



**St Oswald's Catholic Primary School**

# Acceptable Internet Use Policy

January 2018

Reviewed March 2021

Internet Security Officer: Terry Coppenhall

### **Providing a Secure Online Learning Environment**

Children and young people are vulnerable and may expose themselves to danger, whether knowingly or unknowingly, when using the Internet and other technologies. In order to provide a safe online learning environment we will establish and maintain an effective range of technological tools supported by an infrastructure of whole-school awareness, designated responsibilities, policies and procedures as well as a comprehensive Internet safety education programme for the whole school community. The central point of contact for all network related safety issues within the school will be the Internet Safety Coordinator (ISC) and this is Terry Coppenhall

The Local Authority via the Warrington Wide Area Network filters all Internet access into the School. If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the ISC.

### **Student/Pupil Network and Internet Access**

The School Responsible Internet Use Statement shall govern all pupil access to the Internet. Parents will be informed that pupils will be provided with supervised Internet access and should sign and return the Internet Use consent form. Pupil instruction in responsible and safe use should precede any Internet access and all students must agree to abide by the Internet Responsible Use Statement, which will be posted near all computer systems and is available on the school website. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor WBC can accept liability for the material accessed, or any consequences of Internet access.

Pupils will be taught what is acceptable and what is not acceptable and given clear objectives for Internet use so that all Internet access is carefully planned to enrich and extend learning activities. Education is essential in helping children and young people to develop their own parameters of acceptable behaviour when online, and allow them to develop their own strategies for protecting themselves when using Computing in situations where the adult supervision and technological protection offered within the school environment are not available. Pupils will therefore be taught how to use the Internet safely both at school and at home.

Students are not allowed to use the network for any form of illegal activity, for example downloading copyright materials, introducing viruses, or to hack into other computers. Such issues are covered by the Computer Misuse Act 1990, the Data Protection Act 1998 and copyright legislation. If illegal behaviour by a pupil is suspected, the school has a duty to consult with the police at the earliest opportunity, preserving any potential evidence.

Pupils will sign an 'Acceptable Use Agreement', which will be different for KS1 AND KS2, agreeing to follow the e-safety rules and support the safe use of ICT at St Oswald's Catholic Primary School. See Appendix I and ii).

### **Use of Chat Rooms, newsgroups and instant messaging services**

Pupils will not be allowed access to public or unregulated chat rooms. Newsgroups and instant messaging services will not be made available unless a specific educational requirement for their use has been demonstrated.

### **Use of Email**

Pupils will not be allowed access email. Emailing services will not be made available unless a specific educational requirement for their use has been demonstrated.

Teachers will use year group specific email address to contact parents.

### **Use of Google Classroom**

Pupils will have personal logins that can be used to login to their respective classes, access Google Meet for live lessons, hand in work and leave messages on the stream. Teachers have the right to mute children's activity on GC at any point.

### **Uses of Google Meet (Within Google Classroom)**

Pupils must not attempt to remove or mute other pupils or staff. Pupil's need to arrive promptly for live lessons, wearing suitable clothing and not eating or drinking. The pupils need to mute when requested and not use the chat box for anything other than what the teacher has requested. Pupil's need to behave as if they were in school.

### **Use of 'EvidenceMe'**

Parent must give full permission before images of children are shared with any parent other than the child's own parents.

### **Use of Emerging Technologies**

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed. Use of portable media, such as memory sticks, will be closely monitored as potential sources of computer virus and inappropriate material. Mobile phones are not allowed in school unless prior permission has been sought. Digital cameras will only be used for educational purposes and the children's use will be supervised. The images may only be stored on school computers and the teachers' laptops.

### **Staff Network and Internet Access**

All staff including teachers, supply staff, classroom assistants and support staff will be provided with the school Internet policy and its importance explained. Staff must accept the terms of the Responsible Internet Use Statement before using the Internet. Staff should be aware that Internet traffic may be monitored and traced and senior management will supervise such procedure. Staff must use their professional discretion to ensure that the school network, email and Internet are at all times used in a professional manner. Any information downloaded must be respectful of copyright, property rights and privacy. Information downloaded is stored in the cache of the system, and therefore can potentially be observed by a third party, including pupils.

