

# ROTHWELL VICTORIA PRIMARY LEARNING PARTNERSHIP

Montsaye Community Learning  
Partnership

E -Safety & Computing  
Acceptable Use Policy  
November 2014

**Every Child Matters**

Enjoy and  
Achieve

Make a  
Positive  
Contribution



Be Safe

Be Healthy

Achieve  
Economic  
Wellbeing

Rothwell Victoria Infant School



CARE SHARE  
HELP SMILE



Montsaye Community  
Learning Partnership

The designated member responsible for internet  
safety in the school is the Executive Headteacher

## **Aims**

The aims of this Policy are to:

- Ensure that pupils benefit from all learning opportunities offered by the internet resources provided by the school in a safe and controlled manner.
- Ensure that all staff and students are aware of online risks and equipped with the necessary skills and knowledge to become responsible digital citizens.
- Ensure that all staff benefit from internet access, with clear guidance on safe and acceptable use, both within the school setting and beyond.
- Make staff and pupils aware that Internet Use in school is a resource and a privilege.
- Provide guidance to staff and pupils about the acceptable use of mobile technologies, both the school's and personal items that are brought into school.

## **Our Vision**

Within the RVPLP we will develop the learning environment to provide a range of Computing opportunities and tools. This will empower our children to make relevant and safe choices and be flexible as they develop their personalised learning, in line with our school's vision.

## **Purpose 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.

Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. The statutory curriculum requires pupils to learn how to locate, retrieve and exchange information using a range of computing devices.

In delivering the curriculum, teachers are required 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 computing is now seen as an essential life-skill.

Internet access is therefore an entitlement for students who show a responsible and mature approach to its use. The school has a duty to provide students with quality Internet access as part of their learning experience.

Benefits of using the Internet in education include:

- access to world-wide educational resources including museums and art galleries;
- educational and cultural exchanges between pupils world-wide;
- 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;
- exchange of curriculum and administration data with the LA and DfES as well as within the Montsaye Community Learning Partnership (MCLP) academy group.

### Assessing the risks

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 may be unsuitable.

The RVPLP recognises that it is important to adopt strategies for the safe and responsible use of the Internet. 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. At a very minimum level of protection, **no child will use the internet without supervision by an adult.**

The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

- Methods to identify, assess and minimise risks will be reviewed annually.
- The Executive Headteacher will ensure that the E- Safety & Computing Acceptable Use Policy is implemented and compliance with the policy monitored.

## **Strategies for the Safe and Responsible Use of the Internet**

The school works in partnership with parents, the LA, DfES and NUIsolutions (the school's computer technicians) to ensure systems to protect pupils are reviewed and improved.

- Filtering strategies are selected by the school, in discussion with the filtering provider where appropriate. The filtering strategy is selected to suit the age and curriculum requirements of the pupil.
- The school Internet access is designed expressly for pupil use and includes filtering appropriate to the age of pupils.
- The school's technicians will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Pupils are taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Internet access is planned to enrich and extend learning activities. Access levels are reviewed to reflect the curriculum requirements and age of pupils.
- Staff will guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.
- Pupils are educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- Pupils are not allowed access to social media sites or games sites.
- Newsgroups are not made available to pupils.
- Pupils are not allowed access to public or any chat rooms.

## **Evaluation of Internet Content**

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the Executive Headteacher or the school's technician. This information will be immediately reported to the Executive Headteacher via a form (Appendix 1). The Executive Headteacher will contact children's parents in relation to the incident.
- Any material that the school believes is illegal must be referred to the Internet Watch Foundation.
- Users must ensure that the use of Internet derived materials complies with copyright law. (Reference Copyright Policy Document)
- Pupils are taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

- Pupils are taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

### **Use of Email**

The government encourages the use of e-mail as an essential means of communication for both staff and pupils. Directed e-mail use can bring significant educational benefits and interesting projects. However, unregulated e-mail can provide a means of access to a pupil that bypasses the traditional school boundaries. In the school context, therefore, e-mail is not considered private and is monitored by staff, whilst trying to achieve a balance between monitoring that is necessary to maintain the safety of pupils and the preservation of human rights, both of which are covered by recent legislation.

- Pupils may only use Learning Platform e-mail accounts.
- Pupils must immediately tell a teacher if they receive offensive e-mail and will be encouraged to maintain it as evidence.
- Pupils must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.
- Pupils may not access home email accounts in school. The school has a high filter level that will block access to hotmail/yahoo etc.
- E-mail sent to an external organisation is 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.
- The sending of abusive or inappropriate email messages is forbidden.

