



## **Threemilestone School**

# **Policy for Acceptable Use Of The Internet And Digital Technologies 2016**

### *Safeguarding*

*Threemilestone School is committed to safeguarding and promoting the welfare of all children.*

*We expect all our team members to share this commitment.*

## **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 & Computing 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 and all devices capable of accessing these services which may be used in school or in relation to school work. 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, tablets) are subject to the same requirements as technology provided by the school. ( See Mobile phone and digital images policies)

The Computing 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 ICT4, 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 (see appendix);
- 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-safety skills progression and lesson planning *see appendix*).

It should be accepted, however, that however rigorous these measures may be, they can never be 100% effective. Neither the school nor ICT4 can accept liability under such circumstances.

The use of mobile phones by pupils is not permitted on the school premises during school hours, If a pupil requires a mobile phone for safety reasons on the journey to and from school, then this must be handed into the School Office for safekeeping during the school day. Pupil mobile phones are not permitted on school trips.

Pupils are forbidden to play computer games or access social networking sites, unless specifically assigned by the teacher. This extends into the school's wrap around care provision.

◆ **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 eSchools.
- Deliberate/accidental access to inappropriate materials or any other breaches of the school policy should be reported immediately to the Computing Co-ordinator/Technician and recorded in the log held by the Computing Co-ordinator.
- In the interests of system security staff passwords should only be shared with the network manager and changed every 90 days.
- 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 or iPad 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 Computing 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 Computing 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.

All incidents will be logged and the log held by the Computing Co-ordinator.

### **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 Computing 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 either in paper copies or via emails as well as being available on the school website as and when they are made available to the school. The school website also contains links to web safety organisations as well as sites offering advice on putting security measures in place on computers and other internet enabled devices. In addition to this parents are offered internet safety sessions which they can attend after school or during the day.

**Use of School Computing 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 Computing 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

- 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.
- Individual class pages are the responsibility of the class teachers

#### **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/carers.

◆ **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.

- ◆ **iPads** – teachers may have images of the children on their school iPads for work purposes. These devices are locked with a passcode.
- ◆ **Website images** ~ see above

## **6. Social Software**

Chatrooms, blogs and other social networking sites are blocked by the ICT4 filters so pupils do not have access to them in the school environment. Children have access to blog and take part in discussions on eSchools.

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 Behaviour Policy and Safeguarding Procedures as well as being recorded in the log held by the Computing Co-ordinator.

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

**Ratified at Full Governing Body Meeting: 15<sup>th</sup> March 2016**

**Date of next review March 2017**

## Appendix – E-Safety Skills Progression

Year	Key Skills
EYFS	<p>Recognise the need for politeness in online and offline conversations            know to go to a responsible adult if they feel in danger or unsure            Express ideas and emotions with confidence</p>
Year 1	<p>Learn the benefit of ICT and how to use responsibly            be aware of the risks of online technology            Recognise the need for politeness and courtesy in both online and offline communications            Know to go to a responsible adult if they feel in danger            Manage responses about personal information            take an active part in group discussions            Taught to question who they are talking to            apply their awareness and developing knowledge of safety and rules and healthy lifestyle skills to on and offline situations.            Learners will exhibit a growing awareness through their interactions both on and offline of the behaviours which lead to positive relationships and mutual respect.</p>
Year 2	<p>To teach children that some information is precious or special because it applies just to them.            To teach children that personal information is as valuable online as it is offline, and should therefore not be shared without a parent or teacher’s permission.            To teach children to understand that not everyone they meet is automatically trustworthy.            To enable children to begin to identify the characteristics of people that are worthy of their trust and who can help them make positive choices to keep them safe.            To teach children to begin to understand some of the qualities that can be used to assess if a person is trustworthy.            To help children to identify situations in which it is wise to turn to a trusted adult for help.            To enable children to understand that their emotions can be a powerful tool to help them assess unsafe situations.            To ensure that children can identify some of the physical sensations that alert us to unsafe situations.            To ensure that children understand the importance of checking with an adult before participating in the online environment.            • To encourage children to be open about their online experiences with a trusted adult.</p>
Year 3-4	<p>taking responsibility for the needs of others            making real choices and decisions            considering social and moral dilemmas            finding information and advice            Question the purpose of any communications they receive,</p>

	<p>Question why the person requesting information wants it,  Question whether they really need it and what they will be using it for  Question whether it is safe to give out personal information.  Assesing the validity of messages  Learning how to deal with abusive messages/cyber bullying  Understand the implications of downloading files from unknown sources  Understanding need to be polite over the internet  Learn to make choices about which websites to trust  Make choices about safe communication with strangers online  Learn about the dangers of meeting people from the internet in real life  How mobile communication devices can be used safely  Disclosing safe information online and the use of profiles on line.</p>
Year 5-6	<p>Applying the skills taught in theory in year 3-4 to real life situations  - determining the motivation of people making online requests  - dealing with online bullying and friendship issues  - the effect of the addictive quality of computers and computer games on relationships, education and health  - investigating safe channels to look for help online.</p>

# TMS E-Safety Rules

- Never give out any personal information such as your full name, address, phone number or school name
- Only use a computer when an adult is nearby.
- Tell an adult if you come across anything which makes you upset or makes you feel uncomfortable
- Never send a picture of yourself to a person that you don't know or haven't met.
- Never arrange to meet someone whom you have met through the internet even if you think you know them well or they seem really nice.
- Never give out your passwords to anyone (even your best friend) other than your parents or teacher.
- Don't fill out forms online without asking an adult first
- Check with an adult before downloading anything as it could damage the computer