



Acceptable Use Policy

September 2018

Date Reviewed	Date of Next Review
September 2018	September 2021

INGLEBY MILL PRIMARY SCHOOL

Acceptable Use Access Policy: September 2018

Our school's Internet Access Policy is part of the school's Computing Policy and Computing Development Plan and relates to other policies including those for behaviour and for personal, social and health education (PSHE) including citizenship. The Internet Access Policy has been devised by a team of staff and governors including the Head-teacher and Computing Subject Leader, and will be reviewed on a yearly basis. It has been agreed by the senior management team and approved by governors.

The Importance of the Internet in Learning in Schools

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 pupils. It is an entitlement for pupils who show a responsible and mature approach.

How the use of the Internet Benefits the School

These benefits include:

- Access to world-wide educational resources including museums and art galleries.
- Inclusion in government initiatives
- Information and cultural exchanges between pupils world-wide.
- Cultural, social and leisure use in libraries, youth clubs and at home.
- Discussion with experts in many fields for pupils and staff.
- 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.
- Exchange of curriculum and administration data with the LA and DfE.
- New online school learning platform

Using the Internet to provide effective learning

Teachers, parents/carers and pupils need to develop good practice in using the Internet as a tool for teaching and learning. There is a fine balance between encouraging autonomous learning and maintaining adequate supervision. Systems that ensure Internet use is as safe as possible will enable increased use and the quality of that use is a critical factor. Internet access at school is provided by One IT that affords a service designed for pupils. This includes filtering system that is appropriate to the age of pupils.

Guidelines for effective internet use will include the following:-

- Internet access will be planned to enrich and extend learning activities.
- Access levels will be reviewed to reflect the curriculum requirement.
- Pupils will be given clear objectives for Internet use.
- Staff will select sites that will support the learning outcomes planned for pupils' age and maturity.
 - Approved sites will be bookmarked, listed or copied to the school intranet.
 - Pupils will be educated in taking responsibility for Internet access.
- The computer system is owned by Ingleby Mill Primary School to further the pupils education and by staff to enhance their professional activities including teaching, research, administration and management. The school's Acceptable Use Policy (AUP) has been drawn up to protect all parties - the pupils, the staff, visitors, 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 or observe any person who is logged on to the system.

- Staff and pupils requesting Internet access will be issued with a copy of the Acceptable Use Policy. All Internet activity should be appropriate to staff professional activity or the pupil's education;
 - Access should only be made via the authorised account and password, which should not be made available to any other person;
 - Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts others systems, is forbidden;
 - Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received;
 - Use for personal financial gain, gambling, political purposes or advertising is forbidden;
 - Copyright of materials must be respected;
 - Posting anonymous messages and forwarding chain letters is forbidden;
 - Use of the network to access inappropriate materials such as pornographic, racist, or offensive material is forbidden.

How pupils will be taught to assess Internet content

Pupils in school are unlikely to see inappropriate content in books due to selection by publishers and teachers. This level of control is not so straightforward with Internet-based materials. Therefore, teaching should be widened to incorporate Internet content issues, for instance the value and credibility of Web materials in relationship to other media. The tendency to use the Web when better information may be obtained from books will need to be challenged.

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

The management of e-mail

E-mail is an essential means of communication within education. The government is encouraging the ownership of e-mail accounts for both teachers and pupils, but care needs to be taken that the implications for the school and for the pupil are appreciated. Once e-mail is available it is difficult to control its content, nevertheless e-mail content should not be considered private. Software to restrict incoming and outgoing e-mail to a list of approved establishments, is an element of the One IT firewall.

The management of the school's web site

Ingleby Mill currently has a web site that encourages pupils to publish work to a high standard, for a very wide audience. Our school web site helps to celebrate pupils' work and promote the school. Ground rules are important to ensure that the Web sites reflect the school's ethos and that information is accurate and well-presented. As the school's web site can be accessed by anyone on the Internet, the security of staff and pupils must be considered carefully. The publishing of pupils' full names beside photographs that identify individuals is considered inappropriate on web pages. While any risks might be small, the parents' / carers' perception of risk has been taken into account in the formulation of this policy.

- The Head-teacher will delegate editorial responsibility to a key member of staff with responsibility for this aspect of learning to ensure that content is accurate and quality of presentation is maintained.
- Staff will be made aware that the content of the work published on the Web needs to reflect the diversity of the audience.

- All material must be the author's own work, or where permission to reproduce has been obtained, clearly marked with the copyright owner's name.
- The point of contact on the web site should be the school address and telephone number. Home information or individual e-mail identities will not be published.
- Photographs must not identify individual pupils. Group shots or pictures taken over the shoulder will be used in preference to individual 'passport' style images.
- Actual names will not be used anywhere on the web site, particularly alongside photographs.
- Written permission from parents/carers will be sought by the signing of the 'Acceptable Use Policy' related to the use of the internet.

The authorisation of Internet access

In school, all staff and all pupils will be granted access to the Internet as a general requirement, with a single central written record maintained of pupils and staff who have access to the school internet connection. Parental permission will be required before children can access the Internet and an e-mail account.

- 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 the responsible use of the Internet.
- Parents/carers will be informed that pupils will be provided with supervised Internet access.
- Parents/carers will be asked to sign and return a permission form.
- Pupils must also, along with parents/carers, sign the letter sent home. This will be an indication by the parents/carers and pupils that they have discussed, understood and accept the implications of the use of the Internet in school and at home.

The assessment of risk when using the Internet in school

The school will address the issue that it is difficult to remove completely the risk that pupils might access unsuitable materials via the school system. In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate material, including the use of filtering software. 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. Neither the school nor Stockton Borough Council can 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 at least annually.
- Staff, parents, governors and local authority advisers will work to establish agreement that every reasonable measure is being taken.
- The Head-teacher, Computing Subject Leader and all staff will ensure that the policy is implemented effectively.

Ensuring safe Internet access

The Internet is a communication medium that is freely available to any person wishing to send e-mail or publish a Web site on almost any topic. Access to appropriate information should be encouraged but Internet access must be safe for all members of the school community from youngest pupil to teacher and administrative staff. Pupils will generally need protected access to the Internet.

The technical strategies being developed to restrict access to inappropriate material fall into several overlapping types (sometimes all referred to as filtering):

Blocking strategies remove access to a list of unsuitable sites or newsgroups. Maintenance of the blocking list is a major task as new sites appear every day.

Filtering examines the content of web pages or e-mail messages for unsuitable words. Blocking and/or filtering, as previously stated, is performed by the Internet Service Provider (ISP) and school is notified.

- Pupils will be informed that Internet use will be supervised and monitored.
- The school will work in partnership with parents/carers, the LA, DFE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are effective in practice.
- If staff or pupils inadvertently discover unsuitable sites, the URL (address) and content will be reported to the Computing Subject Leader who will notify One IT for an immediate response.
- Any material that the school suspects is illegal will be referred to One IT for blocking and further investigation.
- Where ethnic minority languages are involved, appropriate measures will be taken to ensure the processes to protect pupils are adequate.

The maintenance of security of the IT systems

The Internet is a connection that could compromise an IT system performance or threaten network security.

- Security strategies will be discussed with the LA.
- The authority is regularly reviewing the schools' networks to ensure that the system has the capacity to take increased traffic caused by Internet use.
- Personal data should not be sent over the Internet from school (Facebook, Twitter, other social networking sites etc)
- Virus protection will be installed and updated regularly by One IT.
- Use of memory sticks by pupils is permitted by a teaching staff member with permission provided the user has signed the AUP and virus checks have been conducted on the memory stick before attaching to the school network.

The complaints procedure regarding Internet use

Prompt action will be made if there is a complaint. The facts of the case will need to be established, for instance whether the issue has arisen through Internet use inside or outside school. Transgressions of the rules could include minor as well as potentially serious consequences and a range of sanctions will be applied, linked to the school's E-Safety policy.

- Responsibility for handling incidents will be given to the Computing Subject Leader and will always involve the Head-teacher and / or a member of the senior leadership team.
- Pupils and parents/carers will be informed of the complaints procedure.
- Parents/carers and pupils will need to work in partnership with staff to resolve issues.
- There may be occasions when the police must be contacted. Early contact will be made with the Police to establish the legal position and receive advice.
- Investigation of all incidents will include interview/counselling by Head-teacher, senior leadership and, if appropriate, parents or carers will be involved.
- Sanctions for inappropriate internet use will include e-mail, Internet or computer access restriction for a period of time depending on the nature of the incident.

Staff and pupil consultation about the Internet

Staff will be given opportunities to discuss the issues related to the AUP and develop appropriate teaching strategies to support children learning outcomes.

- Rules for Internet access will be posted near computer systems. **The Acceptable Use Statement or Rules for Responsible Internet Use** will be printed as posters.
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the Internet Access Policy, and its importance will be explained.
- Parents' attention will be drawn to the Policy in newsletters, the school brochure and the school web site.
- A teaching and learning focus on responsible Internet use will be included as an integral element of ICT, PSHE and Citizenship programmes of study covering both school and home use.

Enlisting parental support for the use of the Internet

Internet use in pupils' homes is now for the majority and accessed by a range of IT (laptops, tablets, smart phones etc). Unless parents/carers are aware of the dangers, pupils may have unrestricted access to the internet. The school aims to help parents plan appropriate, supervised use of the internet at home via the School Learning Platform.

- Home/school guidelines on issues such as safe Internet use will be established and regularly reviewed with parents.

INGLEBY MILL PRIMARY SCHOOL

ACCEPTABLE INTERNET USE STATEMENT FOR ALL SCHOOL STAFF

The computer system is owned by the school and is made available to pupils to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school has an Internet Access Policy 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 sites visited.

- Access should only be made via the authorised account and password that should not be made available to any other person.
- The security of the IT system must not be compromised whether owned by the school, by Stockton Borough Council or any other organisation or individual.
- Sites and materials accessed must be appropriate to work in school. Users will recognise materials that are inappropriate and should expect to have their access removed.
- There may be occasions when a teacher may have photos/videos of children on memory sticks, laptops or cameras for educational reasons.
- Images and videos should be stored in the "Staff Shared" area of the school network. Staff may have photos of current pupils in their personal workspace and on their personal PC's, laptops, mobile phones etc but these must be transferred to the Staff Shared area or deleted asap. Of course, it is expected that such photographs and videos are only used for educational purposes.
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received.
- The same professional levels of language and content should be applied as for letters or other media, particularly as e-mail is often forwarded.
- Posting anonymous messages and forwarding chain letters is forbidden.
- Copyright of materials and intellectual property rights must be respected.
- All Internet use should be appropriate to staff professional activity or to student's education. Please note that:-
 - The school's IT system may be used for private purposes following guidelines established by the school - checking school e-mail accounts.
 - Use for personal financial gain, gambling, political purposes or advertising is forbidden.
 - Closed discussion groups can be useful but the use of public chat rooms is not allowed.
- I will report any incidents of concern regarding children's safety to the school e-Safety Coordinator or the Safeguarding Designated Lead.
- I will ensure that any electronic communications with pupils are compatible with my professional role.
- I will promote e-safety with pupils in my care and will help them to develop a responsible attitude to system use and to the content they access or create.

Members of staff are reminded that they should not deliberately seek out inappropriate / offensive materials on the Internet **and** that they are subject to the LA's recommended disciplinary procedures should they do so. Staff should sign a copy of this Acceptable Internet Use Statement and return it to the Head-teacher.

Full name _____ post _____

Signed _____ date _____

Dear Parents

Responsible Use of the Internet

As part of pupils' curriculum enhancement and the development of Computing skills, Ingleby Mill Primary School is providing supervised access to the Internet including e-mail (for Years 1-6). We believe that the effective use of the World Wide Web and e-mail is worthwhile and is an essential skill for children growing up in the modern world.

Although there have been concerns about pupils having access to undesirable materials, positive steps have been taken to deal with this risk in school. Our school Internet access provider operates a filtering system run by One IT that restricts access to inappropriate materials. This may not be the case at home. To help you in this respect we enclose a sheet of school rules for responsible and safe Internet access.

I attach copies of the Rules for Responsible Internet Use and Digital Media Use that we operate at Ingleby Mill Primary School. Please take time to read these with your child.

Yours sincerely

B. Atkinson
Headteacher

Permission for Internet Access

Parent/carer's permission

I have read and understood the school rules for responsible Internet use and give permission for my son/daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of Internet facilities.

Signed (parent/guardian)

Print name

Date

Pupil's agreement

I have read and I understand the school Rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

Year group:

Class:

Signed(child)

Print name

Date

INGLEBY MILL 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 use only my own login and password, which I will keep secret.
- I will not access other people's files.
- I will use the computers only for schoolwork and homework.
- I will not bring memory sticks into school without permission.
- I will ask permission from a member of staff before using the Internet;
- The messages I send will be polite and sensible;
- I will not give my home address, e-mail address or phone number, or arrange to meet someone, unless my parent, carer or teacher has given permission;
- To help protect other pupils and myself, I will tell a teacher as soon as possible if I see anything I am unhappy with or I receive a message I do not like;
- I understand that the school can check my computer files and the Internet sites I visit.

Rules for Responsible 'Learning Platform' Desktop Use

All our pupils in years 1,2,3,4,5,6 will be given an e-mail address on our school learning platform (DB Primary).

E-mail/messaging is a privilege, and anything regarded as misuse, will be dealt with in the following manner:

- **The child will be restricted to sending e-mails to school only, even if the rest of the group has more access at that time.**
- **In the worst case, the child will have e-mail/message privileges removed completely until further**

- All children in years 1,2,3,4,5,6 will be given their own password, which will then be locked down and cannot be changed. In this instance, the teacher will make a note of each child's password. The Computing Subject Leader will also keep a copy of this document, as system administrator. The administrator for DB Primary is the School Business Manager.

The 'Learning Platform' portal is web based, so a child can access this from any computer with Internet access. The website has its own anti-virus and anti-spam checks, and is fire walled.

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Digital Media Use:

The Senior Leadership team have discussed how photographs and videos are used to record events and celebrate achievements at Ingleby Mill Primary School. There are two types of situations where photographs are taken:

- a) staff and pupils taking photographs of school trips, visits, sporting fixtures and special events
- b) public situations where the school allows parents and others to take videos and photographs (including local newspapers)

Sadly, we have to take care that any images or photographs taken in school are never misused and reduce the risk of this occurring whenever possible whilst, at the same time, keeping a sensible balance.

1. *When taking photographs of children at Ingleby Mill Primary School we will, wherever possible, avoid close up pictures of individual children, using general shots of classroom or group activities.*
2. *Individual pupils will not be named or include other data such as home address/telephone numbers.*
3. *We will never use images or photographs that may cause offence, embarrassment or distress to the child or their parent/guardian.*
4. *We may use the photographs to add to our website or add to school displays.*
5. *We will only use images of pupils in suitable dress.*
6. *If Ingleby Mill School has any doubts concerning the appropriateness of a photograph or image, we will, of course, contact parents/guardians and gain written consent before its use.*
7. *If parents/guardians want to take photographs or videos of special events, please check with a member of staff before the event. Of course, it is expected that such photographs and videos are only to be used for family purposes and will not be sold or distributed.*

Having read the above Policy, I do hope that you feel reassured that Ingleby Mill Primary School has done all that it can to ensure the safe and proper use of images and photographs.

We would be grateful if you could complete the attached pro-forma. The completion of the form is a one-off requirement at Ingleby Mill Primary School.

Any parent/guardian who wishes to change their position either by withdrawing consent already given, or giving consent for the future, must do so in writing, addressed to the Headteacher.

The change will become effective immediately on receipt of the letter.

Parent's Consent for Web Publications of Work and Photographs

I agree that, if selected, my son/daughter's work may be published on the school Web site. I also agree that photographs/videos of my son/daughter may be published subject to school rules, that photographs will not clearly identify individuals and that full names will not be used.

Signed: (parent/ carer)

Date

Name of Pupil:

Class Teacher: