Cam Hopton Church of England Primary School (Voluntary Aided)

Life in all its fullness

ACCEPTABLE USE OF ICT BY CHILDREN POLICY

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This policy is to be reviewed in line with other related policies and any other documentation from the DfE, Ofsted and Gloucestershire Diocese.

Contents

ACCEPTABLE USE OF ICT BY CHILDREN POLICY

This document outlines our policy in providing e-mail facilities and access to the Internet at school. It explains how the school is seeking to avoid the potential problems of unrestricted Internet access. It relates to the E-Safety policy, the Anti-Bullying Policy, the Acceptable Use Code of Conduct for ICT for Adults and the Child Protection and Safeguarding Policy.

Internet Access in School

Providing access to the Internet in school will raise educational standards and support the professional work of staff. Teachers and pupils have access to web sites world-wide offering educational resources, news and current events. There are opportunities to communicate and exchange information with students worldwide.

In addition, staff have the opportunity to access educational materials and good curriculum practice, to communicate with the advisory and support services, professional associations and colleagues; exchange curriculum and administration data with LAs and DfE; receive up-to-date information and participate in government initiatives.

The Internet is also to be used to enhance the school's management information and business administration systems.

All staff (including teachers, supply staff and classroom assistants) and any other adults involved in supervising children accessing the Internet, will read and understand the E-Safety Policy, and will have its importance explained to them.

Ensuring Internet Access is Appropriate and Safe

Whenever pupils have access to the internet in school a member of staff will be present.

In addition, Pupils will be taught to use e-mail and the Internet responsibly in order to reduce the risk to themselves and others.

The Computing Subject Leader will monitor the effectiveness of Internet access strategies. Moreover, the Computing Subject Leader will ensure that occasional checks are made on files to monitor compliance with the School's Internet Access Policy.

The Head Teacher will ensure that the policy is implemented effectively.

However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that particular types of material will never appear on a computer screen. The school cannot accept liability for the material accessed, or any consequences thereof.

A most important element of our Rules of Responsible Internet Use is that pupils will be taught to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

If there is an incident in which a pupil is exposed to offensive or upsetting material the school will wish to respond to the situation quickly and on a number of levels. Responsibility for handling incidents involving children will be taken by the Head Teacher and the pupil's Class Teacher.

If one or more pupils discover (view) inappropriate material, the school's first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue.

If staff or pupils discover unsuitable sites the Head Teacher will be informed. The Head Teacher will report the URL (address) and content to the Internet Service Provider (ISP) and the incident will be recorded in the Internet Log Book using the 'Inappropriate Website Proforma' (Appendix B).

Maintaining the Security of the School ICT Network

We are aware that connection to the Internet significantly increases the risk that a computer or a computer network may be infected by a virus or accessed by unauthorised persons.

The Head Teacher is responsible for ensuring the integrity of the network.

Using the Internet to Enhance Learning

Pupils will be taught to use suitable web search engines but whenever possible staff will check websites in advance and store these in 'Favourites'. Access to the Internet will be a planned part of the curriculum that will enrich and extend learning activities and will be integrated into the class schemes of work.

Using Information from the Internet

We believe that, in order to use information from the Internet effectively, it is important for pupils to develop an understanding of the nature of the Internet and the information available on it. In particular, they should know that, unlike the school library for example, most of the information on the Internet is intended for an adult audience, much of the information on the Internet is not properly audited/edited and most of it is copyright.

- Pupils will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV
- Teachers will ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the Internet (as a non-moderated medium)
- When copying materials from the Web, pupils will be taught to observe copyright;
- Pupils will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed

Using e-mail

Pupils will learn how to use an e-mail application and be taught e-mail conventions. Staff and pupils will begin to use e-mail to communicate with others, to request information and to share information.

It is important that communications with persons and organisations are properly managed to ensure appropriate educational use and that the good name of the school is maintained. Therefore:

- Pupils will only be allowed to use e-mail once they have been taught the Rules of Responsible Internet Use and the reasons for these rules. Parents and children will be required to sign the Responsible Computer & Internet Use agreement.

- Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor children using e-mail.
- Pupils may send e-mail as part of planned lessons but will not be given individual e-mail accounts at present
- In-coming e-mail to pupils will not be regarded as private.
- Children will have the e-mail messages they compose checked by a member of staff before sending them

- The forwarding of chain letters will not be permitted.
- Pupils will not be permitted to use e-mail at school to arrange to meet someone outside school hours.

