



Curdridge Primary School E-Safety and ICT Acceptable Use Policy

1. To be read in conjunction with the ICT policy

Use of the school's ICT equipment by any members of the school community including parents/carers and visitors must be in accordance with this policy. Any use which infringes this policy will be treated very seriously by the School Governing Body.

2. The Importance of Internet use in Education

The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.

3. Using the Internet to Enhance Learning

The school Internet access will be designed expressly for pupil use and will include filtering. Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

4. Use of Twitter in school to promote learning

A school twitter account will be used in school by staff to advertise and promote learning in school. Parents will be informed of its use and will have given permission as to whether their child can appear on the account via the 'use of images' form.

5. The need for Pupils to learn to evaluate online content.

If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the Headteacher. The school should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.

6. Cyberbullying

Pupils are taught about the proper use of telecommunications and about the serious consequences of cyber-bullying and will, through PSHCE and in ICT lessons and assemblies, continue to inform and educate its pupils in these fast changing areas. The school trains its staff to respond effectively to reports of cyber-bullying or harassment and has systems in place to respond to it. The school blocks access to inappropriate web sites, using firewalls, antivirus protection and filtering systems and no pupil is allowed to work on the internet in the Computer Room, or any other location within the school which may from time to time be used for such work, without a member of staff present.

GUIDANCE FOR STAFF

If you suspect or are told about a cyber-bullying incident, follow the protocol outlined below:

Mobile Phones

- Ask the pupil to show you the mobile phone
- Note clearly everything on the screen relating to an inappropriate text message or image, to include the date, time and names
- Make a transcript of a spoken message, again record date, times and names
- Tell the pupil to save the message/image
- Go with the pupil and see the Headteacher

Computers

- Ask the pupil to get up on-screen the material in question
- Ask the pupil to save the material
- Print off the offending material straight away
- Make sure you have got all pages in the right order and that there are no omissions
- Accompany the pupil, taking the offending material, to see the Headteacher
- Normal procedures to interview pupils and to take statements will then be followed particularly if a child protection issue is presented.

7. Internet Access

Parents will be informed that pupils will be provided with supervised Internet access. Parents will be asked to sign and return a consent form.

8. The Management of Risk Assessment

In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will take 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. If this does happen it must be reported immediately.

9. Informing Pupils

Rules for acceptable use will be posted in all rooms where computers are used. Pupils will be informed that Internet use will be monitored. Instruction in responsible and safe use should precede Internet access.

10. Staff Consultation.

All staff and Governors will be provided with the School Internet Policy, and its importance explained.

11. Maintaining the ICT System Security

The school ICT systems will be reviewed regularly with regard to security. Virus protection will be installed and updated regularly. If a member of staff leaves then all administrator level usernames and passwords will be deleted.

11. The Management of Complaints Regarding the Internet.

Responsibility for handling pupil incidents will be acted on by the Headteacher.

12. The Management of Community use of the Internet.

Adult users will need to sign the acceptable use policy. Parents/carers of children under 16 years of age will generally be required to sign an acceptable use policy on behalf of the child.