### **Management of Web Site Content**

The school Web Sites - [www.rothwelljunior.net](http://www.rothwelljunior.net) & [www.rothwellvictoriainfants.net](http://www.rothwellvictoriainfants.net) - celebrate pupils' work and promotes the school.

- The point of contact on the Web Site is the school address, school e-mail and telephone number. Staff or pupils' home information are not to be published.
- Pupils' full names are not to be used on the Web Site, particularly in association with photographs.
- Written permission from parents or carers is obtained before photographs of pupils are published on the school Web Site.

- The Executive Headteacher and nominated Governor take overall editorial responsibility and try to ensure that content is accurate and appropriate.
- The copyright of all material is held by the school, or be attributed to the owner where permission to reproduce has been obtained.

### **Procedures for Use of Video and Photographs**

**The school has produced an additional policy in relation to taking photographs in school – Photographic Images Policy**

To summarise:

The term 'image' refers to the taking of video footage or photographs via any camera or other technology, e.g. a mobile phone. When in school there is access to:

- Flip Video cameras
- Digital cameras.

Parents are only permitted to photograph their children in public school performances if they have signed a register agreeing to follow the school policy. Parents are not permitted to share images featuring other children on public forums or social media websites.

The sharing of photographs which allow children to be identified via weblogs, forums or any other means on-line will only be allowed with parental consent.

Any photographs or video clips uploaded should not have a file name of a child, especially where these may be uploaded to a school website. Photographs should never be included if the parents/carers have signed a form indicating they do not give permission for their names to be used.

Group photographs are preferable to individual children and young people and should not be of any compromising positions or in inappropriate clothing, e.g. gym kit. Photographs will be centrally stored on the school server.

### **Video-Conferencing and Webcams**

Taking images via a webcam should follow the same procedures as taking images with a digital or video camera.

Permission will be sought from parents and carers if their child is engaged in video conferencing with individuals or groups outside of the school setting. This process should always be supervised by a member of staff and a record of dates, times and participants held by the school.

Children need to tell an adult immediately of any inappropriate use by another child or adult.

### **Managing Emerging Internet Applications**

Many emerging communications technologies offer the potential to develop new teaching and learning tools. Mobile communications, wide Internet access and multimedia present opportunities need to be evaluated to assess risks, to establish benefits and to develop good practice. Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

### **Mobile Phones and Other Emerging Technologies**

RVPLP School has considered carefully how the use of mobile technologies can be used as a teaching and learning tool within the curriculum with the following areas of concern to be taken into consideration:

- *Cyber bullying - inappropriate or bullying text messages or the videoing of violent or abusive acts*
- *images or video taken of adults or peers without permission*
- *Sexting- the sending of suggestive or sexually explicit personal images via mobile phones*

As a result of this RVPLP does not allow pupils to bring mobile phones to school. In the case of a request from a parent for their child to bring a mobile phone to school a meeting will be arranged to discuss further between the Executive Headteacher and the parent.

#### **(i) Personal mobile devices**

Staff are allowed to bring in personal mobile phones or devices for their own use, but **must not use personal numbers to contact children and young people under any circumstances.**

- Staff must ensure that there is no inappropriate or illegal content stored on the device and should be aware that using features, such

as video or sound recording, may be subject to the same procedures as taking images from digital or video cameras.

- Staff should be aware that games consoles such as the Sony PlayStation, Microsoft Xbox and other such systems have Internet access which may not include filtering. Before use within school, authorisation should be sought from the Executive Headteacher and the activity supervised by a member of staff at all times.
- The school is not responsible for any theft, loss or damage of any personal mobile or computing device.

#### **(ii) School/educational establishment issued mobile devices**

The management of the use of these devices should be similar to those stated above, but with the following additions:

- Where the establishment has provided a mobile device to a member of staff, such as a laptop or mobile phone, only this equipment should be used to conduct school business outside of the school environment.

Regular teaching sessions will be held to ensure that children and young people understand the use of a public domain and the consequences of misuse. Relevant curriculum links will be made to highlight the legal implications and the involvement of law enforcement.

#### **Social Networking Advice for Staff**

**The school has produced an additional policy in relation to staff use of social media - Social Media Policy**

To summarise:

Social networking outside of work hours, on non school-issue equipment, is the personal choice of all school staff. Owing to the public nature of such websites, it is advisable for staff to consider the possible implications of participation. The following advice should be considered if involved in social networking:

- Personal details are never shared with pupils such as private email address, telephone number or home address. It is recommended that staff ensure that all possible privacy settings are activated to prevent students from making contact on personal profiles. The simplest and most effective way to do this is to remove details from search results and turn off public visibility.

