**Finstall First School**

**Acceptable Use and Media Policy**

**Acceptable Use**

**Purpose**

The use of technology in the 21st Century is an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, schools need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment. Information and Communications Technology covers a wide range of resources including web-based and mobile learning. It is also important to recognise a constant and fast paced evolution of technology within our society as a whole. Currently the internet technologies children and young people are using both inside and outside of the classroom include:

* Websites
* Learning Platforms and Virtual Learning Environments
* Email and Instant Messaging
* Chat Rooms and Social Media
* Blogs and Wikis
* Podcasting
* Video Broadcasting/Conferencing
* Music Downloading
* Gaming
* Mobile/Smart phones with text, video and/or web functionality
* Other mobile devices with web functionality

Whilst exciting and beneficial both in and out of the context of education, much ICT, particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these Internet technologies.

At Finstall First School we understand the responsibility to educate our pupils on e-safety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom. Inappropriate content exists on the Internet and it is our duty to protect children from this. We have robust systems in place to ensure that children in our school can use online resources safely. Firstly, all information that comes from the Internet into the school passes through a sophisticated filtering system provided by IBS Schools (Smoothwall). This prevents unauthorised users from accessing our network and blocks attempted links to inappropriate websites. Another system also protects us from computer viruses. In addition to this, children are supervised by an adult when using online resources and all Windows devices are additionally monitored by monitoring software. Despite taking these measures, we would not be foolish enough to suggest that our system is completely ‘safe’ and there remains a very slight chance that children may accidentally stumble upon inappropriate content. However, we feel that the benefits of using online resources in teaching far outweigh the risks of this happening. When a pupil joins Finstall First School, parents are asked to give written permission before we allow the pupil to access the Internet as part of their learning. This policy is inclusive of fixed and mobile internet technologies provided by the school, such as PCs, laptops, tablets, whiteboards, digital video equipment, etc.

***Disclaimer:***

Due to the constant changes taking place within technology, this policy may not contain the most recent developments. We will, however, endeavour to add any important issues to the policy on our website.

**Aims and Objectives**

* To protect the interests and safety of the whole school community
* To keep abreast of current issues and guidance through organisations such as Child Exploitation and Online Protection Centre (CEOP), UK Council for Child Internet Safety (UKCCIS) and Childnet
* To embed e-safety messages across the curriculum whenever the internet and/or related technologies are used
* To remind pupils of the importance of e-safety at the start of each school year
* To provide opportunities within a range of curriculum areas to teach about e-safety
* To educate pupils on the dangers of technologies that may be encountered outside school informally when opportunities arise and as part of the e-safety curriculum
* To make pupils aware of the relevant legislation when using the internet such as data protection and intellectual property which may limit what they want to do but also serves to protect them
* To teach pupils about copyright and respecting other people’s information, images, etc through discussion, modelling and activities
* To make pupils aware of the impact of online and cyber bullying and know how to seek help if they are affected by these issues
* To ensure that pupils are aware of where to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/carer, teacher/trusted staff member, or an organisation such as Childline/CEOP report abuse button
* To teach pupils to critically evaluate materials and learn good searching skills through cross-curricular teacher models, discussions and via the Computing curriculum.

**Guidelines:**

* Access to the Internet must be, for the purpose of furthering children’s
education or staff professional development.
* Children may only have access to the Internet or the school’s Website whilst under the direct supervision of a Teacher, Teaching Assistant or responsible adult.
* Children should be given guidance on possible sites to be used, whilst younger children may be restricted to staff ‘tried and tested’ and other approved and recommended websites. Neither the school, or its staff can be held responsible for any change in the suitability of the websites used or recommended to parents.
* Full responsibility must be taken by the sender for any form of messages sent in their name or received as a result of their message.
* Copyright regulations must be taken into consideration when downloading information
or images from the Internet for use in the classroom or the Website.
* Staff and parents should encourage responsible and appropriate use of the Internet at all times.
* The SLT and ICT coordinator has the right to make observations whilst staff and children are using the Internet and to access ‘saved’ material on any of the school hardware.
* The school also reserves the right to delete any ‘inappropriate material’ which may or
may not have been unintentionally downloaded.
* Children must not under any circumstances give out their own ‘e-mail’ addresses, home addresses or phone numbers to others on the internet.
* Names of children will not be linked to photos placed on the school’s website.
	+ (Please also see Finstall First School’s Media Policy – Appendix A).
* Folders of ‘saved’ work should not be accessed by other children without
the owner’s permission.
* In the event of children abusing their Internet privileges they will be banned from its
use, either temporarily or in more severe cases, permanently.

