

This policy encompasses the use of technologies including the internet, mobile phones and collaboration tools. It should be read in conjunction with all other policies.

Aims

- to establish the ground rules for use of the Internet and other forms of electronic communication;
- to highlight the need to educate pupils about the benefits and risks of using communications technologies;
- to provide safeguards for school users;
- to ensure that children and their families understand and subscribe to the rules.

Teaching and Learning

- The Internet is an essential element in 21st-century life for education, work and social interaction. The school has a statutory duty to provide students with quality Internet access as part of their learning experience.
- The school Internet access is designed expressly for pupil use and includes filtering appropriate to the age of the pupils.
- Pupils are taught what Internet use is acceptable and what is not and are given clear guidance and objectives for their activities.
- The school ensures that the use of Internet-derived materials by staff and pupils complies with copyright law.

Internet Access

- School ICT system's capacity and security is reviewed regularly.
- Virus protection is updated regularly.
- The school takes all reasonable precautions to ensure that users access only appropriate material managed by the Yare Education Trust suggested filtering system.
- At Foundation Stage and Key Stage 1, access to the Internet will be by adult demonstration with directly supervised access to specific, approved on-line materials.
- At Key Stage 2, access to the Internet will be by supervised access to specific, approved on-line materials.
- Parents are asked to read the school rules for responsible Internet use and to sign and return a consent form.
- A pupil may have their access withdrawn if they fail to abide by the rules for acceptable use.

E-mail

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone.
- E-mail sent to an external organisation must be authorised before sending, in the same way as a letter written on school headed paper.

School website

- The contact details on the website should be the school address, e-mail and telephone number.
- Staff or pupils' personal information is not published.
- The headteacher has overall editorial responsibility and ensures that content is accurate and appropriate.
- Pupils' full names are not used anywhere on the website.
- Written permission of parents/carers must be obtained before photographs of children are published on the school website.

Social networking and personal publishing

- The school blocks access to social networking sites.
- Pupils are told never to give out personal details of any kind that might identify them.
- Pupils and parents/carers are advised that the use of social network spaces outside school is inappropriate for primary aged children.
- Pupils are not allowed to use mobile phones during school time. The sending of abusive or inappropriate text messages is forbidden.

Protecting personal data

- Personal data is recorded, processed, transferred and made available according to the Data Protection Act 1998.

Handling e-safety complaints

- Complaints of internet misuse are dealt with by a senior member of staff.
- Any complaint about staff misuse is referred to the headteacher.
- Complaints of a child protection nature are dealt with in accordance with the school's child protection procedures.

Informing parents/carers, children and staff

- E-safety rules are posted in all networked rooms and discussed with pupils at the start of each year.
- Pupils and staff are made aware that network and Internet use will be monitored.
- All staff have read the school's e-safety policy and know its importance.



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- Parents' attention is drawn to the school's e-safety policy in newsletters and in the school brochure; the Rules for Responsible Internet Use are shared regularly, together with a permissions form for both parent/carer and pupil to sign and a staff form to sign too. (See Appendices A and B)

This policy should be read in conjunction with all other school policies.

Review Date: September 2018



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Appendix A
Dussindale Primary School
Acceptable use Policy
Agreement for responsible ICT use and E-safety rules

- I will use ICT in schools only for school work and homework.
- I will not share my ICT passwords.
- I will only open or delete my own files.
- When e-mailing I will use my school or class email address and I will only email people I know or who my teacher has approved.
- I will make sure ICT communications with other pupils and adults are polite and responsible.
- I will not send pupils or adults any content which is unpleasant. If I find something like this, I will report it to my teacher.
- I will not share details of my name, home address or telephone number or arrange to meet someone unless it is part of a school project and is supervised by a staff member.
- I will not download program files from the internet or upload images, sound, video or text content that could upset others.
- I will not bring any portable data storage into school.
- I will ask permission from a staff member before using the internet and I will only access websites that have been authorised by the teacher.
- I am responsible for my behaviour whilst using ICT.
- To protect other pupils and myself, I will inform a teacher if I see anything online that makes me feel unhappy, uncomfortable or if I receive messages I do not like.
- I understand that my use of ICT can be checked and that my parent/carer will be contacted if a member of school staff is concerned about my e-safety.



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Appendix B
Dussindale Primary School
Agreement for responsible ICT use and E-safety rules

Dear Parent/Carer,

The use of ICT including the internet, e-mail, mobile, social networking etc. has become a crucial part of learning and we want all pupils to be safe and responsible while using these valuable resources.

Our school internet access provider operates a filtering system that restricts access to inappropriate materials, and e-mail is operated only through approved accounts on the school system.

As part of our carefully planned and supervised computing curriculum we use ICT, the internet and email to enhance pupils learning. Children will be expected to play a part in being responsible and safe when using ICT resources and the internet at school. Please read through these rules and reinforce them with your child. Please sign and return the agreement slip below.

Our e-safety policy is available to read if you would like to, it can be found on the school website.

Yours sincerely

Louise Norgate
Head Teacher

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E-safety acceptable use agreement

Child's name Class

We have discussed these rules and _____ (child's name) agrees to follow the e-safety rules and support the safe use of ICT at Dussindale Primary School.

Parent/Carer signature Date



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