**Finstall First School**

**Acceptable Use Policy**

**Purpose**

ICT in the 21st Century is seen as 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 ICT 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 Networking
* 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 Worcestershire Education Authority. 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. 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, webcams, 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 Learning Platform 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 Learning Platform.
* 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, and by signing the agreement, they indicate they are aware of these rules. (Appendix B-D)
* The Parents, who explicitly state that they agree to let their child use the Internet at school, and to take responsibility for what their child does on the Internet outside of school. (Appendix A)

**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 annually**

**Policy approved by the Curriculum Committee on: 9th June 2014**

**Signed …………………………………………………………………. Chair of Governors**

**Date of next review: June 2017**

 **APPENDIX A - Parent AGREEMENT**

**Media Consent Form**

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

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

**YES / NO**

I give permission for my child’s name to be printed 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 that requires a password.

**YES / NO**

I give permission for my child’s photograph to appear on the front page of the school website or within the Finstall App, both of which have open access.

**YES / NO**

As the parent or legal guardian of the pupil above, I grant permission for my son or daughter to use the Internet within school. As part of the ICT curriclum, we always promote the safe and responsible use of the Internet and use Worcestershire Local Authority’s filtering system. However, I understand that children will be held accountable for their own actions when using the internet and that there is material online which may be objectionable. I jointly accept responsibility for setting standards for my child to follow when selecting, sharing and exploring information and media when at home.

**YES / NO**

**Parent/Carer:**

Print Name: ………………………………………

Signed: …………………………………………… Date: …………………

 **APPENDIX B - Pupil E-Safety Code of Conduct**

**Example of E-Safety Code of Conduct**

**(To be created by the children in September)**

I will only use ICT in school for school purposes.

 I will only use the school email address when emailing.

 I will only open email attachments from people I know, or who my teacher has approved.

 I will not tell other people my ICT passwords.

 I will only open/delete my own files.

 I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.

 I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.

 I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone.

 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 eSafety.

 **APPENDIX C - PUPIL AGREEMENT**

E-Safety pupil agreement form

Finstall First School

**Be Net Safe**

 Pupil name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 I have read the school Pupil code of conduct. My teacher has explained it to me.

 I understand these rules are there to help keep me safe, and my friends and family safe. I agree to follow the rules.

 This means I will use the computers, Internet, e-mail, online communities, digital cameras, video recorders, and other ICT in a safe and responsible way.

 I understand that the school can check my computer files, and the Internet sites I visit and that if they have concerns about my safety, that they may contact my parent /guardian.

Pupil’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

**APPENDIX D**

**WHAT TO DO IF YOU SEE SOMETHING**

**THAT CONCERNS YOU**

 It is likely that at some point you will come across some images or words that you did not intend to see. If this happens and you do see or hear something that scares, worries or upsets you do the following immediately.

 Turn the computer screen off! Do not turn the PC off.

 Put your hand up and ask for a teacher to come straight over.

 DO NOT show other students what you have seen or discuss with them.

 Wait for someone to come over and help you quietly.

 The Teacher will then tell you what to do next.