Downloading of offensive or explicit material, unlicensed software or software for personal use may result in a disciplinary response by the school or authorities. Offensive sites that escape a block by the filtering application or firewall must be reported to the Internet Safety Coordinator. Any information uploaded must be mindful of confidentiality, data security and not be in conflict with Council policies.

Staff will receive regular update training regarding acceptable behaviour online and should be aware of the procedures for reporting accidental access to inappropriate materials. If illegal behaviour by a staff member is suspected, the school has a duty to consult with the police at the earliest opportunity, preserving any potential evidence.

### **Managing the School Learning Platform**

The point of contact on the school's Learning Platform shall be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published. Web site photographs that include pupils will be selected carefully and will not enable individual pupils to be identified. Written permission from parents or carers will be obtained before photographs of pupils are published on the school web site. Pupils' full names will not be used anywhere on the Web site, particularly associated with photographs. The Internet Safety Coordinator will take overall editorial responsibility and ensure content is accurate and appropriate. The copyright of all material used on the site must be held by the school, or be attributed to the owner where permission to reproduce has been obtained. The Web site should comply with the school's guidelines for publications.

**Complaints**

Incidents regarding the misuse of the Internet by students will be delegated to the Internet Safety Co-ordinator who will decide which additional evidence should be gathered or recorded. A Incident Log will be kept in the Computing suite and completed as required. Any incidents will also be reported to the Internet Security Officer. Any complaint about staff misuse will be referred to the Head teacher. Complaints of a child protection nature must be dealt with in accordance with child protection procedures.

(Appendix i)



## ICT Acceptable Use KS1 2021 Pupil Agreement / E-Safety Rules

**This is how I stay safe when I use computers:**

- I will ask a teacher if I want to use a computer / Ipad.
- I will not play apps or look at websites that are too old for me.
- I will only use activities that a teacher has told or allowed me to use.
- I will take care of the computers and other equipment.
- I will ask for help from a teacher if I am not sure what to do or if I think I have done something wrong.
- I will tell a teacher if I see something that upsets me on the screen.
- I know that if I break the rules, I might not be allowed to use a computer / Ipad.
- When using **Google Classrooms**, I will not mute other pupils or staff. I will wear suitable clothing and arrive promptly for live sessions.
- I will not use the 'chat' for anything other than what the teacher has requested.

..... [Print child's name] agrees to follow the E-Safety rules and to support the safe use of ICT at St Oswald's Catholic Primary School.

Signed: \_\_\_\_\_

Class: \_\_\_\_\_

Date: March 2021



## ICT Acceptable Use Policy KS2 2021 Pupil Agreement / E-Safety Rules

- I will only use the Internet and / or online tools when a trusted adult is present.
- I will only use my class email address when emailing.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty.
- I will not deliberately look for, or access inappropriate websites or apps. I will consider the age-appropriate certificate when playing games or viewing videos.
- If I accidentally find anything inappropriate I will tell my teacher immediately.
- I will only communicate online with people a trusted adult has approved.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not allow myself to get involved in incidents of cyber-bullying either at school or home via mobile apps, websites or online gaming, for example What's App, Snapchat, text or Instagram.
- I will not give out my own, or others' details such as names, phone numbers or home.
- Addresses or photos when using devices at school or home.
- I will not tell other people my ICT passwords.
- I will not arrange to meet anyone that I have met online.
- I will only open/delete my own files.
- I will not attempt to download or install anything on to the school network or at home without permission.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I know that my use of ICT can be checked and that my parent / carer contacted if a member of school staff is concerned about my E-Safety.
- I will not use my mobile phone in school for any reason. If I do bring my phone to school with me I will follow the school's mobile phone policy.
- I understand that failure to comply with this Acceptable Use Policy may result in disciplinary steps being taken in line with the school's Behaviour Policy.
- When using **Google Classrooms**, I will not mute other pupils or staff. I will wear suitable clothing and arrive promptly for live sessions.
- I will not use the 'chat' for anything other than what the teacher has requested.

..... [Print child's name] agrees to follow the E-Safety rules and to support the safe use of ICT at St Oswald's Catholic Primary School.

Child's Name (Signature) .....

Class .....

Date: .....