Acceptable Use, Internet Safety and Computing Policy

0. Preamble

The world is ever changing. Technology is ever changing. The use and understanding of technology is ever changing. In order to meet the needs of the present and the future – at Coomb Briggs we try to stay one step ahead of the game! We teach skills and knowledge that allow our young people to understand the place of computing and ICT in the wider world, and to be aware of the negatives and positives of them. The internet is always evolving and growing – and we are teaching our children to do the same, safely and with careful thought. Despite all the positives of the internet and technology, there is of course at times when there are negatives. This policy addresses these and explains how the school as a whole deals with these.

1. Introduction

Usually, the resources used by pupils in school are carefully chosen by the teacher and determined by curriculum policies. Use of the Internet, by its nature, will provide access to information which has not always been selected by the teacher. Whilst pupils will often be directed to sites which provide reviewed and evaluated resources, at times, they will be able to move beyond these, to sites unfamiliar to the teacher (reflecting common internet use/practice at home). The problems and issues that have been consistently highlighted by the media concern all schools. Whilst some of the media interest is hype, there is genuine cause for concern that children might access unsuitable material either accidentally or deliberately.

The purpose of this policy is to:

- Establish the ground rules we have in school for using the Internet
- Describe how these fit into the wider context of our discipline and RSE policies
- Demonstrate the methods used to protect the children from sites containing pornography, racist or politically extreme views and violence.

The school believes that the benefits to pupils from access to the resources of the Internet far exceed the disadvantages. Ultimately, the responsibility for setting and conveying the standards that children are expected to follow, when using media and information resources, is one the school shares with parents and carers.

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We feel that the best recipe for success lies in a combination of some site-filtering, of supervision, monitoring of search/internet/browser history and by fostering a responsible and safe attitude in our pupils in partnership with parents.

During open days and parent consultations – parents etc. can come and discuss any issues or concerns with the Computing/ICT coordinator. However, they can be contacted at any time regardless of this. Also the Head, Deputy and Safeguard lead may also be contacted and/or involved. If incidents come to light that are useful to share, then this information is passed on to all parents/carers.

2. Using the Internet for Education
The benefits include:
- access to a wide variety of educational resources including libraries, databases, art galleries, museums, videos, virtual tours etc.
- rapid and cost effective local and world-wide communication
- gaining an understanding of people and cultures around the globe
- staff professional development through access to new curriculum materials
- experts' knowledge and practice
- exchange of curriculum and administration data within and outside of the school environment
- social and leisure use
- greatly increased skills in all curriculum subjects
- up-to-date information gathering
- revision and consolidation
- fun and engaging lessons/activities
- meeting the needs of all children

The school intends to teach pupils about the vast information resources available on the Internet, using it as a planned part of many lessons.
All staff will review and evaluate resources available on web sites appropriate to the age range and ability of the pupils being taught and the ICT/Computing Co-ordinator will assist in the dissemination of this information.

Initially the pupils may be restricted to sites which have been reviewed and selected for content. They may be given tasks to perform using a specific group of web sites with direction from the teacher or accessed from a common *Favourites* menu, shortcuts from the desktop, QR codes or the *Pupil shared* area. Pupils will have the opportunity to exchange information via email (Using a monitored 'closed' system). They will be taught how to use the address book, how to attach files to an email and how to follow conventions of politeness and safety. As pupils gain experience, they will be taught how to use searching techniques to locate specific information for themselves. Comparisons will be made between researching from different sources of information.

We hope that pupils will learn to decide when it is appropriate to use the Internet, as opposed to other sources of information, in terms of: the time taken; the amount of information found; the usefulness and reliability of information located. At times, information, such as text, photos etc. may be *downloaded* from the Internet for use in

pupils' presentations/work. Tasks will be set to encourage pupils to view web sites and information with a critical eye and to comply with copyright conditions.

3(i). Pupils' Access to the Internet

Before using a computer/iPad or other device that connects to the internet, the children must read an onscreen Acceptable Use Policy/Rules and click to confirm they have read them and agree to abide by them. This is explained to all of the children on their first time use and are also reminded of this throughout the school year. If any changes occur in this, then all children are instructed about any additions. (This electronic version now replaces any previous paper AUP agreements the pupils may have signed). Coomb Briggs uses a "filtered" system (currently *Smoothwall)*, set up by TSS Ltd our IT solutions supplier, which incorporates a monitored and filtered email service. All search engines are accessed through the central filtering which uses a 'safe' search filtering application for all web access. All of these will minimise the chances of pupils encountering undesirable material, although the children are taught how to use the internet safely, so that unpleasant or unwanted situations are minimised anyway. Some sites are banned from use, where information sharing with the public is possible and have been deemed by the central team/school to be too dangerous/inappropriate to use in school, or age restricted – or sites that have been previously reported as inappropriate etc.

Usually there is a responsible adult present to supervise Internet use, however, it is unrealistic to suppose that the teacher's attention will always be directed toward the computer screen, and there may be times when children can work independently without direct supervision, to encourage independence. The computer's electronic footprint, user sign in/ID and history are able to be tracked and accessed, with the user being easily identified. Due to this the need for the teacher's supervision is greatly reduced/not always needed. All children are taught what to do if the situation arises where something makes them feel 'uncomfortable' or 'upset'. (Which includes what to do at home – where sometimes filtering is basic or non-existent.)

Members of staff are aware of the potential for misuse, and will be responsible for explaining to pupils, the expectation we have of pupils, and that their use is constantly monitored and the history and user is traceable. Teachers will have access to pupils' emails, folders and files, and will check these on a regular basis to ensure expectations of behaviour are being met.

In addition to the above – as from 2019 – the school has now taken over the first stage of monitoring Smoothwall. An automatic email report of suspected incidents, the user ID and category of issue are sent to the Head, Deputy and Computing/E-Safety lead in the early hours of every Monday morning. This is then reviewed and investigated as needed by the either or all of the 3 key members of staff.

3(ii). Adults' Access to the Internet

The adults' access to the Internet follows the same instruction as the pupils in 3(i).
Adults have the same Acceptable Use agreement on screen to click and monitored in the same way. Adults will generally have a higher level of access to sites than pupils.

Adults have unrestricted access to You Tube and many other sites and therefore must beware of the nature and content of some videos/information that may be accessed. You Tube videos should be scrutinized before showing to any children – to check for inappropriate images, words/lyrics and 'pop ups'. This is to minimize the chances of inappropriate words or images being shown to children – however these checks and preparation are no guarantee that this won't happen – due to the ever changing and updating internet.

Adults consistently choosing not to comply with the AUP/agreement will be warned, and subsequently, may be denied access to Internet/computer resources. They may be subject to disciplinary action for non-compliance or legal action.

4. Expectations of Pupils using the Internet

- All pupils are expected to read and agree to the Internet Agreement.
- At Coomb Briggs, we expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use.
- Pupils using the World Wide Web are expected not to deliberately seek out offensive or inappropriate materials. Should any pupils encounter any such material accidentally, they are to report it immediately to a teacher, so that the Service Provider can block further access to the site and log will be kept of the incident – within the log book on the shelf in the suite.
- Pupils are expected not to use any inappropriate language in their email communications and contact only people they know or those the teacher has approved.
- Pupils know that history and usage can be traced and tracked at all times. They have been taught the rules of etiquette in email and are expected to follow them.
- Pupils must realise that sometimes they may need to ask permission before accessing the Internet and that they have a clear idea why they are using it.
- Pupils should not access other people's files unless permission has been given by an adult.
- Computers should only be used for schoolwork and homework unless permission has been granted otherwise.
- No program files may be downloaded to the computer from the Internet. This is to prevent corruption of data and avoid viruses.
- No programs or apps should be brought in from home for use in school. This is for both legal and security reasons.
- Homework completed at home may be brought on memory device, but this will have to be virus scanned and viewed by the class teacher before use. Homework can also be emailed to school via the office.
- No personal information such as phone numbers, names and addresses should be given out and no arrangements to meet someone made unless this is part of an approved school project.
- Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources. They will also come under the general discipline procedures of the school which comprises

an escalating set of measures including a letter to parents and withdrawal of privileges.

5. Web Site Guidelines
A web site can celebrate good work, promote the school, and publish resources for projects and homework, and link to other good sites of interest.

* No names and photographs that identify individual children will appear on it, unless permissions are granted in writing.
* Home information and e-mail identities will not be included only the point of contact to the school i.e. phone number, school address and e-mail to Head/Coordinator.
* Group photos will not contain a names list.
* Work displayed will be of the highest quality and reflect the status of the school.