**This Acceptable Use Policy is an agreement between:**

* The School, which will provide instruction and facilities.
* The Children, who agree to behave by certain rules, which will reinforced with them both in school and at home.
* The Parents, who state that will reinforce E-Safety rules in school, and to take responsibility for what their child does on the Internet outside of school. (Appendix B)

**Media**

As a school we often celebrate our successes through the local media, our school Website, Internal Class Pages and the Seesaw App. This often means we take photos and videos in school or we request members of the press to take photographs of children / groups of children to accompany the articles in the local press. As a school we have no objection to the press reporting on activities that take place in school but we acknowledge that there must be parental permission for such pictures to be permitted. The need for permission also extends to the publication of pupil names in the local press.

As a strict rule we do not publish pupils’ names on our website. In order to ascertain parental views, we will ask the parents to complete Appendix 1 upon their child’s entry to school. This clearly states that such photography and the associated use of pupil names will only be used by the school if permission is granted. If the form is not returned it will be assumed that the parent is refusing consent. A master list will be kept in the office.

In cases where parents no longer live together but still maintain parental responsibility, both parents will be consulted where possible.

Where a child is in care, the permission must come from Children’s Services.

If parents wish to change their decision with regard to this matter at any point, it is the parent’s responsibility to inform school, who will then alter the school’s records.

**Monitoring and Review**

* The Governing Body and the Headteacher are responsible for monitoring this policy
* The Headteacher is responsible for ensuring that all Staff are aware of this policy and that all Staff apply these guidelines fairly in all situations

**The Governing Body will oversee, review and update this policy bi annually**

**Policy approved by the Curriculum Committee on: 21/03/22**

**Policy reviewed by:**

**Date of next review: 21/03/22**

**APPENDIX A - Parent Agreement**

**Media Consent Form**

**Pupil Name: ……………………………………………… Class: ………………**

* I give permission for my child’s photograph and name to appear in a newspaper report in relation to a school event.

**YES / NO**

* I give permission for my child’s photograph to appear on the internal website and on the ‘Seesaw App’, which is password protected and only available to parents of children in this class, staff and governors. The Seesaw App allows you to receive information and photographs related to your child’s learning (This section of the website and the app may contain a class list and photographs of other children, although photographs of children will not have names alongside them). Photographs are for your own personal use and must not be shared – e.g. on Social Media.

**YES / NO**

* I give permission for my child’s photograph to appear on the public areas of the school website. (Children’s names are never included)

**YES / NO**

The use of ICT, including the internet, email, mobile, social networking etc. has become a crucial part of learning and we want all pupils to be safe and responsible while using these valuable resources in school and at home. Please discuss the attached ‘e-safety rules’ with your child as and when appropriate and continue to reinforce them as they move through the school.

Please return this form as soon as possible. If you have any concerns or would like some clarification, please contact **Mr Mason.**

This form takes into account the General Data Protection Regulation (May 2018). Please ensure that you have read and understood our Privacy Notice and GDPR Data Protection Policy, which are available on the School Website. If, at any point, you wish to change your decision with regard to the consent that you provide, please notify the school in writing.

**Parent/carer signature**

Signed:……………………………………..........

Date: …………………

# Finstall E-safety rules – To be read in conjunction with the ‘Media Consent Form’.

At Finstall First School, pupils **are expected to**:

* Only use ICT on the school premises for studying purposes.
* Use the class or school e-mail address when sending or receiving emails.
* Only open email attachments from people known to them or people who the teachers have approved.
* Make sure ICT communication with other pupils and adults is polite and responsible.
* Be responsible for their behaviour while using ICT.
* Inform their class teacher of anything they see online which makes them feel uncomfortable.
* Understand that their use of ICT can be checked and that parents/carers will be contacted if a member of school staff is concerned about a pupil’s e-safety.
* Be careful when using computer equipment and treat it with respect.
* Abide by the rules regarding bringing personal devices into school.
* Seek the advice of a teacher before downloading material.

 Pupils will **not**:

* Try to bypass the internet settings and filtering system.
* Share passwords.
* Delete or open other people’s files and documents.
* Use other people’s accounts.
* Send any content which is unpleasant. If something like this is found, such as inappropriate images or the use of offensive language, pupils will report it to their teacher.
* Share details of their name, phone number or address.
* Meet someone they have contacted online, unless it is part of a school project and/or a responsible adult is present.
* Upload images, sound, video or text content that could upset pupils, staff and others.
* Try to install software onto the school network.

Parents **will**:

* Support and uphold the school’s rules regarding the use of school ICT systems.
* Act in accordance with the school’s policy when using the internet in relation to the school, its employees and pupils.
* Understand that any photos they take are for their own personal use and that photos of other children must not be shared on Social Media.

**Pupil Name:**