School website

Our school web site is intended to:

- Provide accurate, up-to-date information about our school;
- Enable pupils to publish work to a high standard, for a very wide audience including pupils, parents, staff, members of the local community and others
- Celebrate good work
- Provide pupils with the opportunity to publish their work on the Internet
- Promote the school.

All classes may provide work for publication on the school web site. Class teachers will be responsible for ensuring that the content of the pupils' work is accurate and the quality of presentation is maintained.

The point of contact on the web site will be the school address, telephone number and e-mail address. We only publish pupils' photographs with parental agreement. Home information or individual e-mail identities will not be published. Staff will be identified by their title and surname unless they request otherwise. Permission will be sought from other individuals before they are referred to by name on any pages we publish on our web site.

Internet access and home/school links

Parents will be informed that pupils are provided with supervised Internet access as part of their lessons. We will keep parents in touch with future ICT developments by the school web site.

Parents may wish to refer to the advice offered by the UK Council for Child Internet Safety (UKCCIS) at: https://media.education.gov.uk/assets/files/ukccis%20advice%20on%20child%20internet%20safety.pdf

Appendix A – Acceptable Use Agreements KS1 and KS2

Cam Hopton CE Primary School

Life in all its Fullness

EYFS & Key Stage 1 Responsible Computer & Internet Use

Pupil Name: .... **Class:** ....

This is how we stay safe when we use computers:

> I WILL …
> - Ask permission before using the computer and the Internet.
> - I will only use activities that a teacher or suitable adult has told or allowed me to use.
> - Only open and delete my own files.
> - Always tell my teacher if I see anything I am unhappy with or if I receive messages I do not like.
> - Allow my files and internet sites I visit to be checked.
> - I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.
> - I will take care of the computer and other equipment.
> - I know that if I break the rules I might not be allowed to use a computer.

Pupil's Agreement

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

Signed: .... **Date:** ....
       (Pupil)

Parent/Guardian's Consent for Internet Access

I have read and understood the School Rules for Responsible Computer & Internet Use and give permission for my child to access the Internet. I understand that the School will take all reasonable precautions to ensure pupils cannot access inappropriate materials and subject to this I understand that the School cannot be held responsible for the nature or content of materials accessed through the Internet.

Signed: .... **Date:** ....
       (Parent/Guardian)

Please print name: ....

Parent/Guardian's Consent for Web Publication of Work and Photographs

Please tick to indicate your answer

I agree, that if selected, my child's work may be published on the school website. ☐

I agree that photographs that include my child may be published on the school website, for school use only. Photographs and captions will not fully identify individuals. ☐

Signed: .... **Date:** ....
       (Parent/Guardian)

Please print name: ....

Cam Hopton CE Primary School
Life in all its Fullness
Key Stage 2 Responsible Computer & Internet Use

Pupil Name: .... **Class:** ....

These rules will keep me safe and help me be fair to others:

I WILL … • Ask permission before using the Internet. • I will only access the Internet for schoolwork and homework. • Only open and delete my own files. • Only e-mail people I know or my teacher has approved. • Only send messages that are polite and sensible. • Never give my home address or phone number, send a photograph or video, or give any other personal information that could identify me, my family or friends, unless a trusted adult has given permission. • I will never arrange to meet someone I have only ever previously met on the Internet.	• Always ask permission before opening an e-mail or e-mail attachment sent by someone I do not know. • Never use internet chat. • I am aware that some websites and social networks have age restrictions and I should respect this. • Always tell my teacher if I see anything I am unhappy with or if I receive messages I do not like. • Allow my files or e-mails I send and internet sites I visit to be checked. • If I bring my mobile phone to school because I walk home, I will give it to my teacher in the morning for safe keeping.

Pupil's Agreement

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

Signed: .... **Date:** ....
        (Pupil)

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Please tick to indicate your answer

I agree, that if selected, my child's work may be published on the school website. ☐

I agree that photographs that include my child may be published on the school website, for school use only. Photographs and captions will not fully identify individuals. ☐

Signed: .... **Date:** ....
        (Parent/Guardian)

Please print name: ....

APPENDIX B: INAPPROPRIATE WEB SITE PROFORMA

Name of person making the report	
Date	
URL of site (www)	
Brief description of site	
Please return to:	**The Head Teacher**
Action taken	
Date	
Signed	

Notes: