




## Acceptable Internet Use Policy Pupils 2021

Date adopted by the governing body	6 <sup>th</sup> October 2021
Date to be reviewed	October 2022
Signed: Chair of Governors	
Signed: Headteacher	Becky Reed

This policy outlines our purpose in providing access to the Internet, e-mail and other communication technologies at Chantry Community Primary School and explains how the school is seeking to avoid the potential problems that unrestricted access could create.

### **Internet Access in School**

- All staff and any other adults involved in supervising children accessing the Internet will be provided with the school ICT Acceptable Use Policy, and will have its importance explained to them.
- Our school ICT Acceptable Use Policy for Pupils is available for parents on the school website.

### **Using the Internet to Enhance Learning**

Access to the Internet is a planned part of the curriculum that will enrich and extend learning activities and is integrated into schemes of work and software used as part of the curriculum. As in other areas of their work, we recognise that pupils learn most effectively when they are given clear objectives for Internet use.

Different ways of accessing information from the Internet will be used depending upon the nature of the material being accessed and the age of the pupils:

- access to the Internet may be by teacher demonstration
- pupils may be given a suitable web site to access using a link from their year group links page on the school website or by clicking on a link in a teacher-prepared Word document
- pupils may be provided with lists of relevant and suitable web sites which they may access
- older pupils may be allowed to undertake their own Internet search having agreed a search plan with their teacher; pupils will be expected to observe the Rules of Responsible Internet Use and will be informed that checks can and will be made on files and the sites they access.
- Some internet based learning platforms and applications are used regularly at Chantry Primary School for example and not limited to Purple mash, Accelerated Reader, Star Maths and Mathletics. All learning platforms and apps are approved and comply with GDPR regulations and pupils details are deleted when they leave the school.

Pupils accessing the Internet will be supervised by an adult, normally their teacher, at all times. They will only be allowed to use the Internet once they have been taught the '**Rules of Responsible Internet Use**' and the reasons for these rules. Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor the children using the Internet.

### **Using Information from the Internet**

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:

- 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 television
- 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**

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

- incoming and outgoing e-mail is accessed via webmail and not downloaded onto school computers
- pupils may send e-mail as part of planned lessons but will not be given individual e-mail accounts at present
- pupils will only be allowed to use class webmail once they have been taught the Rules of Responsible Internet Use and the reasons for these rules
- teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor children using e-mail
- children will have the e-mail messages they compose checked by a member of staff before sending
- incoming e-mail to class e-mail addresses will not be regarded as private
- pupils will not be permitted to use e-mail at school to arrange to meet someone outside school hours
- the forwarding of chain letters will not be permitted.

## **Maintaining the Security of the School ICT Network**

Connection to the Internet significantly increases the risk that a computer or a computer network may be compromised or accessed by unauthorised persons. Schools ICT Services will update virus protection regularly, will keep up-to-date with ICT developments and work with the LEA as Internet Service Provider to ensure system security strategies to protect the integrity of the network are reviewed regularly and improved as and when necessary. Users should not expect that files stored on servers or storage media are always private.

## **Ensuring Internet Access is Appropriate and Safe**

The Internet is freely available to any person wishing to send e-mail or publish a web site. In common with other media such as magazines, books and video, some material available on the Internet is unsuitable for pupils. Pupils in school are unlikely to see inappropriate content in books due to selection by publisher and teacher and the school will take every practical measure to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the Internet. The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- our Internet access is purchased from East Sussex County Council as part of the East Sussex Education Network, which provides a service designed for pupils including a filtering system intended to prevent access to material inappropriate for children;
- our Rules for Responsible Internet Use are printed in the children's homework planners and signed by parents and children each year;
- children using the Internet will normally be working during lesson time and will be supervised by an adult (usually the class teacher) at all times;
- staff will check that the sites pre-selected for pupil use are appropriate to the age of the pupils;
- staff will be particularly vigilant when pupils are undertaking their own search and will check that the children are following the agreed search plan;
- pupils will be taught to use e-mail and the Internet responsibly in order to reduce the risk to themselves and others;
- the Schools ICT Services will ensure that occasional checks are made on files to monitor compliance with the school's ICT Acceptable Use Policy;
- the headteacher will ensure that the policy is implemented effectively;

- methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in accordance with national guidance and that provided by the LEA.

Generally, the above measures have been highly effective. 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. Neither the school nor East Sussex County Council can accept liability for the material accessed, or any consequences of this.

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, responsibility for handling incidents involving children will be taken by the Head Teacher and the pupil's class teacher. All the teaching staff will be made aware of the incident if appropriate.

- If one or more pupils discover (view) inappropriate material our 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 Schools ICT will be informed. If it is thought that the material is illegal, the LEA will refer it to the Internet Watch Foundation <http://www.iwf.org.uk> and the police.

Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying the Rules of Responsible Internet Use that have been designed to help protect them from exposure to Internet sites carrying offensive material. If pupils abuse the privileges of access to the Internet or use of e-mail facilities by failing to follow the rules they have been taught or failing to follow the agreed search plan when undertaking their own Internet search, then sanctions consistent with our School Behaviour Policy will be applied. This will involve informing the parents/carers. Access to the Internet may also be denied for a period.

### **Photographs**

Prior permission is sought from all parents regarding the use of images for printed publications, media, website and videos. Staff should check the relevant year group permission list before using images of children.

### **Chantry Primary School Website: [www.chantry.eschools.co.uk](http://www.chantry.eschools.co.uk) and closed Facebook Group**

Our school website and closed Facebook Group is intended to:

- provide accurate, up-to-date information about our school
- enable pupils' achievements to be published for a wide audience including pupils, parents, staff, governors, members of the local community and others
- promote the school.

All classes may provide items for publication on the school Facebook page. Class teachers will be responsible for ensuring that the content of the pupils' work is accurate, the quality of presentation is maintained and that photo permission forms are checked before submitting items for publication. All material must be the author's own work, crediting other work included and stating clearly that author's identity and/or status.

The School Business Manager is responsible for uploading pages to the school website, ensuring that the links work and are up-to-date, and that the site meets the requirements of the site host. The point of contact on the website will be the school address and telephone number. We do not publish pupils' full names or identify individuals on our web pages. Home information or individual e-mail identities will not be published.

### **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 both on the website and by newsletter.

### **Cyberbullying**

Cyberbullying can be defined as the use of Information and Communications Technology (ICT) deliberately to upset someone else and may involve email, virtual learning environments, chat rooms, social networking sites, mobile and landline telephones, digital camera images and game and virtual world sites.

Through Computing lessons, assemblies and PSHE, children will be taught the **SMART** rules:

<b>SAFE</b>	Keep safe by being careful not to give out personal information online.
<b>MEETING</b>	Never agree to meet anyone that you chat to on the internet; they may not be who you think they are. You can't be sure who you're talking to on the Internet.
<b>ACCEPTING</b>	Do not accept unusual e-mails. They may be trying to tempt you into opening them. They could contain viruses that can damage your computer. If this happens to you, tell an adult.
<b>RELIABLE</b>	Information on the internet may not be true – anyone can upload material to the internet. Always double check any information on a more reliable website.
<b>TELL</b>	If anything makes you feel worried tell your parents, teachers or an adult that you trust. They can help you to report it to the right place Or call a helpline like ChildLine on 0800 1111 in confidence.



## **Pupil Acceptable Use of Technology Policy (including Remote Learning) Early Years and Key Stage 1 (aged 0-6)**

### **The Agreement**

This Agreement is intended to help our younger pupils understand:

- How to stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- That they must use school systems in a responsible way, to ensure that there is no risk to their own safety or to the safety and security of the systems and other users.

