



Beamont Primary Academy

Internet Acceptable Use Policy

The Role of the Internet

The Internet is a powerful tool that can contribute to raising educational standards and help to promote pupil achievement. It can support the professional work of staff and enhance the school's management information and business administration systems. The Internet is an essential element in 21st Century life for education, business and social interaction. The school has a duty to provide students and staff with a secure online learning environment, and advice on how to use the technology safely. It will therefore be deemed that all use of the Internet from school based systems will constitute council or educational purpose, and that use therefore must be appropriate, relevant to duty, and mindful of security disciplines.

Providing a Secure Online Learning Environment

Children and young people are vulnerable and may expose themselves to danger, whether knowingly or unknowingly, when using the Internet and other technologies.

In order to provide a safe online learning environment we will establish and maintain an effective range of technological tools supported by an infrastructure of whole-school awareness, designated responsibilities, policies and procedures as well as a comprehensive Internet safety education programme for the whole school community.

The central point of contact for all network related safety issues within the school will be the IT Coordinators. The IT Coordinators will ensure:

- that policies are current and adhered to;
- that instances of breaches and abuse are monitored and reported to the Head teacher and governors;
- that all staff receive relevant information about emerging issues.

The Head teacher will ensure that the Internet policy is implemented and compliance with the policy monitored.

The Local Authority, via the Warrington Wide Area Network, filters all Internet access into the School. The school will work in partnership with parents, the LA, and DfE to ensure systems to protect pupils are constantly reviewed and improved. If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the IT Coordinators. Senior staff will check provision to ensure that it remains effective and the school's filtering strategy will be reviewed regularly and additional resources added as deemed necessary.

Student/Pupil Network and Internet Access

The school's Responsible Internet Use Statement governs all pupil access to the Internet. Parents are informed that pupils are provided with supervised Internet access and must sign and return the Internet Use Consent Form. Pupil instruction in responsible and safe use will precede any Internet access and all students must agree to abide by the Internet Responsible Use Statement, which is posted near all computer systems.

Access to the curriculum network has been designed expressly for pupil use and includes filtering appropriate to the age of the pupils. In common with other media such as magazines,

books and video, some material available via the Internet is unsuitable for pupils. The school takes 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.

Beamont Primary School cannot accept liability for the material accessed, or any consequences of Internet access.

Pupils will be taught what is acceptable and what is not acceptable and given clear objectives for Internet use so that all Internet access is carefully planned to enrich and extend learning activities. Education is essential in helping children and young people to develop their own parameters of acceptable behaviour when online, and allow them to develop their own strategies for protecting themselves when using ICT in situations where the adult supervision and technological protection offered within the school environment are not available. Pupils are taught how to use the Internet safely both at school and at home. For example Internet searches will only be conducted using a secure search engine appropriate to the age of the pupil. They are taught to be critically aware of the materials they read and are shown how to validate information before accepting its accuracy. Pupils will also be taught to acknowledge the source of information and to respect copyright in their own work. Activities relating to responsible Internet use are included within the school's citizenship programme and Internet safety issues are embedded within the wider curriculum.

Students are not allowed to use the network for any form of illegal activity, for example downloading copyright materials, introducing viruses, or to hack into other computers. Such issues are covered by the Computer Misuse Act 1990, the Data Protection Act 2018 and copyright legislation. If illegal behaviour by a pupil is suspected, the school has a duty to consult with the police at the earliest opportunity, preserving any potential evidence.

Use of Chat Rooms, newsgroups and instant messaging services

Pupils are not allowed access to public or unregulated chat rooms. Newsgroups and instant messaging services are not made available unless a specific educational requirement for their use has been demonstrated.

Use of Email

Pupils may only use approved e-mail accounts on the school system where use is restricted to educational purposes. Any incidence of a pupil receiving a threatening or offensive email will be reported in the first instance to the class teacher. Pupil email addresses will not disclose personal pupil information and pupils must not reveal details of themselves or others in email communication. E.g. home address or telephone number. Email sent to an external organisation will be written carefully and authorised before sending in the same way as an official school letter.

Use of Emerging Technologies

Emerging technologies will be examined for educational benefit and a risk assessment carried out before use in school is allowed. Access to virtual school communities is strictly monitored and users must adhere to the school Internet policy regarding appropriate user access, including the download and uploading of files. Uses of portable media are closely monitored as potential sources of computer virus and inappropriate material. Portable media may not be brought into school without specific permission and a virus check. Mobile phones will not be permitted to be used by children at school. All Internet access is through the school's filtered network and students must not use personal digital devices to gain alternative access.

Staff Network and Internet Access

All staff (including teachers, supply staff, classroom assistants and support staff and where relevant, visitors) are provided with the school Internet policy and its importance explained. All appropriate adults must accept the terms of the Responsible Internet Use Statement before using the Internet. All appropriate adults are aware that Internet traffic may be monitored and traced and senior management will supervise such procedures. All appropriate adults sign a Code of Conduct outlining their responsibilities with regard to Internet safety.

Staff will use their professional discretion to ensure that the school network, email and Internet are, at all times, used in a professional manner. Any information downloaded must be respectful of copyright, property rights and privacy. Information downloaded is stored in the cache of the system, and therefore can potentially be observed by a third party, including pupils.

Downloading of offensive or explicit material, unlicensed software or software for personal use may result in a disciplinary response by the school or authorities. Offensive sites that escape a block by the filtering application or firewall must be reported to the ICT Coordinators. Any information uploaded must be mindful of confidentiality, data security and not be in conflict with Council policies.

Staff will receive regular update training regarding acceptable behaviour online and are aware of the procedures for reporting accidental access to inappropriate materials. If illegal behaviour by a staff member is suspected, the school has a duty to consult with the police at the earliest opportunity, preserving any potential evidence.

Devices for Teachers

The laptop, iPad and any other device issued to a member of the teaching staff remain the property of the school. Users of such equipment should therefore adhere to school policy regarding appropriate use with regard to Internet access, data protection and use of software.

Managing the School Website

The points of contact on the school's website shall be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.

Web site photographs that include pupils are selected carefully and do not enable individual pupils to be identified. Written permission from parents or carers is obtained in a blanket statement on entry to the school. This allows the school to use photographs of pupils on the school web site. Pupils' full names are not be used anywhere on the Web site, particularly associated with photographs.

The Head teacher takes overall editorial responsibility and ensures content is accurate and appropriate. The copyright of all material used on the site is held by the school, or attributed to the owner where permission to reproduce has been obtained. The Web site complies with the school's guidelines for publications.

Monitoring of Internet and Network Use

The school will keep an up-to-date record of all staff and pupils who are granted Internet access. The school has a duty to monitor the use of the Internet and email systems to prevent inappropriate usage and to ensure that the online learning environment is safe and secure. IT systems are protected against virus and other malware using appropriate software protection that is regularly updated. Systems are regularly reviewed with regard to security in line with data protection principles. Files held on the school's computer systems may periodically be checked to ensure that the school network is not compromised.

Complaints

Incidents regarding the misuse of the Internet by students are delegated to the IT Co-ordinators who will decide which additional evidence should be gathered or recorded. A partnership approach with parents is encouraged. Any complaint about staff misuse will be referred to the Headteacher. Complaints of a child protection nature must be dealt with in accordance with child protection procedures

Community Use

Out of hours users of the school IT network and internet services will need to sign the acceptable use policy and will be made aware of restrictions pertinent within the policy with respect to appropriate use and monitoring procedures.

Responsible Internet Use Statement

We use the school computers and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- *I will ask permission before entering any Web site, unless my teacher has already approved that site.*
 - *I will not look at or delete other people's files.*
- *I will not bring memory sticks, CD-ROMs or other media storage devices into school without permission.*
- *I know that the school may check my computer files and may monitor the Internet sites I visit.*
 - *I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.*
- *I may only use the E-mail account that has been provided for me by the school and this must only be used in school for educational purposes*
 - *I will only e-mail people I know, or my teacher has approved.*
 - *I will not tell anyone I meet on the Internet my home address or telephone number.*
- *I will not send anyone my picture or anything else, without first checking with my teacher.*
 - *I must never arrange to meet anyone in person.*

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Headteacher: Ms Karen Morris

Date:

Dear
Parents

Responsible Internet Use

As part of your child's curriculum and the development of computing skills, Beamont Primary School is providing supervised access to the Internet. We believe that the effective use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world.

Please would you read the attached Rules for Responsible Internet Use and sign and return the consent form so that your child may use the Internet at school.

Your child will not be allowed to use the Internet in school unless this form is received.

Although there are concerns about pupils having access to undesirable materials, we have taken positive steps to reduce this risk in school. Our school Internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe Internet access if you wish. We also have leaflets from national bodies that explain the issues further. Please ask for any information in this regard.

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.

Should you wish to discuss any aspect of Internet use please telephone me to arrange an appointment.

Yours sincerely

Ms K L Morris
Headteacher

Beamont Primary School
Responsible Internet Use
Please complete, sign and return to the school business
manager

Pupil:

Class:

Pupil's Agreement

I have read and I understand the school Rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

Signed:

Date:

Parent's Consent for Internet Access

I have read and understood the school rules for responsible Internet use and give permission for my son / daughter to access the Internet. 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: