



Acceptable Use Policy (E-Safety) – Pupils

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This policy outlines our purpose in providing access to the Internet, e-mail and other communication technologies at Lyncrest Primary School and explains how the school is seeking to avoid the potential problems that unrestricted access could create at school and at home.

Internet Access in School

- All staff and any other adults involved in supervising children accessing the Internet, will be provided with the school Acceptable Use Policy (E- Safety), and will have its importance explained to them.
- Children will be granted access to the internet based on their understanding and adherence to the schools **Acceptable Use Agreement For Pupils and Parents (ICT Use Rules and Responsibilities)**, found at the end of this document.

Using the Internet to Enhance Learning

Access to the Internet is a planned part of the curriculum that will enrich and extend learning activities and is integrated into schemes of work. As in other areas of their work, we recognise that pupils learn most effectively when they are given clear objectives for Internet use.

Different ways of accessing information from the Internet will be used depending upon the nature of the material being accessed and the age of the pupils:

- access to the Internet may be by teacher demonstration
- pupils may be given a suitable web site to access using a link prepared by the teacher
- pupils may be provided with lists of relevant and suitable web sites which they may access
- pupils may be allowed to undertake their own Internet search having agreed a search plan with their teacher and will be informed that checks can and will be made on files and the sites they access.

Pupils accessing the Internet will be supervised by an adult, normally their teacher, at all times. They will only be allowed to use the Internet once they have been taught the Internet **ICT Use Rules and Responsibilities** and the reasons for these rules. Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor the children using the Internet.

Using Information from the Internet

In order to use information from the Internet effectively, it is important for pupils to develop an understanding of the nature of the Internet and the information available on it:

- pupils will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on television
- teachers will ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the Internet (as a non-moderated medium)
- when copying materials from the Web, pupils will be taught to observe copyright;
- pupils will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed.

Maintaining the Security of the School ICT Network

Connection to the Internet significantly increases the risk that a computer or a computer network may be compromised or accessed by unauthorised persons. The schools ICT service will update virus protection regularly, will keep up-to-date with ICT developments and work with the school and the school's Internet Service Provider to ensure system security strategies to protect the integrity of the network are reviewed regularly and improved as and when necessary. Users should not expect that files stored on servers or storage media are always private.

Ensuring Internet Access is Appropriate and Safe

The Internet is freely available to any person wishing to send e-mail or publish a web site. In common with other media such as magazines, books and video, some material available on the Internet is unsuitable for pupils.

Pupils in school are unlikely to see inappropriate content in books due to selection by publisher and teacher and the school will take every practical measure 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 pupils are not exposed to unsuitable material:

- our Internet access is purchased from Schools Broadband which provides a service designed for pupils including a filtering system intended to prevent access to material inappropriate for children;
- children using the Internet will normally be working during lesson time and will be supervised by an adult (usually the class teacher) at all times;
- staff will check that the sites pre-selected for pupil use are appropriate to the age of the pupils;
- staff will be particularly vigilant when pupils are undertaking their own search and will check that the children are following the agreed search plan;
- pupils will be taught to use e-mail and the Internet responsibly in order to reduce the risk to themselves and others;
- the school will ensure that occasional checks are made on files to monitor compliance with the school's ICT Acceptable Use Policy;
- the headteacher will ensure that the policy is implemented effectively;
- methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in accordance with national guidance and that provided by the LA.

Generally, the above measures have been highly effective. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that particular types of material will never appear on a computer screen. Neither the school nor Northamptonshire County Council can accept full liability for the material accessed, or any consequences of this.

Pupils will be taught to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

If there is an incident in which a pupil is exposed to offensive or upsetting material, responsibility for handling incidents involving children will be taken by the safeguarding team, in consultation with the Head Teacher and the pupil's class teacher. All the teaching staff will be made aware of the incident if appropriate.

- If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue.
- If staff or pupils discover unsuitable sites, the headteacher will be informed and the schools IT service and internet providers will be informed so that the most appropriate

course of action may be taken.

- Pupils are expected to play their part in reducing the risk of viewing inappropriate material by following classteacher's instructions for recommended searches and content. If pupils abuse the privileges of access to the Internet or use of e-mail facilities by failing to follow the rules they have been taught or failing to follow the agreed search plan when undertaking their own Internet search, then sanctions consistent with our School Behaviour Policy will be applied. This will involve informing the parents/carers. Access to the Internet may also be denied for a period.

Mobile Phones

To further ensure safe internet use, children are not permitted mobile telephone devices in school, unless they are in year 5 and 6 and are walking home without parents. In order for them to bring these devices from home, the parent must write a letter to the head teacher asking for permission for the child to bring the device. They must also, deposit the device immediately at the office upon arrival to the school grounds. They are not permitted to use it on the school grounds at all.

Photographs

Prior permission is sought from all parents regarding the use of images for printed publications, media, website and videos. Staff should check the relevant year group permission list before using images of children.

Internet access and home/school links

Parents will be informed that pupils are provided with supervised Internet access as part of their lessons and this policy will be circulated to all parents via the school's online messaging system.

Parents must also be aware that although the school will educate their children and keep them (the parents) informed about online safety, it is wholly the parent's responsibility to ensure their child is using age appropriate apps and content (including computer games). If problems from the use of social media or relative applications arise, the school cannot take responsibility for rectifying any connected issues; this is the parent's responsibility. Accordingly, the school may feel it necessary to contact relevant authorities if parents or carers are allowing their children to access and use non- age appropriate apps and content outside of school.

All parents are expected to complete the **Acceptable Use Agreement For Pupils and Parents** with their child.



Acceptable Use Agreement For Pupils and Parents (ICT Use Rules and Responsibilities)

Name of pupil:

When using the school's ICT systems and accessing the internet in school, I will not:

- Use them for a non-educational purpose
- Use them without a teacher being present, or without a teacher's permission
- Access any inappropriate websites
- Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity)
- Use chat rooms
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Share my password with others or log in to the school's network using someone else's details
- Give my personal information (including my name, address or telephone number) to anyone without the permission of my teacher or parent/carer
- Arrange to meet anyone offline
- I will immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others
- I will always use the school's ICT systems and internet responsibly

If I bring a personal mobile phone device into school (only applicable to children in year 5 and 6):

- I will only do so, due to the fact that I am walking home (without my parents) and I have a letter, written to the head teacher, confirming this
- I will hand it into the office, through the window before entering the playground (and I will hand my device in, in this way for any other school events; for example the school disco)
- If I do not follow the previous two points I will no longer be allowed to bring the device to school until further notice

Signed (pupil):

Date:

Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff.

I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for bringing personal mobile phone devices to school, and will make sure my child understands these. I also agree that, although the school will keep my child and myself informed about online safety, it is wholly my responsibility to ensure my child is using age appropriate apps and content (including computer games). If problems from the use of social media or relative applications arise, the school cannot take responsibility for rectifying any connected issues; this is my responsibility. I am aware that the school may feel it necessary to contact relevant authorities if I am allowing my child to access and use non-age appropriate apps and content outside of school.

Signed (parent/carer):

Date: