



HORWICH PARISH CE PRIMARY SCHOOL

ACCEPTABLE USE AND E-SAFETY POLICY

All involved parties should read this policy and its annexes carefully to ensure that they fully understand and accept the contents before signing it.

'Acceptable and Responsible Use of ICT Resources'

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1 AIMS OF THE POLICY

- To create a safe ICT learning environment, ensuring that everyone is aware of the issues and how they impact upon the particular school environment and the pupils within the school.
- To establish a clear understanding of the responsibilities of all those involved in the education of children and young people with regard to e-safety.
- To provide guidance detailing the ways in which ICT facilities can and cannot be used in school by both pupils and staff, and listing consistent sanctions, procedures and support strategies for dealing with misuse.

2 THE BENEFITS AND USE OF INTERNET ACCESS AND OTHER TECHNOLOGIES FOR EDUCATION

Access to the Internet offers both pupils and teachers vast, diverse, and unique resources for effectively locating, retrieving and exchanging information using ICT. The Internet opens up opportunities to initiate cultural exchanges between pupils from all over the world, while at the same time providing access to educational, social and leisure resources.

The main reason that we provide Internet access to our teachers and pupils is to promote educational excellence by facilitating resource sharing, innovation, and communication. However, for both pupils and teachers, Internet access at school is a privilege and not an entitlement.

Unfortunately as there is the possibility that pupils will encounter inappropriate material on the Internet, the school will actively take all reasonable precautions to restrict pupil access to both undesirable and illegal material.

Digital photography, search engines, blogging, forums and wikis are having an increasing part in education. These can enhance children's learning and ability to share ideas, but need to be treated with great caution so that children can use them in a safe environment.

Teachers are responsible for guiding pupils in their on-line activities, by providing clear objectives for Internet use. Teaching staff will also ensure that pupils are only too aware of what is regarded as acceptable and responsible use of the Internet. The main goal is to utilise Internet access to enrich and extend those learning activities that reflect the curriculum requirements and the age and maturity of the pupils.

Pupils will access websites from bookmarks within the 'Favourites' folder in their browser. These will have been previewed and approved by their teacher.

The free use of search engines is permitted only when another teacher or member of staff is present. Child friendly search engines, for example askkids.com can filter most websites with inappropriate content and will be used as a first option. Other search engines intended for use by pupils offer a filtered list of links.

All Internet access is filtered through a proxy server to screen out undesirable sites at source



3 WHOLE-SCHOOL NETWORK SECURITY STRATEGIES

The school's computer network security systems are reviewed regularly using our ICT technical support (Benchmark) on a fortnightly basis.

The school will regularly check user files, temporary Internet files and history files (monthly check by ICT technician and Benchmark).

Uploading and downloading of non-approved application software is denied.

All access to the school network requires entry of a recognised User ID and password. Pupils must log out after every network session.

Virus protection software is installed and updated regularly. The system updates daily on shut down and is reviewed yearly.

Using personal floppy disks, USB memory devices or CD-ROMs on the school network requires specific teacher permission and a virus check. Floppy disks are now not in use.

Unapproved system utilities software and executable files are not allowed to be stored in Pupil storage areas.

Pupil files held on the school's network are checked regularly (monthly by ICT technician and Benchmark).

Hardware and software infrastructures

The school has invested in the following hardware and software infrastructures to reduce risks associated with the Internet.

- Proxy server – in conjunction with a web management system

- Client Server network – in conjunction with an information and web management system

- Filtering software

- Firewall – that has been configured to prevent access to inappropriate websites.

Classroom management structures

Seating in the ICT suite allows teachers to trace and monitor pupil access and usage of the Internet, but all staff should be vigilant.

When making use of the suite of laptops, staff must ensure that computers are positioned in such a way that screens are easily observed by teachers.



4 RISK ASSESSMENT AND MANAGEMENT OF INTERNET CONTENT

The school has taken and will continue to take all reasonable precautions to ensure that pupils access appropriate material only. However, it is not possible to guarantee that a pupil will never come across unsuitable material while using a school networked computer. The school, however, cannot accept liability if such material is accessed nor for any consequences resulting from Internet access.

All pupils are taught effective online research techniques, including the careful and accurate use of search engines. Receiving information over the web or in e-mail or text messages presupposes good information-handling skills. Children in school will only send emails or instant messages in a safe, planned context; and where the recipients are real and beyond the school itself, all precautions will be taken to ensure no inappropriate exchanges take place.

Key online information-handling skills include:

- Ensuring the validity, currency and origins of the information accessed or received;
- Using alternative sources of information for comparison purposes, and being aware not all information on the internet can be trusted;
- Identifying an author's name, date of revision of the materials, and possible other links to the site;
- Respecting copyright and intellectual property rights.

Pupils will be made fully aware of the risks to which they may be exposed while on the Internet. They will be shown how to recognise and avoid the negative areas of the Internet such as pornography, violence, racism and exploitation of children.

However, if they encounter such material they will know that they should switch off the monitor, not the computer, or close the lid of the laptop, and report the incident to the nearest teacher or the school's ICT co-ordinators who will deal with it according to the school AUP.

5 REGULATION AND GUIDELINES

The school's Internet access incorporates a software filtering system to block certain chat rooms, newsgroups, and inappropriate websites. The filtering system used on the school network aims to achieve the following:

- Access to inappropriate sites is blocked.
- Access will be allowed only to a listed range of approved sites.
- The content of web pages or web searches is dynamically filtered for unsuitable words.
- Records of banned Internet sites visited by pupils and teachers are logged.



Accessing a site denied by the filtering system will result in a report being generated and sent to the school's ICT Co-ordinators for appropriate action.

Bolton ICT Unit regularly assesses the effectiveness of the filtering system. The school's filtering strategy depends on the age and curriculum requirements of each class.

The school will immediately report the details of any inappropriate or illegal Internet material found to Bolton ICT Unit.

Similarly, the school will request of Bolton ICT Unit that 'allow' access be made of certain banned sites and provide the educational reasons behind the request.

Cyberbullying

The school will monitor all pupils' use of the school's network, the internet and the school blogsite. The ICT co-ordinators will also have regard to possible inappropriate use of technologies outside school. We will be vigilant for any type of cyberbullying, whether in chatrooms, social networking, blogsite, mobile phones, etc. As a school we will take appropriate action under our school anti-bullying policy, including regular anti-bullying weeks, and working alongside parents.

5.1 E-mail accounts

Pupils may only use their approved e-mail account/s on the school network during school time.

Pupils shall immediately report any offensive e-mails that they receive to the ICT coordinators.

E-mail addresses are created for a whole class or teaching groups, not for individuals.

Access in school to external, Web-based, personal e-mail accounts is denied for network security reasons.

It is forbidden to distribute chain letters or to forward a message without the prior permission of the sender.

Pupils must read their e-mails regularly and remove superfluous e-mails from the server.

Pupils may send spam messages only if they are required to do so as part of, for example, project work. Permission from the teacher will always be required to do this.

Pupils may not reveal their own or other people's personal details, such as addresses or telephone numbers or arrange to meet someone outside school via the school network.

Sending and receiving e-mail attachments is subject to permission from the teacher.



5.2 The school's blogsite

The school's blogsite is the current vehicle for the school's presence on the Internet. Teachers have full editorial rights and are therefore able to ensure nothing can be published on the blogsite without their approval.

The copyright of all material produced by the school for display on the school's web pages belongs to the school. Permission to reproduce any other material will be sought and obtained, from the copyright owner.

The contact details for the school will include only the school's postal address, e-mail address and telephone number. No information about teachers' home addresses or the like will be published.

The school sets out parental guidelines on the blogsite, and asks all parents to agree to these on their child's admission. In addition, photographs of pupils will not be published without a parent or carer's written permission. A pupil's full name will not be used in association with photographs.

5.3 Moderated mailing lists, newsgroups and chat rooms

The school may use/uses an e-mail distribution list to send messages to selected groups of users.

Teachers will moderate other collaboration tools such as newsgroups and chat rooms if used on the school network for learning purposes.

Pupils will be denied access to public or unmoderated chat rooms.

Only regulated educational chat environments shall be used. They will always be used under supervision. Safety is the major consideration.

Only newsgroups that have educational goals and content will be made available to pupils.



5.4 Other communication technologies

Pupils are not allowed to use mobile devices during lessons or formal school time. It is forbidden to send abusive or otherwise inappropriate text messages using the facilities provided by the school network.

As part of the school's e-safety strategy, all teachers will cover aspects of safe use of technology (including out of school use), appropriate to the age group. This teaching will cover:

- The dangers of giving out personal details such as name, address, phone number or date of birth
- The importance of privacy settings on social networking sites, parental knowledge of internet use, and siting the family computer in a place where parents can supervise children
- The dangers of viruses and avoidance of filesharing and Bluetooth abuse
- The importance of only communicating with people the child knows personally
- The appropriate use of nicknames and avatars
- The use of tools to block inappropriate material and save conversations in chatrooms in case of inappropriate use.
- The dangers associated with using webcams and digital still photographs
- The dangers of spending too much time on games and other activities

5.5 The Early Years Foundation Stage

All guidelines within this policy which refer to younger children in school apply to our Reception children as well as Key Stage 1. Computers are used within areas of learning from the earliest stages in Reception, and this includes access to appropriate web content used either on-line or downloaded for the children to use. Children will be introduced to our e-safety approach in an appropriate and sensitive way, and made familiar with our internet safety rules. Parents will be asked to agree to our e-safety rules in Reception as well as other year groups.

