

# Dimple Well Infant School and Nursery

## Acceptable Use of the Internet and Email Policy 2020

## **Introduction**

This policy outlines our purpose in providing access to the internet. It explains how school is seeking to avoid the potential problems that internet access could give rise to and to ensure it used in a responsible and safe way. This policy is to be ran alongside the school's E-Safety, Computing and Social Media policies.

All staff, including teaching and support staff, will be provided with the policy, and will have the importance explained to them. All staff are required to sign this policy upon reading it. See appendix 1. This policy will be available for parents upon request and on the school website.

## **Rationale**

We are providing internet access in order to:

- Raise educational standards
- Support curriculum developments in all subjects
- Support the professional work of staff as its use is now considered an essential professional tool
- Enhance the school's management system and business administration systems
- Enable electronic communication and the exchange of curriculum and administration data with LA
- Enable electronic communication with parents

We believe every child is entitled to the use of the internet regardless of ability. This is in line with the Equality Act 2010, Human Rights Act 1998 and the Educational Needs & Disability Regulations Act 2014. Children will be taught how to use the internet safely.

## **Ensuring Internet access is appropriate and safe.**

In common with other media such as magazines, books and video, some material available on the internet is unsuitable for children. The school will take every measure practical 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 children are not exposed to unsuitable material.

- Our internet access provider ensures a fully filtered system intended to prevent access to inappropriate material.
- Children using the internet at school will be supervised by an adult at all times.
- Staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of the pupil.
- Children will be taught to use the internet responsibly in order to reduce the risk to themselves and others.
- Parents sign and agree to the Acceptable Use agreement- see appendix 2

Due to the international scale and linked nature of information via the Internet, it is not possible to guarantee that particular types of material will never appear on the screen. Children will be taught to inform the teacher or adult immediately if they encounter any material that makes them feel uncomfortable. Children using iPads are encouraged to lock the screen if they encounter any uncomfortable material.

If there is an incident in which a child is exposed to offensive or upsetting material the school will respond to the situation quickly.

- Responsibility for handling incidents will be taken by the Computing Subject Leader and the Headteacher.
- Staff will be informed of the issue as a matter of urgency.
- Children will be supported through the process and briefed accordingly.
- Parents will be informed and an explanation by the school of the actions taken.

If staff or the children discover unsuitable sites, the Computing Subject Leader will be informed. The Subject Leader will report the URL (address) and content to the Internet Service Provider. If the material is considered to be illegal, after consultation with the ISP and the LA, the site will be referred to the Internet Watch Foundation and the police.

Children are expected to play their part in reducing the risk of viewing inappropriate material by obeying the Rules for Responsible Internet Use . If children abuse the privileges of access to Internet facilities by failing to follow the rules, or failing to follow the agreed search plan, sanctions will be applied consistent with our Behaviour Policy.

### **Maintaining the security of the school ICT network**

We are aware that connection to the internet significantly increases the risk that a computer or network may be infected by a virus or accessed by unauthorised persons.

Virus protection will be updated in conjunction with our internet provider and to ensure system security strategies protect the integrity of the network. These will be reviewed regularly and improved as and when required.

### **Using information from the Internet**

We believe that in order for children to use information from the internet effectively, it is important for children to develop an understanding of the nature of the internet and the information it provides.

In particular, much of the information is intended for an adult audience and is not properly audited, edited and most of it is copyright. Children will be taught to expect a wider range of content, both in level and in audience, than is found in the library and on TV.

Teachers will need to validate information wherever and whenever possible before accepting it as true. When copying materials from the web, children will be taught to observe copyright.

Children will be made aware that the writer of an email or the author of a web page may not be the person as it claims to be.

## **Parents**

Parents will be informed that children are provided with supervised internet access as part of their lessons. Parents will be required to sign to say they have discussed the acceptable use agreement with their child- See appendix 3.

Further school guidelines on issues such as safe internet use will be made available to parents with a termly newsletter.

## **Management of e-mail within school**

- Email is regarded as an essential means of communication and schools should take appropriate steps to monitor its use and content
- Communication using e-mail will be organised to ensure its use is appropriate
- The language and content of e-mails should be of an appropriate level expected of any written work and should ensure that the good name of the school is maintained
- The forwarding of chain letters and anonymous letters is banned
- Staff should be aware that all e-mail on the school system is regarded as public and as such will be monitored
- E-mail messages on school business should be regarded as having been sent on headed notepaper and reflect a suitable tone and content
- E-mail and the internet should not be used to order materials or undertake any activity which incurs a cost to the school unless specifically authorised by the school
- Staff should be made aware of the potential for virus infection through the sending of files attached to e-mails
- Excessive personal use should be considered time wasting

## **Publishing material on the school website**

- The school will maintain editorial responsibility for the school's website to ensure that content is accurate and quality of presentation is maintained
- All material must be the author's own work, should credit any other work included, state clearly the author's identity or status and not break copyright
- The point of contact on the website will be the school address, e-mail and telephone number. Home information or individuals' e-mail addresses will not be published
- Photographs of identifiable individual children will be published on the website, only with the consent of parents.

## **Appendix 1**

### **Staff, Governor and Visitor Acceptable Use Agreement**

ICT and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This policy is to help ensure that all staff are aware of their professional responsibilities when using any form of ICT and to help keep staff, governors and visitors safe. All staff are expected to sign this policy confirming their undertaking to adhere to its contents at all times. Any concerns or clarification should be discussed with the headteacher:

- I will only use the school's email / Internet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Headteacher or Governing Body.
  - I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
  - I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
  - I will not give out my own personal details, such as mobile phone number or personal email address, to pupils.
- I will only use the approved email system for any communications with pupils, parents and other school related activities.
- I will ensure that personal data (such as data held on the administration system) is kept secure and is used appropriately. Personal data can only be taken out of school or accessed remotely when authorised by the Headteacher or Governing Body and with appropriate levels of security in place.
  - I will not install any hardware or software on school equipment without the permission of the ICT coordinator
  - I will report any accidental access to inappropriate materials immediately.
  - I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with data protection policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher in line with data security policy.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to the Headteacher.
  - I will respect copyright and intellectual property rights.
  - I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute. This includes ignoring invitations from pupils and parents to be part of their social networking sites.
- I will support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.

#### **User Signature**

I agree to follow this acceptable use policy and to support the safe use of ICT throughout the school

Full Name: .....Signature ..... Date .....

**Appendix 2**

Dear Parent/Carer

ICT including the internet and email is an important part of learning in our school. We expect all children to be safe and responsible when using any form of ICT.

An acceptable Use Agreement has been produced to help keep your child safe when using ICT in school. Please read and discuss the Acceptable Use Agreement with your child and return the slip at the bottom of the page. If you have any concerns or would like to ask any questions please contact school.

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**Parent/care signature:**

We have discussed the acceptable use agreement and ..... (child's name) agrees to follow this agreement to support the safe use of ICT at school.

Parent / carer's signature .....

Class ..... Date .....