### **This is how we stay safe when we use computers at school and at home:**

- I will ask an adult if I want to use the computers / devices and will only use it when they are with me;
- I will only use activities that an adult has told or allowed me to use;
- I will keep information about me safe;
- I will not share my password;
- I will be kind to others online when I am sending messages;
- I will ask for help from an adult if I am not sure what to do or if I think I have made a mistake;
- I will tell an adult if I see something that upsets me on the screen or if I am worried;
- I know that if I break these rules, I might not be allowed to use the computers / devices;

### **When I am learning from home:**

- I will ask an adult if I want to use a computer or device;
- If I am in a 'live lesson' with my teacher an adult will be close by me;
- I will make sure that I use my computer or device in a sensible place (not in my bedroom);
- I will only do activities online that a teacher or suitable adult has told me or allowed me to use;
- I will ask for help from an adult if I am not sure what to do or if I think I have made a mistake;
- I will tell a teacher or adult if I see something that upsets me on the screen.



## **Pupil Acceptable Use of Technology Policy (including Remote Learning) Key Stage 2 (7-11)**

### **The Policy**

I understand that I must use school devices and systems in a responsible way and that this agreement will help keep me safe when I am online at home and at school.

This Acceptable Use Policy is intended to ensure:

- that pupils at the school/ will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.

### **For my own personal safety:**

- I know that I will be able to use the internet in school for many different activities and, to keep myself and others safe, I must use it responsibly.
- I will not share my password with anyone, and I will log off when I have finished using the computer or device.
- I will protect myself by not telling anyone I meet online any of my personal information. This includes my address, my telephone number, and my school's name.
- I will not send a picture of myself without permission from a teacher or other adult.
- I will not arrange to meet anyone I have met online alone in person without talking to a trusted adult.
- I will tell a teacher or other adult if someone online makes me feel uncomfortable or worried when I am online using games or other websites or apps.

### **I understand that everyone has equal rights to use technology as a resource and:**

- I know that posting anonymous messages or pretending to be someone else is not allowed.
- I know that information on the internet may not be reliable and it sometimes needs checking so I will not download any material from the internet unless I have permission.
- I know that memory sticks/CDs from outside of the school may carry viruses so I will always give them to my teacher so they can be checked before opening them.
- I know that I am not allowed on personal email, social networking sites or instant messaging in school.
- I know that the school internet filter is there to protect me.
- I know that all school devices/computers and systems are monitored, including when I am using them at home.

**I will act responsibly towards others, as I expect others to act towards me and:**

- I will be polite and sensible when I message people online
- I will not be rude or hurt someone's feelings online.
- I will not look for bad language, inappropriate images or violent or unsuitable games and, if I accidentally come across any of these, I will report it to a teacher or adult in school or a parent/carer at home.
- If I get unkind, rude, or bullying emails or messages, I will report them to a teacher/adult. I will not delete them; I will show them to the adult.
- I understand that if I am an administrator of a social media thread that may have inappropriate or hurtful images or messages on it that I may be asked to remove that thread to prevent further incidents.
- I understand that in the event of illegal activity the school may consider contacting the police.

**I understand that I am responsible for my actions, both in and out of school:**

- I understand that the school has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this policy, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this policy, I will be subject to disciplinary action and my parents/carers will be contacted. In the event of illegal activity, the police will be contacted.

**When working from home (remote learning):**

These expectations are in place to help keep me safe when I am learning at home using Google Meet

- When taking part in a live lesson I understand that I must take part from somewhere appropriate at home (not in my bedroom) with limited distractions and I must wear appropriate clothing;
- I understand that my teachers may mute my microphone and I should wait for them to unmute it rather than unmuting it myself;
- I understand that I should only communicate with my teacher through pre-arranged live lessons or using school email;
- I will not record teacher audio or video presentations, nor will I take screenshots or photos of teachers or other pupils;
- I will not share or distribute any of the teacher presentations and online teaching resources;
- I will not change or edit of any of the teaching resources made available except for my own personal use;
- I will not take, use, share, publish or distribute images of others without their permission;
- I will not share any access links to these remote learning sessions with others;
- I understand that I must behave online as I would in a classroom;



- I will only use the chat feature for work-related discussions;
- I have read and talked about these rules with my parents/carers;
- I understand that if I do not follow this agreement, I may not be allowed to use the internet at school.
- I have read and talked about these rules with my parents/carers.