6. Internet Agreement

All pupils and Adults using our system have to read, click and agree our onscreen AUP before access is given to the internet.   The following is a copy of that.

"By Using This Computer I Agree To All Of The Following, I will only use the school ICT equipment for purposes I have agreed with a member of staff., I will keep my password and login private and not interfere with anyone else's passwords, logins settings or files on the computer., I will always seek permission before downloading material from the internet or using material I have brought into school because I understand the risks from virus infections. I understand that I should only publish material on the internet that is my own work. I know I need permission to take someone's photograph or video them. Any messages I post on the Learning Platform or send in an email will be polite and responsible. I will not send or forward messages or create material which is deliberately intended to cause upset to other people. I will inform an adult if I see or receive any unpleasant material or messages., I know I must take care about giving away my personal information and making contact with people I do not know using the internet. I understand that the school may check my use of ICT and contact my parent/carer if they are concerned about my eSafety. I understand that if I do not follow these rules I may not be allowed to use the school computers or access the internet for a period of time and that this may apply even if the activity was done outside school."

Statement for Parents/Carers

Responsible Use of the Internet/Computers/Electronic Devices

Throughout the school, as well as within the Computer suite, the children have access to the internet. Mindful of the problems there are with children gaining access to undesirable/inappropriate materials, we have taken a number of steps to deal with this.

Our Internet access has a built in strict filtering system (Smoothwall) that restricts access to sites containing inappropriate content. All our screens are in public view and normally an adult is present to supervise. No system is perfect, however, and you should be aware that it is not possible to remove entirely the risk of finding unsuitable material. If this occurs it is recorded and appropriate action is sought. All children learn the correct procedure for dealing with unpleasant/inappropriate material or something that makes them feel uncomfortable or unsafe– which is transferable to home use.

The computer usage, history and user are all traceable and can be recorded for use as evidence etc. This protects any user of the school systems enabling us to keep pupils and staff safe and secure at all times.

The children have to read and agree to an onscreen Acceptable Use Statement before using any device at school, and expectations of behavior using the internet is made clear to them. If you would like to have a look at statement or our full 'Policy for Internet Access', please take a look at our Website or I would be more than willing to forward you a copy – by email or hard copy. E-mail me via office@cbriggs.nelcmail.co.uk marking the subject as 'Internet Policy FAO Mr. Shaw'.

Yours faithfully,

Mr. D Shaw
ICT/Computing Co-ordinator

7. Supply/Temporary staff form

COOMB BRIGGS PRIMARY SCHOOL – Supply Staff Sign In

Before you are permitted to use the internet at Coomb Briggs Primary School you must read and agree to our onscreen statement that appears on all devices. All internet use is recorded and monitored by Smoothwall.

It is worth noting that adults have unrestricted access to You Tube and other sites, so therefore must beware of the nature and content of some videos/content that may be accessed. You Tube videos should be scrutinized before showing to any children – to check for inappropriate images, words/lyrics and 'pop ups' and to limit the risk of showing children inappropriate material.

Print Name: _____

Signature: _____

Date: _____

Username Given	_____
Password	_____

GDPR – under GDPR no computer or device should ever be left signed in and unattended. Please either sign out or use **Window Key** (Lower left of keyboard) and **L** to Lock the device.

8. Inappropriate Use of Social Network Sites

Social media websites are being used increasingly to fuel campaigns and complaints against schools, Headteachers, school staff, and in some cases, other parents/pupils. The Governors of Coomb Briggs Primary School considers the use of social media websites being used in this way as unacceptable and not in the best interests of the children or the whole school community. Any concerns you may have must be made through the appropriate channels by speaking to the class teacher, the Headteacher or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned.

In the event that any pupil or parent/carer of a child/ren being educated in the Coomb Briggs Primary School is found to be posting libellous or malicious comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site. All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this. The school will also expect that any parent/carer or pupil removes such comments immediately.

In serious cases the school will also consider its legal option to deal with any such misuse of social networking and other sites. Additionally, and perhaps more importantly is the issue of cyber bullying and the use by one child or a parent to threaten, offend or humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying. Thankfully such incidents are extremely rare.

We expect that parents would make all persons responsible for collecting children aware of this policy.