- Staff should not engage in personal online contact with students outside of Executive Headteacher authorised systems (e.g. school email account for homework purposes)
- Staff should not engage in discussion online with parents that are concerned with the running or organisation of the school.
- Staff should not engage in discussions online with parents regarding any children who attend the RVPLP.
- Staff should ensure that full privacy settings are in place to prevent students from accessing photo albums or personal information.
- Staff are advised against accepting invites from colleagues until they have checked with them in person that the invite is genuine (avoiding fake profiles set up by students)

### **Authorisation of Internet Access**

The school allocates Internet access for staff and pupils on the basis of educational need. Parental permission is required for each pupil.

- The school keeps a record of all staff and pupils who are granted Internet access.
- All pupils accessing the internet on school computers are directly supervised by a member of staff.
- Parents are informed that pupils will be provided with supervised Internet access and are asked to sign and return a consent form to show their understanding and acceptance of the internet rules.

How is the policy introduced to pupils?

- Rules for Internet access are posted in all rooms where computers are used.
- Pupils are informed that Internet use will be monitored.
- Pupils are instructed in responsible and safe use.
- A module on responsible Internet use will be included in the computing scheme of work covering both school and home use, plus within the yearly anti-bullying week.

### **Staff**

- All staff must sign the terms of the e-Safety and Computing Acceptable Use' statement.
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with a copy of this policy, and are required to sign to show acceptance of the rules.

- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Staff are aware that under no circumstances should they be in contact with pupils other than for Executive Headteacher authorised school business.
- The monitoring of Internet use is a sensitive matter. Monitoring procedures are supervised by the Head Teacher and IUSolutions leader.

### **Appropriate and Inappropriate Use by Staff or Adults**

Staff members have access to the network so that they can obtain age appropriate resources for their classes and create folders for saving and managing resources.

They have a password to access a filtered internet service and know that this should not be disclosed to anyone or leave a computer or other device unattended whilst they are logged in.

All staff should receive a copy of this policy and a copy of the Acceptable Use Agreement, which then need to be signed, returned to school or setting to keep under file with a signed copy returned to the member of staff.

This policy will be displayed on the Safeguarding display board as a reminder that staff members need to safeguard against potential allegations and a copy of this policy is provided to all staff for home use. Staff training will underpin the receipt of this policy.

When accessing the Learning Platform from home, the same Acceptable Use Rules will apply. The acceptable use should be similar for staff to that of the children and young people so that an example of good practice can be established.

### **In the Event of Inappropriate Use**

If a member of staff is believed to misuse the internet or learning platform in an abusive or illegal manner, a report must be made to the Executive Headteacher immediately and then the Allegations Procedure

(Section 12, LSCBN) and the Child Protection Policy must be followed to deal with any misconduct and all appropriate authorities contacted.

In the lesser event of misuse or accidental misuse refer to appendices for a list of actions relating to the scale of misuse.

By Children or Young People:

The e-Safety and Computing Acceptable Use Rules letter for children, young people and parents/carers are outlined in the Appendices. These detail how children and young people are expected to use the internet and other technologies within school or other settings, including downloading or printing of any materials. The rules are there for children and young people to understand what is expected of their behaviour and attitude when using the internet which then enables them to take responsibility for their own actions. For example, knowing what is polite to write in an e-mail to another child, or understanding what action to take should there be the rare occurrence of sighting unsuitable material. This also includes the deliberate searching for inappropriate materials and the consequences for doing so.

RVPLP will encourage parents/carers to support the rules with their child or young person. This can be shown by signing the Acceptable Use Rules together so that it is clear to the school or setting that the rules are accepted by the child or young person with the support of the parent/carer. This is also intended to provide support and information to parents/carers when children and young people may be using the internet beyond school.

Further to this, it is expected that parents/carers will adhere to future rule amendments or updates to ensure that they are appropriate to the technologies being used at that time and reflect any potential issues that parents/carers feel should be addressed, as appropriate.

The downloading of materials, for example, music files and photographs need to be appropriate and 'fit for purpose' based on research for work and be copyright free.

File-sharing via e-mail, weblogs or any other means on-line should be appropriate and be copyright free when using the learning platform in or beyond school.

The School Council is actively involved in discussing the acceptable use of technologies and the rules for misusing them.

