ACCEPTABLE USE OF THE INTERNET AND DIGITAL TECHNOLOGIES

Policy foundation

This policy is based on and complies with DENI Circular 2007/1 on Acceptable Use of the Internet and Digital Technologies in Schools.

Acorn Integrated Primary School

Nurturing Growth Together

From Little Acorns Great Oaks Will Grow

Person responsible for policy	Board of Governors Mrs. J. Fuller
Reviewed	annually
Next review Date	See Policy Review framework

1. Introduction

In Acorn IPS we believe that the Internet and other digital technologies are very powerful resources which can enhance and potentially transform teaching and learning when used effectively and appropriately. The Internet is an essential element of 21st-century life for education, business and social interaction. This school provides pupils with opportunities to use the excellent resources on the Internet, along with developing the skills necessary to access, analyse and evaluate them.

This document sets out the policy and practices for the safe and effective use of the Internet in Acorn Integrated Primary School. The policy has been drawn up by the staff of the school under the leadership of the ICT Co-ordinator.

It has been approved by governors and circulated to all parents.

The policy and its implementation will be reviewed regularly.

DENI Circular 2007/1

"Used well, digital technologies are powerful, worthwhile educational tools; technical safeguards can partly protect users, but education in safe, effective practices is a key goal for schools."

2. Code of Safe Practice

When using the Internet, email systems and digital technologies, all users must comply with all relevant legislation on copyright, property theft, libel, fraud, discrimination and obscenity. The Code of Safe Practice for Acorn IPS makes explicit to all users, staff and pupils, what is safe and acceptable and what is not.

The scope of the Code covers fixed and mobile Internet; school PCs, laptops and digital video equipment. Devices owned personally by staff and pupils but brought onto school premises, such as mobile phones and camera phones, are subject to the same requirements as technology provided by the school.

The ICT Co-ordinator will monitor the effectiveness of the Code of Practice, particularly in the light of new developments in technology.

Code of Practice for Pupils

Pupil access to the Internet is through a filtered service provided by C2K, which should ensure that educational use of resources is safe and secure, while protecting users and systems from abuse. Parental permission is sought when a pupil enters the school, before the pupil accesses the Internet.

In addition, the following key measures have been adopted by Acorn IPS to reduce the risk of pupils accessing inappropriate material:

- The school's Code of Practice for use of the Internet and other digital technologies is made explicit to all pupils and displayed prominently.
- Pupils using the Internet will normally be working in highly visible areas of the school.
- All online activity is for appropriate educational purposes and is supervised, where possible.
- Pupils will, where possible, use sites pre-selected by the teacher and appropriate to their age group.
- Pupils are educated, as appropriate, in the safe and effective use of the Internet through a number of selected programmes.

Important

However rigorous these measures may be, they can never be 100% effective. Neither the school nor C2K can accept liability under such circumstances.

The use of mobile phones by pupils is not normally permitted on school premises during school hours, unless in exceptional circumstances where permission may be granted by a member of staff.

During school hours, pupils are forbidden to play computer games or access social networking sites unless specifically assigned by the teacher.

Sanctions

Incidents of technology misuse will be dealt with in accordance with the school's discipline policy. Minor incidents will be dealt with by the Principal or ICT Co-ordinator and may result in a temporary or permanent ban on Internet use.

Incidents involving child protection issues will be dealt with in accordance with the school's child protection procedures.

Code of Practice for Staff

Staff have agreed to the following Code of Safe Practice:

- Pupils accessing the Internet should be supervised by an adult at all times.
- All pupils are aware of the rules for the safe and effective use of the Internet. These are displayed in classrooms and discussed with pupils.
- All pupils using the Internet have written permission from their parents.
- Recommended websites for each year group are available under Favourites. Any additional websites used by pupils should be checked beforehand by teachers to ensure there is no unsuitable content and that material is age-appropriate.
- Deliberate or accidental access to inappropriate materials, or any other breaches of the school Code of Practice, should be reported immediately to the Principal or ICT Co-ordinator.
- In the interests of system security, staff passwords should only be shared with the network manager.
- Teachers are aware that the C2K system tracks all Internet use and records the sites visited. The system also logs emails and messages sent and received by individual users.
- Teachers should be aware of copyright and intellectual property rights and should be careful not to download or use any materials which are in breach of these.
- Photographs of pupils should, where possible, be taken with a school camera. Images should be stored in a centralised area on the school network, accessible only to teaching staff.
- School systems may not be used for unauthorised commercial transactions.

3. Internet Safety Awareness

In Acorn IPS, we believe that, alongside having a written safety policy and Code of Practice, it is essential to educate all users in the safe and effective use of the Internet and other forms of digital communication. We see education in appropriate, effective and safe use as an essential element of the school curriculum. This education is as important for staff and parents as it is for pupils.

Internet Safety Awareness for Pupils

Rules for the acceptable use of the Internet are discussed with all pupils and are prominently displayed in classrooms. In addition, Key Stage 2 pupils follow a structured programme of Internet Safety Awareness using a range of online resources.

Internet Safety Awareness for Staff

The ICT Co-ordinator keeps informed and updated on issues relating to Internet Safety and attends regular courses. This training is then disseminated to all teaching staff, classroom assistants and supervisory assistants on a regular basis.

4. Health and Safety

Acorn IPS has attempted, insofar as possible, to ensure a safe working environment for pupils and teachers using ICT resources in classrooms. Pupils are supervised at all times when interactive whiteboards and digital projectors are being used.

5. Digital and Video Images of Pupils

Parental permission is sought when a child is admitted to school to cover the use of photographs of pupils on the school website, in the local press and for displays within school. Written permission must be obtained from a parent or carer.

School Website

Our school website promotes and provides up-to-date information about the school, as well as giving pupils an opportunity to showcase their work and other aspects of school life. To minimise the risk of images of pupils on the school website being used inappropriately, the following steps are taken:

- Group photographs are used where possible, with general labels or captions.
- Names and images are kept separate. If a pupil is named, the pupil's photograph is not used and vice versa.
- The website does not include home addresses, telephone numbers, personal emails or any other personal information about pupils or staff.

Storage of Images

Digital and video images of pupils are, where possible, taken with school equipment. Images are stored in a centralised area on the school network, accessible only to teaching staff. Photographs of pupils are removed when they leave the school.

6. Social Software

Chatrooms, blogs and other social networking sites are blocked by the C2K filters so pupils do not have access to them in the school environment. However, we regard the education of pupils on the safe and responsible use of social software as vitally important, and this is addressed through our Internet Safety Education for pupils.

Instances of cyberbullying of pupils or staff will be regarded as very serious offences and dealt with according to the school's discipline policy and child protection procedures. Pupils are aware that any misuse of mobile phones, websites or email should be reported to a member of staff immediately.

ICT CODE OF PRACTICE AGREEMENT

For Pupils and Parents

Why these rules matter

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us to be fair to others.

I agree that:

- ☐ I will access the system using my own login and password, which I will keep secret.
- ☐ I will not access other people's files without permission.
- ☐ I will not bring software, disks or CDs into school without permission.
- ☐ I will ask permission from a member of staff before using the Internet.
- ☐ I will only email people I know, or people my teacher has approved.
- ☐ I will not open emails sent by someone I do not know.
- ☐ The messages I send will be polite and responsible.
- ☐ I will not give out my home address or telephone number, or arrange to meet someone.
- ☐ I will report any unpleasant material or messages sent to me.
- ☐ I understand that the school may check my computer files and may monitor the Internet sites I visit.
- ☐ I will not use Internet chatrooms in school.
- ☐ I will never give out personal information or passwords.

Agreement Signatures

Pupil name	Class
Signed by pupil	Date
Signed on behalf of pupil (P1-P2 only)	Date
Signed by parent/guardian	Date