



# **Threemilestone School** **Policy for Acceptable Use Of The Internet And** **Digital Technologies**

## **1. Introduction**

In Threemilestone Primary School we believe that the Internet and other digital technologies are very powerful resources which can enhance and potentially transform teaching and learning when used effectively and appropriately. The Internet is an essential element of 21<sup>st</sup> century life for education, business and social interaction. This school provides pupils with opportunities to use the excellent resources on the Internet, along with developing the skills necessary to access, analyse and evaluate them.

The policy has been drawn up by the staff of the school under the leadership of the Head Teacher & ICT Co-ordinator.

It has been approved by governors and is available for parents to see.

The policy and its implementation will be reviewed biannually.

## **2. Code of Safe Practice**

When using the Internet, email systems and digital technologies, all users must comply with all relevant legislation on copyright, property theft, libel, fraud, discrimination and obscenity. The policy for Threemilestone Primary School makes explicit to all users (staff and pupils) what is safe and acceptable and what is not.

The scope of the policy covers fixed and mobile Internet; school PCs, laptops, mobile phones, hand held organisers and digital video/photographic equipment. It should also be noted that the use of devices owned personally by staff and pupils, but brought onto school premises (such as mobile phones, camera phones, PDAs) are subject to the same requirements as technology provided by the school. ( See Mobile phone and digital images policies)

The ICT Co-ordinator will monitor the effectiveness of the policy, particularly in the light of new developments in technology.

### **◆ Expectations of pupils using the Internet.**

Pupil access to the Internet is through a filtered service provided by SWGfL, which should ensure educational use made of resources is safe and secure, while protecting users and systems from abuse.

In addition, the following key measures have been adopted by Threemilestone School to ensure our pupils do not access any inappropriate material:

- The school's Rules for Responsible Internet Use and other digital technologies is made explicit to all pupils and is displayed prominently;
- Children's attention will be brought to the rules annually.
- Pupils using the Internet will normally be working in highly-visible areas of the school;
- All online activity is for appropriate educational purposes and is supervised, where possible;
- Pupils, in Key Stage 1 will, where possible, use sites pre-selected by the teacher and appropriate to their age group;
- Pupils in Key Stage 1 and 2 are educated in the safe and effective use of the Internet.
- Pupils in Key stage 2 will be taught how to search and evaluate websites.
- All pupils are taught how to keep safe, how to collaborate safely, how to evaluate the use of technology for effectiveness, and the basics of copyright. (see Threemilestone school e-sense skills progression).

It should be accepted, however, that however rigorous these measures may be, they can never be 100% effective. Neither the school nor SWGfL can accept liability under such circumstances.

The use of mobile phones by pupils is not normally permitted on the school premises during school hours, unless in exceptional circumstances, where permission may be granted by a member of staff.

During school hours pupils are forbidden to play computer games or access social networking sites, unless specifically assigned by the teacher.

#### ◆ **Expectations of staff Using the Internet**

Staff have agreed to the following policy:

- Pupils accessing the Internet should supervised by an adult at all times.
- All pupils are aware of the rules for the safe and effective use of the Internet. These are displayed in classrooms and discussed with pupils annually.
- Recommended websites for each year group can be made available on the school website, in Shared Docs and through Merlin.
- Deliberate/accidental access to inappropriate materials or any other breaches of the school policy should be reported immediately to the ICT Co-ordinator/Technician.
- In the interests of system security staff passwords should only be shared with the network manager.
- Teachers should be aware of copyright and intellectual property rights and should be careful not to download or use any materials which are in breach of these.
- Photographs of pupils should, where possible, be taken with a school camera and images should be stored on a centralised area on the school network, ( see digital images policy for more details)
- School systems may not be used for unauthorised commercial transactions.
- No program files may be downloaded to the computer from the Internet without the ICT Coordinator's permission ( or the Technician)

#### ◆ **Sanctions**

Incidents of technology misuse which arise will be dealt with in accordance with the school's discipline policy. Minor incidents will be dealt with by the ICT Co-ordinator and may result in a temporary or permanent ban on Internet use.

Incidents involving child protection issues will be dealt with in accordance with school child protection procedures.

### **3. Internet Safety Awareness**

In Threemilestone School we believe that, alongside having a written safety policy and code of practice, it is essential to educate all users in the safe and effective use of the Internet and other forms of digital communication. We see education in appropriate, effective and safe use as an essential element of the school curriculum. This education is as important for staff and parents as it is for pupils.

#### ◦ **Internet Safety Awareness for pupils**

Rules for the Acceptable use of the Internet are discussed with all pupils and are prominently displayed in classrooms. In addition, Key Stage 1& 2 pupils follow a programme of Internet Safety Awareness using a range of resources. (see Threemilestone school e-sense skills progression).

#### ◦ **Internet Safety Awareness for staff**

The ICT Co-ordinator keeps informed and updated on issues relating to Internet Safety and attends regular courses. This training is then disseminated to all teaching staff, classroom assistants and supervisory assistants on a regular basis.

#### ◦ **Internet Safety Awareness for parents**

The Internet Safety Policy and Rules of responsibility for pupils is available at all times for parents to see. Internet safety leaflets for parents and carers are sent home from time to time.

#### **Use of School ICT Resources by other agencies**

Visiting users are given a special visitor user name and password and do not have access to the staff shared area or the children's shared area. Other agencies using computers on the school premises must agree to the school's ICT policy and Internet Policy.

### **4. Website Guidelines**

The school website is to celebrate good work, promote the school, publish resources, have links to other excellent sites and for homework.

Rules for Responsible Use of the School Website

- Each Year group has its own password, which enables only access to that year group's pages.
- Year groups are not to use each other's passwords.
- Names of children will never be placed on our website with a photograph that identifies the children. We do publish our school newsletter each Friday on the website and from time to time because of achievements in or out of school children's names will be published within the newsletter.  
**Parents are requested to advise us if they do not wish this to**

**happen.**

No home information ( including email addresses) of staff or pupils is to be published on the website. Any point of contact will be the school email addresses or school phone numbers.

- Work to be displayed will be of a high quality to reflect the status of the school.
- The website will be managed by the administrator and will be kept up to date.

**5. Digital and Video Images of Pupils (Also see Digital Images Policy)**

Parental permission is sought to cover the use of photographs of pupils on the school website, in the local press and for displays etc within school and written permission must be obtained from parent/carer.

◆ **Storage of images**

Digital and video images of pupils are, where possible, taken with school equipment. Images are stored on a centralised area on the school network.

◆ **Website images** ~ see above

**6. Social Software**

Chatrooms, blogs and other social networking sites are blocked by the SWGfL filters so pupils do not have access to them in the school environment. Children have access to blog and take part in discussions on Merlin.

However, we regard the education of pupils on the safe and responsible use of social software as vitally important and this is addressed through our Internet Safety Education for pupils.

Instances of cyber bullying of pupils or staff will be regarded as very serious offences and dealt with according to the school's discipline policy and child protection procedures.

Pupils are aware that any misuse of mobile phones/websites/email should be reported to a member of staff immediately.

\_\_\_\_\_ Dated \_\_\_\_\_  
Author

\_\_\_\_\_ Dated \_\_\_\_\_  
Headteacher

\_\_\_\_\_ Dated \_\_\_\_\_  
Chairman of Governing Body

\_\_\_\_\_ Dated \_\_\_\_\_  
Chairman of Pupils and Curriculum Committee

**Date of next review** .....