In the event of inappropriate use:

Should a child or young person be found to misuse the on-line facilities whilst at school the following consequences will occur:

- Any child found to be misusing the internet by not following the Acceptable Use Rules will have a letter sent home to parents/carers explaining the reason for suspending the child or young person's use for a particular lesson or activity.
- Further misuse of the rules may result in not being allowed to access the internet for a period of time and another letter will be sent home to parents/carers.
- A letter will be sent to parents/carers outlining the breach in Child Protection Policy where a child or young person is deemed to have misused technology against another child or adult.

In the event that a child or young person **accidentally** accesses inappropriate materials the child should report this to an adult immediately and take appropriate action to hide the screen or close the window. Where a child or young person feels unable to disclose abuse, sexual requests or other misuses against them to an adult, they can use the Report Abuse button ([www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)) to make a report and seek further advice. The issue of a child or young person deliberately misusing on-line technologies should also be addressed by the establishment.

Children should be taught and encouraged to consider the implications for misusing the internet and posting inappropriate materials to websites, for example, as this may have legal implications.

### **Maintaining Computing System Security**

The school computing systems will be reviewed regularly with regard to security.

- Virus protection and Firewalls for the whole network are installed and expected to be kept current.
- All portable media, particularly memory sticks, which carry personal school or pupil information are password protected or encrypted for data protection purposes in the event of loss or theft.
- Uploading and downloading of non-approved software is not permitted.
- Homework completed at home may be brought in on CD-ROM or memory stick, but this will have to be virus scanned by the class teacher before use.
- 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 on disc should be brought in by pupils from home for use in school although staff can seek permission from the Head. This is for both legal and security reasons.
- Unapproved system utilities and executable files are not be allowed in pupils' work areas or attached to e-mail.
- The schools' technician will ensure that the system has the capacity to take increased traffic caused by Internet use.

### **How is Parent Support Enlisted?**

Internet use in pupils' homes is increasing rapidly, encouraged by offers of free access and continual media coverage. Unless parents are aware of the dangers, pupils may have unrestricted access to the Internet. The school can support parents to plan appropriate, supervised use of the Internet at home. Parents are also advised to check if pupils' use elsewhere, such as libraries, is covered by an appropriate use policy.

- Parents' attention will be drawn to the School Internet Policy in newsletters, the school brochure and on the school Web Site.
- Internet issues will be handled sensitively to inform parents without undue alarm.
- A partnership approach with parents is encouraged.
- Advice on filtering systems and educational and leisure activities that include responsible use of the Internet is available to parents.

Appendix 1  
Unsuitable Website Reporting Form

Name of reporting adult	
Date:	
Address of website:	
Details of access: (where and when the website was accessed; nature of the site; name of children who accessed the site)	
Actions by the Executive Headteacher:	

## Pupil e-Safety and Computing Acceptable Use Rules Key Stage 2

This is to be read through with your child and then signed. Your child will be allowed Internet Access after this is returned to school.

At RVPLP, we expect all children 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.

- Children using the Internet are expected not to deliberately seek out offensive materials. Should any children encounter any such material accidentally, they are expected to report it immediately to a teacher.
- Children are expected not to use any inappropriate language in their email communications and contact only people they know or those the teacher has approved.
- Children must ask permission before accessing the Internet and must only access it under the supervision of staff.
- Children should not access other people's files unless permission has been given.
- 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.
- No programs on memory stick or CD Rom should be brought in from home for use in school.
- Homework completed at home may be brought in on CD-ROM or memory stick, but this will have to be virus scanned by the class teacher before use.
- Personal printing is not allowed on our network for cost reasons (e.g. pictures of pop groups/cartoon characters).
- No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made unless this is part of an approved school project.
- Children consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources.

I have read through this agreement with my child and agree with the content.

Signed:

\_\_\_\_\_

(Parent/Responsible Adult)

## Pupil e-Safety and Computing Acceptable Use Rules Key Stage 1 & EYFS

This is to be read through with your child and then signed. Your child will then be allowed Internet Access after this is returned to school.

At RVPLP, we expect all children 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.

### Our Internet Rules

- We will use the internet safely to help us to learn.
- We only use the programs chosen by our teachers.
- We know have to ask for help if we see something on the internet that we do not like or something that upsets us.
- We are able to look after each other by using the internet safely.
- We can go to [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) for help.
- We know that it is important to follow the rules.

I have read through this agreement with my child and agree with the content.

Signed:

\_\_\_\_\_

(Parent/Responsible Adult)

**RVPLP School Staff e-Safety and Computing Acceptable Use Agreement**

I have read through this and other related policies and agree to the content

Signed\_\_\_\_\_

Print\_\_\_\_\_

Date\_\_\_\_\_