Internet Acceptable Use Policy

Current Leader: Adam Phillips

Review schedule: Every 2 years (unless changes to legislation)

St. Paul and St. Timothy's Catholic Infant School

Mission Statement

Love, Learn, Believe, Achieve

At St. Paul and St. Timothy's Catholic Infant School we celebrate the individual differences and gifts that God has blessed each and every one of us with.

Education "is about forming the human person, equipping him or her to live life to the full." The Catholic ethos, "needs to inform every aspect of school life." *(Pope Benedict XVI)*

We believe each new day brings the opportunity to express our love for God and one another. We provide a supportive, yet challenging, learning environment where each individual is able to develop their abilities and gifts. Our school is a place where children and adults can express their belief in God; develop belief in themselves and others. We believe everyone in our school community can achieve, whatever their ability. Each achievement is as unique as each individual and all are celebrated. We aspire to equip all in our school community to proclaim the Good News and "live life to the full".

Vision

At St Paul and St Timothy's we see Computing as an integral part of our school curriculum. Computing contributes to the school curriculum by preparing all our children to participate in a rapidly changing society in which work and other forms of activity are increasingly dependent on IT. The use of IT will also enhance and extend children's learning across the whole curriculum whilst developing motivation, social skills and supporting and reflecting our Catholic ethos.

The importance of Internet use

- We view the internet as a valuable teaching and learning resource which can enhance the curriculum for all pupils. It is also an essential aspect of the curriculum.
- The purpose of Internet use in our 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.

Using the Internet in education allows for

- Access to world-wide educational resources including museums and art galleries; the National Grid for Learning (NGfL), and the Virtual Teacher Centre (VTC); for both pupils and staff, it allows staff to plan a more engaging curriculum, which is better resourced and allows pupils to develop the skills needed to become lifelong learners.
- Access to expert up to date knowledge for both pupils and staff;
- Fast communication links to support services, professional associations and colleagues;
- Fast exchange of data with the LA and DFE.
- Faster exchange of information between staff.
- A blended curriculum, where children can be taught remotely if necessary (e.g. when needing to work from home due to isolation or lockdown)

Internet safety and the curriculum

- Children will be taught about Internet Safety through PSHE lessons, assemblies and theme days such as Internet Safety Day.
- All computers and laptops/IPads that the children use in school have a picture of 'Smartie the Penguin' on the desktop to remind them of internet safety rules.
- Children are taught to report any images or videos that concern them, to a trusted adult.
- Parents/carers are regularly provided with information regarding internet safety. They are also given advice regarding the suitability of games and videos e.g. PEGI ratings etc.

Internet use will enhance learning because

- Use of the Internet will be built into Curriculum Planning for all subjects to specifically enrich and extend the learning process.
- Staff will guide pupils in on-line activities that are planned to support the learning outcomes for the pupils' age and maturity.
- Pupils will be taught what is acceptable and what is not acceptable and given clear objectives for Internet use.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location and retrieval.

- The school internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.

Evaluation of Internet content
- Staff will be expected to have evaluated the web sites for appropriate content and its suitability to the age and level of the pupils.
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the Computing Lead.
- Schools should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.

E-mail Management
- All teaching and support staff are provided with work email addresses, these addresses are to be used when emailing other members of staff and external organisations on matters relating to our school.
- E-mail sent by staff, to an external organisation should be written carefully and in a professional manner which reflects the values of our school.

Web site content management
- The school's website is managed and updated in school by Year Heads, Subject Leads, SLT and members of our office and all uploaded content is overseen by the Computing Lead and SLT.
- The point of contact on the website is the school address, school e-mail and telephone number.
- Website photographs that include pupils will be selected carefully and will not enable individual pupils to be identified unless permission has been given by the child's parents/carers.
- Pupils' full names will not be used anywhere on the website, particularly in association with photographs.
- Written permission from parents/carers will be obtained before photographs of pupils are published on the school Website.
- The Head Teacher and Computing Lead will take overall editorial responsibility and ensure content is accurate and appropriate. However, staff will have a duty to report any inaccuracies or inappropriate content they find on the website to the SLT and Computing Lead.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

Use of Tablets/iPads
- Only school tablets/iPads will be used in the classrooms.
- All tablets must be returned to the charging cabinet at the end of each day.
- Each class teacher will be provided with a tablet for their classroom, this will be used to access school's social media accounts and to record pupil progress through the Target Tracker app.
- Staff wanting to take a tablet home for work must inform a member of the SLT.
- All apps used on the school's tablets must be approved by SLT and/or Computing Lead.

Social Networking

- Staff, governors, students or volunteers should not refer in any way whatsoever to our organisation or to the staff, parents/carers, visitors or children that attend our setting on their personal social networking sites.
- Personal social networking sites must not be accessed via the setting's IT equipment (staff will sometimes access school social networking sites through personal equipment).
- Staff should be mindful of professional boundaries and it is advised that they do not have parents/carers as friends on social networking sites, but in cases where they do, should inform SLT of any conflicts of interest.
- Posts on school social media accounts must be written in a professional manner and any posts of photographs of pupils must be posted in accordance with permissions given.
- Please refer to our Social Media Policy.

Internet access authorisation

All staff members will have access to the Internet. All staff, whether Teachers, Teaching Assistants, Administrative staff or other school staff, will also be required to sign an Internet Acceptable Use Agreement.

- In the EYFS and Key Stage 1, access to the Internet will always be supervised by a member of staff, using approved on-line materials.
- Parents/carers will be informed that pupils will be provided with supervised internet access and that its use is a component of curriculum delivery.

Risk assessment

As the quantity and breadth of the information available through the Internet continues to grow it is not possible to guard against every undesirable situation. 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. 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 LA can accept liability for the material accessed, or any consequences of internet access. In order to protect against this the following precautions are taken:

Filter management

- The school will work in partnership with parents/carers, the LA, DFE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- The Computing Lead will ensure that regular checks are made to ensure that the filtering methods are 'fit for purpose'.
- Filtering strategies will be selected by the school in discussion with the filtering provider where appropriate. Where possible, the filtering strategy will be selected to suit the age and curriculum requirements of the pupil.

Introducing the Policy to pupils

All pupils will receive an explanation of the rules for using the internet as appropriate to their age. Pupils will also be taught how to access the internet safely as part of our curriculum.

Staff consultation

All staff must understand that the rules for any LA employee on Internet misuse are quite specific. Instances of misuse resulting in dismissal have occurred. If staff have doubts as to the legitimacy of any aspect of their internet use in school, they should discuss this with the Head Teacher to avoid any possible misunderstanding.

Internet use is widespread and **all** staff should be included in appropriate awareness raising and training. Internet use will be included in the induction of new staff, for instance in the selection of appropriate modes of expression in e-mail communication to prevent confusion.

- All staff including teachers, supply staff and support staff, will be able to access this policy on the shared drive.
- Staff should be aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct are essential.
- The monitoring of internet use is a sensitive matter. Staff who operate monitoring procedures should be supervised by senior management.
- Staff development on school internet policy and on the safe and responsible use of the internet will be provided as required.

IT system security

- The school IT systems will be reviewed regularly with regard to security.
- Virus protection is provided by our internet provider and is regularly checked and updated to provide the best security available.
- Access to our shared network is only available through our onsite networked computers or via remote access through work provided laptops.
- Files held on the school's network will be regularly checked.

Complaints Procedure

Prompt action will be taken if a complaint about inappropriate use is made. Transgressions of the rules may be minor or even unintentional but must be reported to the SLT and safeguarding leads before further appropriate action is taken.

Complaints of a child protection nature must be dealt with in accordance with LA child protection procedures.

- The Head Teacher has responsibility for handling incidents/complaints
- Any complaint about staff misuse must be referred *immediately* to the head teacher.
- Any complaint about head teacher misuse must be referred *immediately* to the chair of governors.
- The complaint's procedure is available to parents/carers via the school website.
- Parent/carers and pupils will need to work in partnership with staff to resolve issues.

Parent/Carer Support

We will endeavour to make parents/carers aware of safe websites and how to use the internet safely. Parents/carers will be responsible for monitoring their children's internet use as with any other media and entertainment resources in their homes.

- Internet issues will be handled sensitively and parents/carers will be alerted in a way as not to cause undue alarm.
- Parents/carers will support their children in accordance with the home learning policy.

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Rules for Staff

Internet Acceptable Use Agreement.

This 'Internet Acceptable Use Agreement' helps to protect staff, pupils and the school by clearly stating what use of the network is acceptable and what is not.

- Irresponsible use will result in the loss of Internet access.
- Network access is via the school's authorised account and password. Remote access must only be used from approved school laptops.
- School computer and internet use must be appropriate to staff professional activity.
- Always respect the privacy of files of other uses. Do not enter the file areas of other staff without their express permission.
- Copyright and intellectual property rights must be respected.
- E-mails should only be sent on a professional basis and not personal use.
- Users are responsible for e-mails they send and for contacts made.
- Anonymous messages and chain letters are not permitted.
- The use of social media chat rooms is not allowed.
- The school IT systems may not be used for private purposes.
- Use for personal financial gain, gambling, political purposes or advertising is not permitted.
- IT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.
- All staff have a responsibility to report any inappropriate material; accessed through the internet, to the Headteacher immediately.
- The use of the staff laptop at home must be for school work and using agreed programmes only.
- All staff must be vigilant about their use of the internet and programmes that they use. School equipment should not be used by other family members or friends.
- All staff should refer to the mobile phone policy.
- Teachers will operate in accordance with the home learning policy.

By signing this agreement, you are agreeing to abide by the points in the agreement and the full Internet Acceptable Use Policy.

Staff signature: _____   Date: _____

Created: September 2016
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September 2012
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January 2021
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