6 COMMUNICATING THE SCHOOL'S ACCEPTABLE USE AND E-SAFETY POLICY

6.1 Informing pupils

'SMART USE' posters will be displayed near all networked computer systems. Pupils will be informed that their Internet use is monitored and be given instructions on safe and responsible use of the Internet. The school has created separate e-safety rules for Foundation Stage/ Key Stage 1 and Key Stage 2. Parents are asked to give signed consent for pupils to use the Internet under these rules. Key Stage 2 pupils also sign to agree their compliance with the rules.

We will build e-safety into our ICT curriculum and whenever ICT is used across the curriculum, including at home (homework and school blogsite use). Clear e-safety messages will be posted around school especially where computers are used. We will also hold regular e-safety events to promote the safe and responsible use of technologies.



6.2 Informing staff

All staff will be provided with a copy of the School's Acceptable Use Policy. Teachers are aware that Internet traffic can be monitored and traced to an individual user. Staff will be consulted regularly about the development of the school's Acceptable Use Policy and instructions on safe and responsible Internet and technology use. Teachers will also sign the relevant part of the Acceptable Use Policy document.

To avoid misunderstandings teachers will contact the ICT Co-ordinators regarding any doubts that arise concerning the legitimacy of any given instance of Internet use. Teachers will be provided with information on 'copyright and the Internet' issues that apply to schools.

We will ensure that all staff members and other adults working with our children receive up-to-date training on e-safety, and are aware of the need to keep up with changing technologies.

6.3 Informing parents / carers

Parents' attention will be drawn to the School AUP by letter, in the school newsletter and the school prospectus and on the school's website. As part of our commitment to e-safety, parents will also be provided with information on safe use of technologies at home. Advice that accords with acceptable and responsible Internet use by pupils at home will be made available to parents. Safety issues will be handled sensitively.

The school will obtain parental consent before publication of pupils' work or photographs.

Parents will be involved and informed in all aspects of our e-safety work, including special events. We will provide advice and information to support parents in their children's use of technology outside school.

All comments on and suggestions concerning this policy should be sent to:
Mr. A. Beedie, Headteacher.



Horwich Parish C.E. Primary School

Acceptable Internet Use Statement

The computer system is owned by the school, and may be used by pupils to further their education and by staff to enhance their professional activities including teaching, research, administration and management. The school's Internet Access Policy has been drawn up to protect all parties - the pupils, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

Staff requesting Internet access should sign a copy of this Acceptable Internet Use Statement and return it to the IT Co-ordinators for approval.

- All Internet activity should be appropriate to staff professional activity or the pupils' education;
- Access should only be made via the authorised account and password, which should not be made available to any other person;
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden;
- Users are responsible for all E-mail sent and for contacts made that may result in E-mail being received;
- Use for personal financial gain, gambling, political purposes or advertising is forbidden;
- Copyright of materials must be respected;
- Posting anonymous messages and forwarding chain letters is forbidden;
- As E-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media;
- Use of the network to access inappropriate materials such as 'adult', racist or offensive material is forbidden.

Full name _____ position in school _____

Signed _____ date _____

Access granted _____ date _____



Horwich Parish C.E. Primary School

e-Safety Rules

Keep Internet SMART

Early Years Foundation Stage/ Key Stage 1

These rules help us stay safe on the Internet

We only use the Internet when an adult is with us.

We can click on the buttons or links when we know what they do.

We can search the Internet with an adult.

We always ask if we get lost on the Internet.

We can send and open emails together.

We can write polite and friendly emails to people that we know.



Horwich Parish C.E. Primary School

e-Safety Rules

SMART USE

Key Stage 2

Safe

We keep safe by being careful not to give out details about ourselves, or passwords, online. We keep passwords secret.

Meeting

We never arrange to meet anyone we don't know.

Accepting

We do not open emails or accept files from anyone we don't know.

Reliable

We remember that not everyone is who they say they are, not everything online is reliable.

Tell

We tell a teacher, parent, carer or a trusted adult if someone or something makes us feel uncomfortable or worried.

Understand

We only use the Internet, email, CDs or USB devices with permission.

Sensible

Our messages must be polite and responsible. We do not access other people's files, and we use the computers for our own school work and homework.

E-safe

We know our use of technology is checked so everyone keeps safe.



Horwich Parish CE Primary School

e-Safety Rules

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.

Pupil:

Class:

Pupil's Agreement

- I have read and I understand the school e-Safety Rules.
- I will use the computer, network, mobile phones, Internet access and other new technologies in a responsible way at all times.
- I know that network and Internet access may be monitored.

Signed:

Date:

Parent's Consent for Web Publication of Work and Photographs

I agree that my son/daughter's work may be electronically published. I also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil names.

Parent's Consent for Internet Access

I have read and understood the school e-safety rules and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the 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:

Please complete, sign and return to the school secretary