

**Hintlesham and Chattisham Church of England  
Primary School**



**Pupils Acceptable Use of ICT Policy**

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| <b>Signature of Headteacher</b>                 |                                      |
| <b>Approved by<br/>The Local Governing Body</b> | Hintlesham and Chattisham CE Primary |
| <b>Signature of Chair of Governors</b>          |                                      |
| <b>Date approved</b>                            | June 2021                            |
| <b>Review date</b>                              | June 2023                            |

# ICT Acceptable Use Policy – Pupils

This policy outlines our purpose in providing access to the Internet, e-mail and other communication technologies at Hintlesham and Chattisham C of E Primary School and explains how the school is seeking to avoid the potential problems that unrestricted access could create.

## Internet Access in School

- All staff and any other adults involved in supervising children accessing the Internet, will be provided with the school ICT Acceptable Use Policy, and will have its importance explained to them.
- Our school ICT Acceptable Use Policy for Pupils is available for parents on the school website.

## Using the Internet to Enhance Learning

Access to the Internet is a planned part of the curriculum that will enrich and extend learning activities and is integrated into schemes of work. As in other areas of their work, we recognise that pupils learn most effectively when they are given clear objectives for Internet use.

Different ways of accessing information from the Internet will be used depending upon the nature of the material being accessed and the age of the pupils:

- access to the Internet may be by teacher demonstration
- pupils may be given a suitable website to access using a link from their year group links page on the school website or by clicking on a link in a teacher-prepared Word document
- pupils may be provided with lists of relevant and suitable web sites which they may access
- older pupils may be allowed to undertake their own Internet search having agreed a search plan with their teacher; pupils will be expected to observe the Rules of Responsible Internet Use and will be informed that checks can and will be made on files and the sites they access.

Pupils accessing the Internet will be supervised by an adult, normally their teacher or HLTA, at all times. They will only be allowed to use the Internet once they have been taught the Rules of Responsible Internet Use and the reasons for these rules. Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor the children using the Internet.

## Using Information from the Internet

In order to use information from the Internet effectively, it is important for pupils to develop an understanding of the nature of the Internet and the information available on it:

- pupils will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on television
- teachers will ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the Internet (as a non-moderated medium)
- when copying materials from the Web, pupils will be taught to observe copyright;
- pupils will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed.

## Using E-mail

It is important that communications are properly managed to ensure appropriate educational use and that the good name of the school is maintained. Therefore:

- incoming and outgoing e-mail is accessed via webmail and not downloaded onto school computers
- pupils may send e-mail as part of planned lessons but will not be given individual e-mail accounts at present
- pupils will only be allowed to use class webmail once they have been taught the Rules of Responsible Internet Use and the reasons for these rules
- teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor children using e-mail
- children will have the e-mail messages they compose checked by a member of staff before sending
- incoming e-mail to class e-mail addresses will not be regarded as private

- pupils will not be permitted to use e-mail at school to arrange to meet someone outside school hours
- the forwarding of chain letters will not be permitted.

### **Maintaining the Security of the School ICT Network**

Connection to the Internet significantly increases the risk that a computer or a computer network may be compromised or accessed by unauthorised persons. The ICT technician will update virus protection regularly, will keep up-to-date with ICT developments and work with the LEA as Internet Service Provider to ensure system security strategies to protect the integrity of the network are reviewed regularly and improved as and when necessary. Users should not expect that files stored on servers or storage media are always private.

### **Ensuring Internet Access is Appropriate and Safe**

The Internet is freely available to any person wishing to send e-mail or publish a web site. In common with other media such as magazines, books and video, some material available on the Internet is unsuitable for pupils.

Pupils in school are unlikely to see inappropriate content in books due to selection by publisher and teacher and the school will take every practical measure to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the Internet. The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- our Internet access is purchased from Suffolk County Council which provides a service designed for pupils including a filtering system intended to prevent access to material inappropriate for children;
- our Rules for Responsible Internet Use are taught to the children each year and sent out to parents and children each year;
- children using the Internet will normally be working during lesson time and will be supervised by an adult (usually the class teacher or HLTA) at all times;
- staff will check that the sites pre-selected for pupil use are appropriate to the age of the pupils;
- staff will be particularly vigilant when pupils are undertaking their own search and will check that the children are following the agreed search plan;
- pupils will be taught to use e-mail and the Internet responsibly in order to reduce the risk to themselves and others;
- the ICT co-ordinator will monitor the effectiveness of Internet access strategies;
- the ICT co-ordinator will ensure that occasional checks are made on files to monitor compliance with the school's ICT Acceptable Use Policy; the headteacher will ensure that the policy is implemented effectively;
- methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in accordance with national guidance and that provided by the LEA.

Generally, the above measures have been highly effective. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that particular types of material will never appear on a computer screen. Neither the school nor Suffolk County Council can accept liability for the material accessed, or any consequences of this.

A most important element of our Rules of Responsible Internet Use is that pupils will be taught to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

If there is an incident in which a pupil is exposed to offensive or upsetting material, responsibility for handling incidents involving children will be taken by the IT Co-ordinator and the Designated Safeguarding Lead in consultation with the pupil's class teacher. All the teaching staff will be made aware of the incident if appropriate.

- If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue.
- If staff or pupils discover unsuitable sites the IT co-ordinator will be informed. The IT co-ordinator will report the URL and content to the ICT Technician and the LEA; if it is thought that the material is illegal, after consultation with the ICT Technician and LEA, the site will be

referred to the Internet Watch Foundation <http://www.iwf.org.uk> and the police.

Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying the Rules of Responsible Internet Use that have been designed to help protect them from exposure to Internet sites carrying offensive material. If pupils abuse the privileges of access to the Internet or use of e-mail facilities by failing to follow the rules they have been taught or failing to follow the agreed search plan when undertaking their own Internet search, then sanctions consistent with our School Behaviour Policy will be applied. This will involve informing the parents/carers. Access to the Internet may also be denied for a period.

### **Photographs**

Prior permission is sought from all parents regarding the use of images for printed publications, media, website and videos. Staff should check the relevant year group permission list before using images of children.

Hintlesham and Chattisham C of E Primary School.

Our school website is intended to:

- provide accurate, up-to-date information about our school
- enable pupils' achievements to be published for a wide audience including pupils, parents, staff, governors, members of the local community and others
- promote the school.

All classes may provide items for publication on the school website. Class teachers will be responsible for ensuring that the content of the pupils' work is accurate, the quality of presentation is maintained and that photo permission forms are checked before submitting items for publication. All material must be the author's own work, crediting other work included and stating clearly that author's identity and/or status.

The IT co-ordinator is responsible for uploading pages to the school website, ensuring that the links work and are up-to-date, and that the site meets the requirements of the site host. The point of contact on the website will be the school address and telephone number. We do not publish pupils' full names or identify individuals on our web pages. Home information or individual e-mail identities will not be published.

### **Internet access and home/school links**

Parents will be informed that pupils are provided with supervised Internet access as part of their lessons. We will keep parents in touch with future ICT developments both on the website and by newsletter.

### **Cyberbullying**

Cyberbullying can be defined as the use of Information and Communications Technology (ICT) deliberately to upset someone else and may involve email, virtual learning environments, chat rooms, social networking sites, mobile and landline telephones, digital camera images and game and virtual world sites.

Through Computing lessons, assemblies and PSHE, children will be taught the **SMART** rules:

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| <b>SAFE</b>      | Keep safe by being careful not to give out personal information online.  |
| <b>MEETING</b>   | Never agree to meet anyone that you chat to on the internet; they may not be who you think they are. You can't be sure who you're talking to on the Internet.                      |
| <b>ACCEPTING</b> | Do not accept unusual e-mails. They may be trying to tempt you into opening them. They could contain viruses that can damage your computer. If this happens to you, tell an adult. |
| <b>RELIABLE</b>  | Information on the internet may not be true – anyone can upload material to the internet. Always double check any information on a more reliable website.                          |

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| <b>TELL</b> | If anything makes you feel worried tell your parents, teachers or an adult that you trust. They can help you to report it to the right place Or call a helpline like ChildLine on 0800 1111 in confidence. |
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# Rules for Responsible Internet Use

The school has computers with Internet access to help you with your learning. These rules need to be signed before you use the Internet and will help you to keep safe and be fair to others.

## Using the computers:

- I will only access the school network with the login I have been given.
- I will not try to access files in other people's folders.
- I will close all programs and log out before leaving the computer.
- I will ensure that any DVDs/USB drives that I bring in from outside school have been virus-checked before using them on the school computers.

## Using the Internet:

- I will ask permission from a teacher before using the Internet.
- I will only search the Internet in ways that my teacher has approved.
- I will check who owns an image I may want to use on the Internet and will only use those with permission for re-use.
- I will minimise the web page if I find any unpleasant material and will report this to my teacher immediately because this will help protect other pupils and myself.
- I understand that the school may check my computer files, and may monitor the Internet sites I visit.

## Using e-mail / messaging / forms:

- I will not give my full name, date of birth, home address or telephone number on any website.
- I will not share anyone else's personal information online.
- I will not use the Internet to arrange to meet someone outside school hours.
- I will ask permission from a teacher before sending any messages on the Internet and will only send messages to people / sites that my teacher has approved
- The messages I send will be polite and responsible.
- I will immediately report any unpleasant messages sent to me because this will help protect other pupils and myself.

Signed..... (Child)

.....(Parent) Date

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