.
* Pupils’ full names will not be used anywhere on the Website, particularly in association with photographs.
* Written permission from parents or carers will be obtained annually before photographs of pupils are published.(See home school contract)
* Pupils’ work can only be published with the permission of the pupil and parents.

**Social networking and personal publishing**

* The school will block/filter access to all social networking sites.
* Newsgroups will be blocked unless a specific use is approved by the HT and the LA
* Pupils will be advised never to give out personal details of any kind which may identify them or their location.

**Managing filtering**

* The school will work with the LA, RM and Salford IT Services to ensure systems to protect pupils are reviewed and improved.
* If staff or pupils discover an unsuitable site, it must be reported to the School Business Manager, Computing Subject Leader or HT.
* The HT, SBM and Computing Subject Leader will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

**Managing emerging technologies**

* Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
* Mobile phones will not be used in school by pupils but the correct usage will be discussed with children as part of anti-bullying and PSHE curriculum

**Protecting personal data**

* Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998. All mobile data transfer is by school purchased and approved encrypted data storage technologies.
* Site data transfer is secure using Salford LA Web Site or via an additional approved secure government site.
* Secure shredding operates on site for the disposal of sensitive documents. Service provided by **B&M Secure Shredding.**

**Policy Decisions**

**Authorising Internet access**

* At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.
* At Key Stage 2 it will follow the World Wide Web guidance displayed in all classrooms.
* Parents, pupils and staff will be asked to sign and return an Acceptable Use Policy, providing permission for image capture and videoing of assemblies and performances.

**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. Neither the school nor the LA can 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 the Headteacher
* Any complaint about staff misuse must be referred to the Headteacher.
* Complaints of a child protection/safe guarding nature must be dealt with in accordance with school child protection procedures.
* Pupils and parents are informed of the complaints procedure.

**Communications Policy**

**Introducing the on line safety policy to pupils**

* E-safety rules will be posted in all classrooms and discussed with the pupils at the start of each year. Pupils will be informed that network and Internet use will be monitored. Pupils will be shown how to access [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) ( Child Exploitation and Online Protection CEOP Centre) which supports children of all ages keeping them safe on line.

**Staff and the On Line Safety Policy**

* All staff will be given the School On Line-Safety Policy and its importance explained.
* Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

**Enlisting parents’ support**

* Parents’ attention will be drawn to the School On Line-Safety Policy in newsletters, the school brochure and on the school Web site.
* Annual parent consultation evenings will be used to help highlight the importance of e-safety and associated resources.

**How we raise children’s awareness of e-safety**

**Children are taught:**

**1) Electronic technologies are fun**

Using the internet is a really fun way of keeping in touch with friends and family sending and receiving images, music, texts and streamed video.

There are lots of ways of doing this including IM, chat rooms, and through playing games and writing in blogs and on social network sites. Mobile phones are now an everyday part of life that are becoming increasingly like a hand held computers.

**2) How you can stay safe when you are using the internet**

Staying safe is about knowing that some people use the internet to be nasty to others, either to bully or groom.

We discuss issues including:

1. Chatting
2. IM
3. Email
4. Mobile Phones
5. Chat Rooms
6. Social Networking
7. File Sharing
8. Gaming
9. Cyber Bullying

**3) What to do if you feel threatened or upset online**

Being online and using the internet is just like being in the real world - you can chat to people, play games and share pictures. But sometimes things happen which can make you upset. People may say nasty things to you which upset you, or you may see something that you don’t like. If this happens, you must remember that it’s not your fault.

* **ALWAYS TELL A TRUSTED ADULT** straight away if you are upset or worried about something that has happened online.
* Remember to **SAVE ANY MESSAGES** that have upset you so you can show them to who you tell - they will be able to help, and they will be able to give you good advice about what else you can do. Never worry about getting in trouble - you aren’t the one who has done anything wrong.
* If you don’t want to talk to a trusted adult, you may want to chat to someone else about how you feel. There is a site where you can have a private one to one chat with someone from the children’s charity **NSPCC**.
* You can also call **CHILDLINE FREE ON 0800 1111**. You can talk to someone in private and it won’t show up on your phone bill

Appendices:

E- Safety Audit Tool

Consent Form for Images

Using the Computers and the Internet in School

###### This policy was reviewed in September 2017

**Headteacher………………………………….**

**Chair of Governors………………………….**

**E-Safety Audit**

|  |  |
| --- | --- |
| This quick self-audit will help the Senior Leadership Team (SLT) assess whether the e-safety basics are in place    Has the school an e-Safety  Policy? | **Y/N** |
| Date of latest update: | |
| The Policy was agreed by governors on: | |
| The Policy is available for staff : | |
| And for parents at: | |
| The Designated Child Protection Coordinator is: | |
| The e-Safety Coordinator is: | |
| Has e-safety training been provided for parents, children and staff? | **Y/N** |
| Do parents sign and return an agreement that their child will comply with the School e-Safety Rules? | **Y/N** |
| Have school e-Safety Rules been set for children? | **Y/N** |
| Are these Rules displayed in all classrooms? | **Y/N** |
| Internet access is provided by an approved educational Internet service provider and complies with DCSF requirements for safe and secure access (e.g. Salford LA). | **Y/N** |
| Has an ICT security audit has been initiated by SMT, possibly using external expertise? | **Y/N** |
|  |  |
| Is personal data collected, stored and used according to the principles of the Data Protection Act? | **Y/N** |

**St Andrew’s Methodist Primary School**

**Consent form for use of images**

**Name of child …………………………………………..**

|  |  |  |
| --- | --- | --- |
| *Please tick the appropriate box for each question below:* | Yes | No |
| May we use your child’s image or audio/video recording for educational purposes, in school display or recording lesson activities for Teaching and Learning purposes, including the use of a webcam? |  |  |
| May we record your child’s image on video/DVD? |  |  |
| May we use your child’s image or audio/video recording on our website for promotional or educational purposes (We will not include your child’s full name)? |  |  |
| Are you happy for your child to appear in the media (including both print and online media)? |  |  |
| May we use your child’s image on any publication that we produce for promotional purposes, including where that publication is in electronic format\*? |  |  |

\**Please note that websites can be viewed throughout the world and not just in the UK where UK law applies.*

**Signature of parent/carer ……………………………**

**Date …………………………….**

**St Andrew’s Methodist Primary School**

Using the Computers and the Internet in School

1. I will only access the computer using the correct login.
2. I will not try to access another pupil's files.
3. I will only use the Internet with a Teacher or authorized adult, present in class..
4. I will only use the Internet for activities, which the teacher has set.
5. I will only use the e-mail programs that school has setup.
6. I will not send or receive an e-mail without a teacher with me.
7. I will not send an e-mail without checking it with the teacher first.
8. I will not pass on my name, address or phone number, or anyone else's details and I will not arrange to meet anyone that I have contact electronically.
9. I will use polite language, Blog and sign e-mails in my own name.
10. I will not use chat rooms to talk to strangers on the Internet.
11. I will report any offensive messages sent to me, and any unsuitable websites 'that I find, to a teacher.
12. I will not download any programs from the Internet to the school computers.
13. I will not bring in CDs or pen drives to use on the school computers.
14. I understand that my teacher will check the e-mails/messages I send and receive and that my teacher may check my files on the computer.

I understand that if I break these rules my parents/carers will be told and **if** I continue

to break the rules I will be stopped from using the computers.

**Signed …………………………………Child Date …………………….**

**Signed …………………………………Parent**