

Computing Acceptable Use Policy	
Responsible Post	Computing Leader
Responsible Committee	Curriculum and Standards
Review Schedule	Every 3 years
Review Date	February 2017
Changed	Yes (in yellow)



The Governing Body's key roles are:

- To Provide a strategic view
- To Support and challenge the Head Teacher and the School
- To ensure accountability.

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Introduction

The Internet

The Internet and related technology including e-mail has become a rich and vital part of education, work and home life. It is transforming the way information is used and transmitted in all aspects of our lives. This powerful technology is always developing, changing and growing, and whilst this is exciting it also presents challenges and dangers that we must address.

What is an acceptable use policy?

We are committed to using the Internet and all it offers in the most effective and appropriate way at our school, for the benefit of our pupils, staff and community. To this end, we have developed this Internet Acceptable Use Policy, to ensure that all members of our school community understand what is expected of them when they use the Internet in the learning environment. Our policy consists of:

- Statements outlining our school's approach and attitudes towards using the Internet
- *Clear guidelines and rules for acceptable use (these are in italics)*

There are also Internet Use Agreements, to be signed by parents, staff and pupils

Roles and Responsibilities

Members of the school community have different roles and responsibilities when it comes to using the Internet at school.

Role	Responsibilities regarding use of Internet in school
<i>Head teacher</i>	To monitor the IAU Policy and ensure it is updated yearly and agreed with all staff
<i>Senior Leadership Team</i>	To ensure that the Policy is implemented across the school
<i>Headteacher</i>	To ensure that the school web-site is kept up-to-date and follows appropriate guidelines
<i>ICTCO</i>	To develop the use of the Internet as a teaching and learning tool across the school To keep up to date with developments in Internet issues as they relate to education, and keep staff informed.
<i>Headteacher</i>	To ensure that appropriate filters are maintained on the network and issues of inappropriate access reported to the ICT helpdesk
<i>Class teacher/Subject Teacher</i>	To ensure that pupils use the Internet purposefully and with adult supervision at all times. To know how to deal with incidents involving unsuitable material or situations where pupils feel uncertain or unsafe when using the Internet at school To understand the school Internet Acceptable use policy and abide by the rules for staff.
<i>Governing body</i>	To agree the Internet Acceptable Policy and review it on a tri-yearly basis
<i>Pupils</i>	To agree to our Internet Acceptable Use Policy and ensure that adhere to the school's ICT pupil charter
<i>Parents and carers</i>	To agree to follow our Acceptable Use policy when using school facilities under extended service agreements
<i>Other community users</i>	To agree to follow our Acceptable Use Policy when using school facilities under extended service agreements

School Internet provision

The school, in conjunction with Hampshire County Council provides a suitable Internet connection, with broadband capabilities. The following areas of the school are connected to the Internet:

Location	Type of access (broadband/ISDN/Dial-up/Wireless)
Main Office/reception area	Broadband
Head teacher's office	Broadband
Medical Room	Broadband
Staff room	Broadband
ICT suite	Broadband
All Classrooms	Broadband/wireless
Staff work room	Broadband/wireless
Hall	Boadband

The school uses the standard LEA Internet Service Provider through Hampshire ICT. The school is connected through HPSN2 which is a high quality and resilient fibre-optic network.

Content filter:

Hampshire use a sophisticated content filter to ensure that as far as possible, only appropriate content from the Internet finds it way into school. Whilst this filtering technology is robust and generally effective at blocking unsuitable material, it is still possible for unsuitable material to occasionally get past the filter.

All pupils and staff have been issued with clear guidelines on what to do if this happens, and parents will be informed where necessary.

Pupils or staff who deliberately try and access unsuitable materials will be dealt with according to the rules outlined elsewhere in this document.

As mobile phones and SMART phones have increased in sophistication, it is now possible to access the internet, and download and upload content on the school premises without using the school ICT network and the associated safeguards in place. Pupils are not permitted to have mobile phones with them at school or during any school related activities.

Staff and adults in school who try and access unsuitable materials will be dealt with according to the rules outline elsewhere in this document.

Downloading files and applications

The Internet is a rich source of free files, applications, software, games and other material that can be downloaded and installed on a computer. Whilst some of this material may be useful, much is inappropriate, and may adversely affect the performance and reliability of school equipment.

Pupils and staff are not allowed to download any programmes that may affect the performance of a machine without first consulting the ICTCO

Portable storage devices and CD-ROMs etc

Portable media such as CD-ROMs and personal hard drive devices are a common way of introducing a virus or other undesirable agent into a school computer system.

Staff should take care that files from other computers outside the school are checked for virus contamination before they are used on the school system.

Security and virus protection

The school subscribes to the LEA Antivirus software program, which uses McAfee Antivirus software. The software is updated regularly and automatically through the network and by Education ICT staff/Corporate ICT staff/our own technical support staff - Harraps.

Any software messages or pop-up screens reporting evidence of viral infection should always be reported immediately to the ICTCO/ SMT

Local Community Access to Internet facilities

Our school is keen to support the wider school community and local community in accessing and using the Internet.

To this end we provide the following Out of Hours provision:

Breakfast Club

Legal issues

Our school is aware of the data protection law as it affects our use of the Internet, both in administration and teaching and learning.

We adhere to the LEA Guidelines on Data protection.

Staff and pupils understand the legal and disciplinary implications of using the Internet at school, whether it is using the school network or a mobile network, for illegal purposes.

Where appropriate, the police and other relevant authorities will be involved in cases of deliberate misuse or abuse of the Internet by members of the school community using the connection provided by the school.

Using the Internet with pupils:

We believe it is our responsibility to prepare pupils for their lives in the modern world, and the internet is becoming an integral part of that world. At our school we are committed to teaching pupils to use the Internet effectively, appropriately and safely in all aspects of their education.

Access for all - Inclusion

All pupils have access to the Internet as part of the curriculum.

Internet access is carefully controlled by teachers according to the age and experience of the pupils, and the learning objectives being addressed. Pupils are always supervised by an adult when using the Internet, and computers with Internet access are carefully located so that screens can be seen at all times by all who pass by.

Teachers direct children to certain websites and apps that they assess as being age appropriate and suitable for chosen activities.

Internet clubs and after school provision

As outlined in the section on access and inclusion and in line with our inclusion policies across the school, we want to ensure that all our pupils have access to the Internet, particularly where this will directly support their learning.

To this end, we provide out of hours access and support for pupils as follows:

- Early Bird Sessions: Monday-Friday 8:00-8:45

Pupils and pupil's families will not have unsupervised access to the Internet at any time during Out of Hours provision.

Using the Internet for learning

The Internet is now an invaluable resource for learning for all our pupils, and we use it across the curriculum both for researching information and a source of digital learning materials.

We teach all of our pupils how to find appropriate information on the Internet, and how to ensure as far as possible that they understand who has made this information available, and how accurate and truthful it is.

- Teachers carefully plan all Internet-based teaching to ensure that pupils are focussed and using appropriate and relevant materials.
- Children are taught how to use search engines and how to evaluate Internet-based information as part of the computing curriculum, and in other curriculum areas where necessary.
- They are taught how to recognise the difference between commercial and non-commercial web sites, and how to investigate the possible authors of web-based materials.
- They are taught how to carry out simple checks for bias and misinformation.
- They are taught that web-based resources have similar **copyright status** as printed and recorded materials such as books, films and music, and that this must be taken into consideration when using them.

Teaching safe use of the Internet

We think it is crucial to teach pupils how to use the Internet safely, both at school and at home, and we use the Think U Know Website to teach Internet Safety as part of our Computing Curriculum.

<https://www.thinkuknow.co.uk/>

The main aspects of this approach include the following five SMART tips:

- **Safe** - Staying safe involves being careful and not giving out your name, address, mobile phone no., school name or password to people online...
- **Meeting** someone you meet in cyberspace can be dangerous. Only do so with your parents'/carers' permission and then when they are present...
- **Accepting** e-mails or opening files from people you don't really know or trust can get you into trouble - they may contain viruses or nasty messages...
Remember someone online may be lying and not be who they say they are. If you feel uncomfortable when chatting or messaging end the conversation...
- **Tell** your parent or carer if someone or something makes you feel uncomfortable or worried...

CEOP (Child Exploitation and Online Protection) also provides a range of resources and teaching materials to promote E-Safety including <http://www.thinkuknow.co.uk> resources aimed at children.

Suitable material

We encourage pupils to see the Internet as a rich and challenging resource, but we also recognise that it can be difficult to navigate and find useful and appropriate material. Where possible, and particularly with younger children, we provide pupils with suggestions for suitable sites across the curriculum, and staff always check the suitability of websites before suggesting them to children, or using them in teaching.

We believe it is better to support children in finding their way around the Internet with guidance and positive role modelling rather than ban Internet use apart from strict curriculum based research. As well as Internet material directly related to the curriculum, we encourage children to visit appropriate entertainment and child-oriented activity sites that have interesting and relevant activities, games and information, in free time at out-of-school-hours provision, and at home.

Unsuitable material

Despite the best efforts of the LEA and school staff, occasionally pupils may come across something on the Internet that they find offensive, unpleasant or distressing. Pupils are taught to always report such experiences directly to an adult at the time they occur, so that action can be taken.

The action will include:

1. Making a note of the website and any other websites linked to it.
2. Informing the ICTCO and Head teacher
3. Logging the incident
4. Informing the LEA/Internet Service Provider so that the website can be added to the content filter if appropriate
5. Discussion with the pupil about the incident, and how they might avoid similar experiences in future

Deliberate misuse of the Internet facilities

All pupils are asked to sign an Internet Charter.

Where a pupil is found to be using the Internet inappropriately, for example to play unsuitable games, or search for unsuitable images or sending unacceptable messages then sanctions will be applied according to the nature of the misuse, and any previous misuse.

Sanctions will include:

Unsuitable material

- Initial warning from class teacher

- Reduced access to Internet for one or more lessons
- Banning from out of school hours Internet facilities
- Letter to parent/carer
- Report to Head

Offensive material

- Incident logged and reported to Head teacher
- Initial letter to parent/carer
- Removal of Internet privileges/username etc
- Meeting with Parent/Carer to re-sign Internet use agreement
- Removal of Out of School Hours access to Internet
- Subsequent incidents will be treated very seriously by the Headteacher, and may result in exclusion and/or police involvement

Chat and online discussion/newsgroups etc

These forms of electronic communication are used more and more by pupils out of school, and can also contribute to learning across a range of curriculum areas.

Both chat rooms and discussion/bulletin boards present a range of personal safety and privacy issues for young people, and there have been some serious cases highlighted in the media.

We use the resources, guidelines and materials to teach children how to use chatrooms safely.

Pupils are not allowed to access public chat rooms (eg MSN Chat) and bulletin boards using school resources. Such websites are unsuitable, and sanctions apply as outlined elsewhere in this policy.

Use of images

All staff are issued with a camera for use with their class. **Staff are not permitted to take photographs using their mobile phone or personal camera. Staff are not permitted to keep photographs of children on their personal computer.**

Online bullying and harassment

Online bullying and harassment via Instant messaging, e-mail and chat rooms are potential problems that can have a serious effect on pupils.

Our school has a range of strategies and policies to prevent online bullying, outlined in various sections of this policy.

These include:

- No access to public chat-rooms, Instant Messaging services and bulletin boards
- Pupils are taught how to use the Internet safely and responsibly, and are given access to guidance and support resources from a variety of sources
- No mobile phones to be kept with children on the school site

We encourage pupils to discuss any concerns or worries they have about online bullying and harassment with staff, and have a range of materials available to support pupils and their families.

Contact details and privacy

As specified elsewhere in this policy, pupil's personal details, identifying information, images or other sensitive details will never be used for any public Internet-based activity unless written permission has been obtained from a parent or legal guardian.

Pupils are taught that sharing this information with others can be dangerous – see Teaching the Safe Use of the Internet through the Think U Know resources.

School and pupil websites – pictures and pupil input

Any work that is published on a public website and attributed to members of our school community will reflect our school, and will therefore be carefully checked for mistakes, inaccuracies and inappropriate content.

Our School Computing Charter

Rules for using the internet at Manor C of E Infant School.

I must ask permission before using the internet.



I must only use the internet when an adult is with me.

When using the internet I will follow the instructions given to me by my teacher.



I will only use websites that my teacher has given me to view.

If I see something that upsets me, I will tell an adult straight away.



I will keep personal information private.





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Dear Parents/Carers,

Using the Internet at Manor C of E Infant School

At Manor C of E Infant School we believe that the Internet is an essential part of your child's learning. It offers a huge range of useful and educational material and information and it is becoming an important part of teaching and learning across the curriculum.

Our school provides Internet access to pupils, and we have clear rules and guidelines on how this access will be managed and made as safe as possible.

We have taken positive steps to deal with the risk of pupils coming across unsuitable material when they are using the Internet at school.

- We use the local authority approved Internet provider and there is a filtering system in place to restrict access to inappropriate materials.
- We have a comprehensive Internet Use policy for all pupils and school staff.
- A copy of the school Internet Use policy is available on request from the office.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any damages arising from your child's use of the Internet facilities.

We understand that you may want to know more about how your child uses the Internet at home and you can access a range of resources and information on how to help your child keep safe on the Internet at www.childnet.com and www.thinkuknow.co.uk

Should you wish to discuss any aspect of Internet use please don't hesitate to contact me.

Yours sincerely

Mrs C Welling

Manor C of E Infant School :
Acceptable Internet Use

Please complete, sign and return to the school office

Pupil name:

Year Group:

Parent/Carer Consent for Internet Access

I have read and understood the school rules for responsible Internet and will ensure that my child will abide by these.

I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials.

I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet.

I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed:

Date:

Please print name:

Using the Internet with staff:

Introduction

Our school understands that the Internet is a valuable resource for school staff. It provides a wealth of resources, teaching materials and information that teachers can use across the curriculum. It allows staff to share resources with other schools, and to engage in debate and discussion on educational topics and news. It also provides an efficient way to access information from the DfES and other government agencies and departments that will help staff to keep abreast of national and local developments.

There are also increasing opportunities for staff to access INSET and Continuing Professional Development activities using the Internet and e-learning resources.

We are committed to encouraging and supporting our school staff to make the best use of the Internet and all the opportunities it offers to enhance our teaching and support learning.

Availability

To enable staff to make full use of these important resources, the internet is available to all staff for professional use.

Staff must obtain the appropriate log on details and passwords from the Administrative Officer.

Professional use

Staff model good Internet use where pupils are present, as part of our ongoing commitment to encouraging safe and appropriate Internet use by our pupils both in school and at home.

Staff who need support in using the Internet, or who would like INSET in using it more effectively can ask for support from:

- Harraps – the school third party ICT support
- ICT Co-ordinator
- Other Colleagues

Internet use by staff taking a class should be directly related to the class learning objectives.

Staff should ensure that they represent the school in a professional and appropriate way when sending e-mail, contributing to online discussion or posting to public websites.

Staff will not use mobile phones or access personal e-mails during lesson times.

At all times staff must act professionally when using the internet in line with this policy.

Any inappropriate use of the school Internet facilities could result in disciplinary action.

Personal use

We recognise that staff may occasionally find it useful to use the internet at work for personal purposes, and we understand that encouraging the use of the Internet will help to develop skills and confidence.

Staff will act responsibly and professionally when accessing the internet via a mobile connection; mobile phone access to the internet is not permitted during direct teaching time.

Staff may use the school internet provision for personal use but with the following caveats:

Where:

- *Staff may use any school computer provided it is not being used by staff or pupils for professional or work related activities. These activities will of course, have priority.*

When:

- Staff may use Internet facilities for personal use at lunchtimes and break time, where computers are available and not being used for professional or educational purposes.

I will represent the school in a professional and appropriate way when sending e-mail, contributing to online discussion or posting to public websites using school facilities.

I will ensure files that I upload have been checked for viruses.

I understand that if the school Anti-Virus software finds a virus infection when a file has been uploaded or downloaded, I should report it immediately to the ICTCO.

I will not pass on or forward e-mail chain letters and other similar messages.

I understand that if I use the Internet during a lesson or teaching activity, it should relate directly to the teaching objectives for that lesson.

E-mail

We recognise that e-mail is a useful and efficient professional communication tool, and we encourage staff to use it where appropriate for communicating with colleagues, organisations, companies and other groups. To facilitate this, staff members have access to a school e-mail address that can be used for professional purposes.

Staff are reminded that using this e-mail address means that they are representing the school, and all communications must reflect this.

E-mail accounts provided by the school may be occasionally monitored, although personal privacy will be respected.

Staff may access private e-mail accounts during the availability periods outlined above for personal use.

Online discussion groups, bulletin boards and forum, online chat and messaging

We realise that a growing number of educationalists and education groups use discussion groups, online chat forums and bulletin board to share good practice and disseminate information and resources.

The use of online discussion groups and bulletin boards relating to professional practice and continuing professional development is encouraged, although staff are reminded that they are representing the school, and appropriate professional standards should apply to all postings and messages.

Internet Use Agreement - Guidance for Staff

- *I will represent the school in a professional and appropriate way when sending e-mail, contributing to online discussion or posting to public websites using school facilities.*
- *I will ensure files I upload have been checked from viruses.*
- *I understand that if the school Anti-Virus software finds a virus infection when I upload or download a file, I should report it immediately to the ICTCO.*
- *I will not pass on or forward e-mail chain letters and other similar messages.*
- *I understand that if I use the Internet during a lesson or teaching activity, it should relate directly to the teaching objectives for that lesson.*
- *I will not use a mobile internet connection for teaching purposes.*
- *I understand that my use of a mobile internet connection will be responsible and follow the same professional code of conduct as outlined in this document.*