

## Holy Family R.C. Primary School

### Acceptable and Safe use of ICT and Internet Policy



#### OVERVIEW

ICT equipment and the internet offer incredible opportunities for promoting and extending learning. In this school we will make best use of these tools to promote excellence and enjoyment. With the use of ICT and the Internet comes risk. We will do all we can to ensure that the internet and ICT is used safely and acceptably by all in school for the purposes that we intend. Staff and learners will be trained in acceptable use and the school will monitor usage.

#### OBJECTIVES

1. To ensure that on site and off site, ICT equipment and the internet are used in line with our Safeguarding Policies.
2. To ensure that all staff and learners understand what is acceptable use of ICT and the Internet.
3. To monitor devices to ensure that they have not been put to unacceptable use.
4. To ensure that all members of staff are personally responsible for acceptable use of any school equipment for which they are responsible.
5. To have a nominated member of the SLT who will have oversight of E-Safety, Acceptable Use of the Internet and Cyber Bullying.
6. To take immediate and prompt action to prevent misuse of ICT and keep a log of any e-safety issues or unacceptable usage.

#### STRATEGIES

1. To train staff and learners in acceptable use of ICT and the Internet.
2. To monitor and supervise learners when they use ICT and the internet.
3. To monitor staff usage of ICT equipment and the internet.
4. To ensure that all staff and learners understand that the school's ICT equipment must only be used for its intended purpose and not for personal use.
5. To only allow authorised persons to have use of the school's equipment.
6. School equipment must not be used for accessing personal and social networking sites.
7. Personal, portable storage devices must not be attached to school equipment.
8. To take disciplinary action where this policy is breached and to take appropriate sanctions against those who breach it.
9. To act promptly if a discovery of inappropriate use found or if a disclosure is made.
10. To involve parents and any appropriate authorities where there is evidence of unacceptable use of ICT.
11. To ensure that passwords, ICT security and confidentiality are not breached and that all ICT is secure.
12. Staff must not use ICT to make social contact with pupils in this school or any other, nor should they allow any pupil to access to their personal or social websites in or out of school hours.
13. Pupils will not be allowed to have mobile ICT devices switched on whilst they are on school premises.
14. Any cyber bullying of staff or pupils, in or out of school, must be reported and then investigated rigorously, in conjunction with any relevant authority including the police if appropriate.

## **Pupils' Access to the Internet**

- Holy Family School will normally only allow children to use the Internet when there is a responsible adult present to supervise. However, it is unrealistic to suppose that the teacher's attention will always be directed toward the computer screen.
- Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils, the expectation we have of pupils.
- Teachers will have access to pupils' emails and other Internet related files and will check these on a regular basis to ensure expectations of behaviour are being met.

## **Using e-mail**

It is important that communications with persons and organizations are properly managed to ensure appropriate educational use and that the good name of the school is maintained.

Therefore:

- Pupils will only be allowed to use e-mail once they have been taught the Rules of Responsible Internet Use and the reasons for these rules.
- Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor children using e-mail.
- Pupils may send e-mail as part of a planned lesson and will be given individual e-mail accounts.
- In-coming e-mail will not be regarded as private.
- Staff will have the opportunity to check children's e-mail messages they compose before sending them.
- Pupils will not be permitted to use e-mail at school to arrange to meet someone outside school hours.

## **Rules for Responsible Internet Use - Pupils**

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

### **Using the computers:**

- I will only access the computer system with the login and password I have been given;
- I will not access other people's files;
- I will not bring in pen drives, CD's or any electronic data from outside school unless I have been given permission;
- I will use the computers only for school work unless my teacher allows a different use. Using the

### **Internet:**

- I will ask permission from a teacher before using the Internet;
- I will only use the Internet when I have permission and a teacher supervises me;
- I will not try to find or use unacceptable material from the Internet.
- I will not download software from the Internet unless this is authorised by the teacher.
- I will not use school resources to subscribe to any goods or services, nor buy or sell using the internet
- I understand that the school will check my computer files and will monitor the Internet sites I visit • I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself.

### **Using the e-mail:**

- I will only e-mail people with permission;

- I will ask permission from a teacher before sending the e-mail;
- I will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission;
- I will respect the privacy of others. I will not publish their names, addresses, phone numbers or photographs.
- I will not send unsuitable e-mail messages. The messages I sent will be polite, responsible and only signed in my name.
- I will report any unpleasant material or messages sent to me. I understand this report would be confidential and would help protect other pupils and myself;
- I understand that e-mail messages I receive or send may be read by others;
- I will not use e-mail to arrange to meet someone outside school hours.
- I will remember that access is a privilege, not a right and that access requires responsibility.

**Sanctions:**

Any breach of these rules, policy may lead to the following sanctions:

- 1.A temporary or permanent ban in Internet use.
- 2.Pupils' parents being contacted.

Dear Parent,

### Internet

As part of the school's ICT programme we offer pupils supervised access to the Internet. This will enable pupils to explore information in libraries, museums, art galleries and other areas of information with which to enhance their learning.

Whilst our aim for Internet use is to further educational goals and objectives, pupils may find ways to access other materials as well. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

Our aim is to provide a safe access to the Internet and to achieve this we will only allow pupils access to computers and the Internet under adult supervision and guidance. The rules governing access to the Internet will be explained to pupils, as appropriate.

Yours sincerely

Mrs Tunnicliffe

Headteacher

### OUTCOME

In this school we will do all that we can to ensure the acceptable use of ICT and the Internet to promote teaching, learning, excellence and enjoyment. This policy is written to promote the safety of all in our school.

Adopted by the Governing Body