

# St. John's C of E Primary School



## Policy for E-Safety / Acceptable Use

## **Introduction**

Our E-safety and ICT Acceptable Use Policy (AUP) has been written by the school, in the light of the Kent NGfL policy, Oldham LEA and government guidance. It has been agreed by the senior management team and approved by governors. It will be reviewed regularly.

*Use of the school's ICT equipment by any members of the school community must be in accordance with this policy. Any use which infringes this policy will be treated very seriously by the School Governing Body.*

## **The Importance of Internet use in Education**

The purpose of Internet use in school is to raise educational standards, to promote student achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.

## **Using the Internet to Enhance Learning**

*The school Internet access will be designed expressly for student use and will include filtering appropriate to the age of students.*

*Students will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.*

## **The need for students to learn to evaluate online content.**

*If staff or students discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the School Information and System Leader (SISL). It will also be reported to our ICT support service at Failsworth Sports College so they can block it in future through the Smoothwall filtering system.*

*The school should ensure that the use of Internet derived materials by staff and by students complies with copyright law.*

## **Management of the School Website Content**

*The point of contact on the website should be the school address, school e-mail and telephone number. Staff or students' home information will not be published.*

*Website photographs that include students will be selected carefully and will not enable individual students to be clearly identified.*

*Students' full names will not be used anywhere on the Website, particularly in association with photographs.*

*Written permission from parents or carers will be obtained before photographs of students are published on the school Website.*

## **The Management of Chat Rooms**

*Students will not be allowed access to public or unregulated chat rooms.*

*Children should use only regulated educational chat environments. This use will be supervised and the importance of chat room safety emphasised.*

## **Management of Emerging Internet Applications**

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

Mobile phones will not be used without permission during lessons or formal school time.

## **The Management of Internet Access**

*The school will keep a record of all staff and students who are granted Internet access. The record will be kept up-to-date, for instance a member of staff may leave or a student's access be withdrawn.*

*Parents will be informed that students will be provided with supervised Internet access*

## **The Management of Risk Assessment**

*In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for students. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Oldham LA can accept liability for the material accessed, or any consequences of Internet access.*

## **The Management of Content Filtering**

*The school will work in partnership with parents, the LA, DfES, local ICT support (Failsworth Sports College) and the Internet Service Provider to ensure systems to protect students are reviewed and improved.*

*If staff or students discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the SISL and the LA ICT Support Team. ). It will also be reported to our ICT support service at Failsworth Sports College so they can block it in future through the Smoothwall filtering system.*

## **Informing Students about the AUP.**

*Rules for acceptable use will be discussed with all children at any time when they are accessing ICT. Students will be informed that Internet use will be monitored. Instruction in responsible and safe use should precede Internet access.*

## **Staff Consultation.**

*All staff must accept the terms of the 'Responsible Internet Use' statement before using any Internet resource in school.*

*All staff including teachers, learning managers, learning mentors, supply staff, classroom assistants, administration and caretaking staff, and Governors will be provided with the School Internet Policy, and its importance explained.*

## **Maintaining the ICT System Security.**

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

*Virus protection will be installed and updated regularly.*

*Security strategies will be discussed with the LA, particularly where a wide area network connection is planned.*

Responsible Internet Use  
Rules for Staff and Students

The computer system is owned by the school. This Responsible Internet Use statement helps to protect students, staff and the school by clearly stating what use of the computer resources is acceptable and what is not.

Irresponsible use may result in the loss of Internet access.

Network access must be made via the user's authorised account and password, which must not be given to any other person.

School computer and Internet use must be appropriate to the student's education or to staff professional activity.

Copyright and intellectual property rights must be respected.

E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers.

Users are responsible for e-mail they send and for contacts made.

Anonymous messages and chain letters are not permitted.

The use of unauthorised chat rooms is not allowed.

The school ICT systems may not be used for private purposes, unless the headteacher has given permission for that use.

Use for personal financial gain, gambling, political purposes or advertising is not permitted.

ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.