

## **St James Infant and Pre-School Internet Safety and Acceptable Use Policy 2020**

Pupils need to learn how to locate, retrieve and exchange information using ICT. Teachers need to plan to integrate the use of communications technology such as web-based resources and e-mail. Computer skills are vital to access life-long learning and employment; indeed ICT is an essential life-skill.

Most technologies present risks as well as benefits. Internet use for work, home, social and leisure activities is expanding in all sectors of society. This brings young people into contact with a wide variety of influences, some of which – as in life generally – may be unsuitable. It is important that schools, libraries and youth clubs, as well as parents, adopt strategies for the safe and responsible use of the Internet.

## Core Principles of internet safety

This Internet Safety and Acceptable Use Policy is built upon the following five core principles:

### **Guided educational use**

Internet use should be planned, task-orientated and educational within a regulated and managed environment. Directed and successful Internet use will also reduce the opportunities for activities of dubious worth.

### **Risk assessment**

Our school ensures that it is fully aware of the risks, perform risk assessments and implements a policy for safe internet and technology use. Pupils know how to cope if they come across inappropriate material.

### **Responsibility**

Staff, schools, governors, advisers, parents and, where appropriate, the pupils themselves must take responsibility for the use of Internet and other communication technologies such as phones and tablets. We believe that a good balance between educating pupils to take a responsible approach and the use of regulations and technical solutions are appropriate for our school.

### **Regulation**

There is no unfiltered access to the internet within our school. Fair rules, clarified by discussion and prominently displayed at the points of access help our pupils understand our rules and make responsible decisions.

### **Appropriate strategies**

This document describes our strategies to help to ensure responsible and safe use of the internet and technology. They are based on limiting access, developing responsibility and on guiding pupils towards educational activities. Strategies have been selected to suit our situation and their effectiveness will be monitored. There are no straightforward or totally effective solutions and staff, parents and the pupils themselves must remain vigilant.

# St James Infant School Internet Safety and Acceptable Use Policy

The Internet Safety and Acceptable Use Policy is part of the ICT Policy and also relates to other policies.

*Our Internet Safety and Acceptable Use Policy has been written by Steven Morris, Computing Subject Leader, building on the Kent NGfL policy and government guidance (Teaching online safety in school – DfE June 2019 / Education for a Connected World {EfaCW Framework} – UKCCIS). It has been agreed by the senior leadership and approved by governors. It will be reviewed annually.*

*Created by: Steven Morris, Computing Subject Leader*

*Date: 28 February 2005*

*Last review: September 2020*

*Approved:*

## **The importance of Internet use**

The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.

- *The Internet is an essential element in 21<sup>st</sup> century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.*

## **Internet use to benefit education**

*Benefits of using the Internet in education include:*

- *access to world-wide educational resources including museums and art galleries;*
- *cultural, vocational, social and leisure use in libraries, clubs and at home;*
- *access to experts in many fields for pupils and staff;*
- *staff professional development through access to national developments, educational materials and good curriculum practice;*
- *communication with support services, professional associations and colleagues;*

- *improved access to technical support including remote management of networks;*
- *exchange of curriculum and administration data with the LA and DfES.*

### **Internet use to enhance learning**

- *Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.*
- *Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the requirements and age of pupils.*

### **Evaluating Internet content**

- *If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the Computing Subject Leader.*
- *Schools should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.*

### **E-mail management**

At present St James School offers its staff e-mail facilities but may also offer pupils these facilities in the future, the following statements outline their effective management:

- *Pupils may only use approved e-mail accounts on the school system.*
- *Pupils must immediately tell a teacher if they receive offensive e-mail.*
- *Pupils must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.*
- *Pupil access in school to external personal e-mail accounts will be blocked.*
- *Excessive social e-mail use can interfere with learning and will be restricted.*
- *E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.*
- *The forwarding of chain letters is not permitted.*

### **Web site content management**

- *The point of contact on the Web site should 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 clearly identified.*
- *Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs.*
- *Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.*
- *The head teacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.*
- *The Web site should comply with the school's guidelines for publications.*
- *The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.*

### **Newsgroups and e-mail lists**

- *Newsgroups will not be made available to pupils unless an educational requirement for their use has been demonstrated.*

### **Chat rooms**

- *Pupils will not be allowed access to public or unregulated chat rooms.*
- *Children should use only regulated educational chat environments. This use will be supervised and the importance of chat room safety emphasised.*

### **Managing emerging Internet applications**

- *Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.*
- *Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.*

### **Authorisation of Internet access**

- *Access to the Internet will be by adult demonstration with supervised access to specific, approved on-line materials. Parents will be informed that pupils will be provided with supervised Internet access (an example letter is included as an appendix).*

## **Risks assessment**

- *In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. 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. The school cannot accept liability for the material accessed, or any consequences of Internet access.*
- *Methods to identify, assess and minimise risks will be reviewed regularly.*
- *The head teacher will ensure that the Internet Safety and Acceptable Use Policy is implemented and compliance with the policy monitored.*

## **Filtering management**

- *The school will work in partnership with parents, the LA, DfES and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.*
- *If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the Computing Subject Leader.*
- *Filtering strategies will be selected by the school, in discussion with the filtering provider where appropriate. The filtering strategy will be selected to suit the age and requirements of the pupils.*

## **Introducing the policy to pupils**

- *Rules for Internet access will be posted in all areas where relevant technologies are used.*
- *Instruction in responsible and safe use, in line with the EfaCW Framework, should precede Internet access.*

## **Staff consultation**

- *All staff must accept the terms of the 'Staff / Volunteer Acceptable Use Policy Agreement' before using any ICT or Internet resource in school.*
- *All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the School Internet Safety and Acceptable Use Policy, and its importance explained.*
- *Staff development in safe and responsible Internet use, and on the school Internet Safety and Acceptable Use Policy will be provided as required.*

## **Maintaining ICT system security**

- *The school ICT systems will be reviewed regularly with regard to security.*
- *Virus protection will be installed as required and updated regularly.*
- *Use of portable media such as memory sticks and CD/DVDs will be reviewed. Portable media may not be used in school without specific permission and a virus check.*
- *Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to e-mail.*

## **Handling complaints regarding Internet use**

- *Responsibility for handling incidents will be delegated to a senior member of staff.*
- *Any complaint about staff misuse must be referred to the head teacher.*
- *The School System for Welfare Concerns will be used to report incidents of misuse or concerns.*

## **Keeping parents' informed**

- *Parents' attention will be drawn to the School Internet Safety and Acceptable Use Policy during their child's induction to school, in newsletters, parent events, the school prospectus and on the school Web site and associated online platforms (Class Dojo / Parent Mail).*

**St James Infant School**

# **Sensible Internet Use**

**These rules help us to be fair to others and keep everyone safe.**

**1: I will ask an adult before using the Internet.**

**2: I will not bring in computer games or memory sticks from home.**

**3: I will tell a grown-up straight away if I see anything scary or not very nice.**

**4: I will ask for help if I am not sure.**

Dear Parents/Carers,

### **Responsible Internet and Acceptable Use**

As part of your child's education and the development of ICT skills, St James Infant School is providing supervised access to the Internet and use of technologies. We believe that the effective use of the World Wide Web is worthwhile and is an essential skill for children as they grow up in the modern world.

Although there are concerns about pupils having access to undesirable materials, we have taken positive steps to reduce this risk in school. Our school Internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe Internet access if you wish.

Every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, however, the School cannot be held responsible for the nature or content of materials accessed through the Internet. Please be assured that we comply with the advised level of monitoring and filtering recommended for children of this age.

In order for you and your child to fully participate in the use of technologies and safe use of the internet we ask that you please read the school 'Acceptable Use Policy Agreement' and then sign and return the 'Pupil Acceptable Use Policy Agreement', the 'Parent/Carer Acceptable Use Policy Agreement' and the 'Use of Digital / Video Images Permission Form'.

Yours sincerely

Mrs G Gynn  
Headteacher

## St James Infant and Pre-School Acceptable Use Policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems at risk.
- that young people will have good access to digital technologies to enhance their learning and will, in return, expect the *pupils* to agree to be responsible users.
- That young people will have good access to advice and guidance on becoming a responsible user of technologies in line with 'Teaching online safety in schools' DfE June 2019 and the Education for a Connected World Framework (UKCCIS).

# Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- I understand that the *school* will monitor my use of the systems, devices and digital communications.
- I will keep my username and password (If I am given one) safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc )
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

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

- I understand that the *school* systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the *school* systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the *school*:

- I will not use my own personal devices (mobile phones / USB devices etc.) in school.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.

- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings unless I have permission from a member of staff to do so.
- I will only use age suitable social media sites with permission and at the times that are allowed.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

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

- I understand that the *school* also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, 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 Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school internet and technologies, contact with parents and third party agencies.

**Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.**

# Pupil Acceptable Use Policy Agreement

This is how we stay safe when we use computers:

- I will ask a teacher or suitable adult if I want to use the computers / tablets
- I will only use activities that a teacher or suitable adult has told or allowed me to use
- I will take care of the computer and other equipment
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong
- I will tell a teacher or suitable adult straight away 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 / tablet

Signed (child): .....

Signed (parent): .....

## Parent / Carer Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school / academy systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that *pupils* will have good access to digital technologies to enhance their learning and will, in return, expect the *pupils* to agree to be responsible users. A copy of the Pupil Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

# Parent / Carer Permission Form

Parent / Carers Name: .....

Student / Pupil Name: .....

As the parent / carer of the above *pupil(s)*, I give permission for my son / daughter to have access to the internet and to ICT systems at school.

*I understand that the school has discussed the Acceptable Use Agreement with my son / daughter and that they have received, or will receive, online safety education in line with DfE Guidance 'Teaching online safety in school' June 2019 and the 'Education for a Connected World' Framework published by UKCCIS to help them understand the importance of safe use of technology and the internet – both in and out of school.*

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

Signed: .....

Date: .....

## Use of Digital / Video Images

The use of digital / video images plays an important part in learning activities. Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to **record achievements and** celebrate success through their publication in newsletters, on the school website, on associated on-line platforms such as Class Dojo **and Tapestry**, and, occasionally in the public media.

The school will comply with GDPR and request parents / carers permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their full names.

Parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by GDPR). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other *pupils* in the digital / video images.

Parents / carers are requested to sign the permission form below to allow the school to take and use images of their children.

**Digital / Video Images Permission Form**

Parent / Carers Name: .....

Student / Pupil Name: .....

As the parent / carer of the above pupil(s), I agree to the school taking and using digital / video images of my child / children. I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school.

Yes /  
No

I agree that if I take digital or video images at, or of – school events which include images of children, other than my own, I will abide by these guidelines in my use of these images.

Yes /  
No

Signed: .....

Date: .....

## **Staff (and Volunteer) Acceptable Use Policy Agreement**

### **School Policy**

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times.

This Acceptable Use Policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of technology in their everyday work.

The school will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for *pupils* learning and will, in return, expect staff and volunteers to agree to be responsible users.

## **Acceptable Use Policy Agreement (Staff / Volunteers)**

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people referring to the documents 'Teaching online safety in school' DfE June 2019 and the 'Education for a Connected World' Framework published by UKCCIS.

For my professional and personal safety:

I understand that the *school* will monitor my use of the school digital technology and communications systems.

I understand that the rules set out in this agreement also apply to use of these technologies out of school, and to the transfer of personal data (digital or paper based) out of school.

I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.

I will not disclose my username or password (if I am given one) to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.

I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

I will be professional in my communications and actions when using *school* ICT systems:

I will not access, copy, remove or otherwise alter any other user's files, without their express permission.

I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.

I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published it will not be possible to identify by full name, or other personal information, those who are featured.

I will only use social networking sites in school in accordance with the school's policies.

I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.

I will not engage in any on-line activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the *school*:

When I use my mobile devices (laptops / tablets / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using *school* equipment. I will also follow any additional rules set by the *school* about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.

I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).

I will ensure that my data is regularly backed up, in accordance with relevant school policies.

I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.

I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless I have permission to do so by the head teacher or SLT.

I will not disable or cause any damage to school equipment, or the equipment belonging to others.

I will only transport, hold, disclose or share personal information about myself or others, as outlined in the GDPR policy. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.

I understand that data protection policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.

I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

I will ensure that I have permission to use the original work of others in my own work

Where work is protected by copyright, I will not download or distribute copies (including music and videos).

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

I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school.

I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and / or the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name: \_\_\_\_\_

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