

Acceptable Use/Internet Safety Policy

1. Introduction.
2. Using the Internet for Education.
3. Pupils' Access to the Internet.
4. Expectations of Pupils using the Internet.
5. Web Site Guidelines
6. Acceptable Use Policy (Pupils)
7. Acceptable Use Policy (Staff)

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 sources, 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 PSHE 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 guardians.

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.

Parents will be sent an explanatory letter and the rules which form our Acceptable Use Policy (Pupil Internet Agreement) (Attached to the end of this document).

2. Using the Internet for Education

The benefits include:

- access to a wide variety of educational resources including libraries, art galleries, museums, videos 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 (Often using monitored 'closed' systems. 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. Pupils' Access to the Internet

Coomb Briggs uses a "filtered" system (currently *Smoothwall*), via our service provider, 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.

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, 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 their parents/guardians will be asked to read and sign an agreement covering the expectations we have of pupils using the Internet in school.

COOMB BRIGGS PRIMARY SCHOOL
ACCEPTABLE USE POLICY (including Pupil Internet Agreement)

This is to be read through with your parents/carers (and teachers). Pupils **and** a parent/carer must sign the form and return it school immediately. **You will not be allowed to use the internet/computers/devices until the school has received the completed form.**

- ❖ At Coomb Briggs, we expect all pupils to be responsible for their own behaviour on the Internet/using computers and other electronic devices, just as they are anywhere else in school. This includes materials they choose to access, and language they use.
- ❖ Pupils using the Web are expected not to deliberately seek out offensive/inappropriate materials. Should any pupils encounter any such material accidentally, they must report it immediately to a teacher - a written record may be kept.
- ❖ The computer usage, history and user can be accessed at any time. This can be tracked and if needed kept as evidence.
- ❖ Smoothwall is used as a monitoring and filtering system that records inappropriate use.
- ❖ Children may not use 'You Tube' or Social Media sites such as Facebook) due to age restrictions - but may be shown appropriate content by an adult.
- ❖ Pupils are expected not to use any inappropriate language in their communications/work and contact only people they know or those the teacher has approved.
- ❖ Pupils must realise that sometimes they may need to ask permission before accessing the Internet.
- ❖ Pupils should not access other people's files unless permission has been given by an adult.
- ❖ Computers should only be used for schoolwork/homework unless permission has been granted otherwise.
- ❖ Pupils are given individual sign in names/passwords, which must remain secret.
- ❖ No programs/apps may be downloaded to the computer from the Internet.
- ❖ No programs/apps should be brought in from home for use in school.
- ❖ Homework completed at home may be brought in on a memory device, but this will have to be virus scanned and viewed by the class teacher before use. Homework can be emailed to the office.
- ❖ Personal printing is not allowed on our network.
- ❖ 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/computer resources etc.

I have read through this agreement with my child and agree to these safety restrictions.

Signed: _____ Signed: _____
(Parent/Carer) (Pupil)

Name of child: _____ Class: _____ Date: _____



COOMB BRIGGS PRIMARY SCHOOL

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Dear 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.

I would ask you to look through these rules and discuss them with your child and then return the signed form to us at school. If you would like to have a look at our full 'Policy for Internet Access', I will 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

COOMB BRIGGS PRIMARY SCHOOL - AUP (Adult/Supply Teacher Internet Agreement)

Before you are permitted to use the internet at Coomb Briggs Primary School, you must read and sign this policy.

- ✓ At Coomb Briggs, we expect all adults to be responsible for their own behaviour on the Internet. This includes materials they choose to access and language.
- ✓ Adults using the Web are expected not to deliberately seek out offensive/inappropriate materials. Should any adult encounter any such material accidentally, they must report it immediately to Mr. Shaw/Head/Deputy Head.
- ✓ All systems in school record user, usage and history. These can be retrieved at any time and used as evidence. This includes school computers/devices that may be used at home, as these automatically link back to school system.
- ✓ All staff have individual sign in names and passwords and these must remain secret at all times. Staff should always sign out when no longer using a computer and never use anyone else's sign in details.
- ✓ Where a staff member is temporary (e.g. supply) they will be given a dedicated sign in and this will be noted on their signed AUP form.
- ✓ Adults are expected not to use any rude/offensive language in their emails.
- ✓ Adults who use a 'school given' email account must realise management may at any time access this without the users permission.
- ✓ Adults should not access other people's files unless permission has been given.
- ✓ No programs/apps may be downloaded to the computer from the Internet.
- ✓ No programs/apps should be brought in from home for use in school.
- ✓ Work completed at home may be brought in on an encrypted memory device, but may be subject to scrutiny.
- ✓ Personal printing is allowed on our network at a cost - see office staff for rates and payment.
- ✓ Consideration should be given at all times when personal information is given out.
- ✓ Adults must comply with all copyright laws (e.g. music, images, etc.) and be seen to promote this within the school.
- ✓ Adults have unrestricted access to You Tube and must beware of the nature and content of some videos 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'.
- ✓ Adults consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet/computer resources. You may be subject to disciplinary action/legal action for non compliance.

I have read through this agreement and agree to comply with its' contents.

Print Name: _____ Signature: _____ Date: _____

User Given _____

Password _____