



ICT ACCEPTABLE USE

At Frank Wise School we recognise the importance of using technology to enhance our children's learning. The internet is a powerful tool in this respect, and one which must be used with due caution, by staff as well as by pupils. The ever changing nature of the tools and content found on the internet means that this policy has to be based on the principles of use, as opposed to referring to any specific items. Where it is helpful, some current examples are mentioned, but please be aware that it is simply to illustrate a principle. The devices used to access the internet are also constantly developing, and we should certainly be preparing our pupils for what they might encounter using computers, mobile phones, and game technology.

Our aim is to teach children how to use the technology safely and responsibly, rather than to simply avoid ever working with such tools.

The Byron Review classified the risks of using the internet as relating to **content**, **contact** and **conduct**. The risk is often determined by **behaviours** rather than the technologies themselves:

	Commercial	Aggressive	Sexual	Values
Content (child as recipient)	Adverts Spam Sponsorship Personal info	Violent/hateful content	Pornographic or unwelcome sexual content	Bias Racist Misleading info or advice
Contact (child as participant)	Tracking Harvesting personal info	Being bullied, harassed or stalked	Meeting strangers Being groomed	Self harm Unwelcome persuasions
Conduct (child as actor)	Illegal downloading Hacking Gambling Financial scams Terrorism	Bullying or harassing another	Creating and uploading inappropriate material	Providing misleading info/ advice

(Table from EUKids Online, and referenced in the Byron Review)

Responsible teaching and guidance will help pupils to understand what safe and responsible online behaviour means therefore not only safeguarding and reducing the risks of pupils coming into contact with strangers and other forms of unwanted sexual content and material but also safeguarding them against other forms of aggressive behaviour such as cyberbullying and commercial Internet issues such as financial scams through to receiving unwanted emails such as spam.

The Headteacher will act as eSafety co-ordinator. It will be his responsibility to ensure that the material used by all pupils and staff is suitable and appropriate for a school catering for pupils who have learning difficulties. It will also be the job of the eSafety co-ordinator to update and inform staff on new developments with regards to the safety of pupils.

This may include attending a course such as the Child Exploitation and Online Protection (CEOP) training course then sharing the material that the qualified member of staff is allowed access to. The eSafety co-ordinator will also promote eSafety awareness across the school within the curriculum.

Staff responsibility also includes acting as a good role model to pupils by modelling good professional standards in their use of the internet through school provided equipment as well as their own.

1. The purpose of internet access :

We are providing internet access in order to :

- Raise educational standards
- Share and celebrate pupils achievements by showcasing their work using a variety of media such as photographs, video and audio
- Support curriculum development in all subjects
- Support the work of staff as its use is now an essential professional tool
- Enhance the school's management of information and administration systems
- Facilitate electronic communication and the exchange of data with the LA and others

2. The educational benefits of using the internet include :

- Access to world-wide educational resources and information including museums, art galleries, research data, news and current events
- Information and cultural exchanges between students world-wide
- Increasing cultural, social and leisure activities in libraries, clubs and at home
- Enabling communication between staff & pupils, parents, carers & others in the community
- Technical support through forums and support sites
- It is an essential element of digital literacy

3. The internet can provide an effective medium for learning where :

- Internet access is planned to enrich and extend learning activities as an integrated aspect of the curriculum
- Students are given clear objectives for internet use
- Students are provided with lists of relevant and suitable websites
- Students are educated to take responsibility for internet access and their own eSafety
- Students will be made aware that the writer of an e-mail or the author of a web page may not be the person the claim to be and are taught to validate information before accepting it as true, or responding to it
- Students are taught to observe copyright when copying materials from the internet and to acknowledge their sources of information
- Access is reviewed to ensure it still meets curriculum needs

4. The school will take steps to ensure that internet use is appropriate:

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 such material is inaccessible. 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 or mobile device. It is essential that we teach pupils how to respond appropriately to unsuitable material, no matter how or when they encounter it. By teaching good practice within school we can support children in learning how to cope when outside the supervised context of the classroom. Please see also the Portable Technology policy.

5. Responsibilities of the school :

- Staff, parents, governors and advisers will work to establish agreement that every reasonable measure is being taken to protect pupils
- The Headteacher will ensure that the policy is implemented effectively
- Policy and procedures will be reviewed regularly
- The school will ensure that systems allow checks to be made on files to monitor compliance with the school's Acceptable Use Policy (AUP) and pupils and staff will be informed that such checks are made
- All machines with internet capability accessed by pupils are sited in public areas
- The school will check that the sites selected for pupil use will be appropriate to the age and maturity of students
- The school will only use an internet service provider with capability to filter the material available to students or will take measures to ensure similar protection is installed on the school's computer system
- Any material that the school suspects is illegal will be referred to the LA

6. Responsibilities of staff and pupils :

- If staff or pupils discover unsuitable sites, the URL (address) and content will be reported to the Headteacher who will inform the LA
- Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable
- Where appropriate, pupils or their parents / carers will agree to sign the AUP

7. The management of email in school :

- Email is regarded as an essential means of communication and the school will take appropriate steps to monitor its use and content
- The language and content of emails should be of an appropriate level expected of any written work and should ensure that the good name of the school is maintained
- The forwarding of chain letters and anonymous letters is banned
- Staff and pupils should be aware that all email on the school system is regarded as public and as such will be monitored
- In most cases, pupils will only be given email access for educational activities through a group account e.g. as a class
- Where pupils are given individual email accounts these are only granted where a high level of trust can be assumed for its responsible use and in agreement with parents / carers
- Email messages on school business should be regarded as having been sent on headed notepaper
- Staff and pupils should be made aware of the potential for virus infection through the sending or opening of files attached to emails

8. Publishing material on the school's web site :

- The school will maintain editorial responsibility for any school initiated web site to ensure that content is accurate and quality of presentation is maintained
- The school will maintain the integrity of the school website by ensuring that responsibility for uploading material is always overseen by staff and that passwords are secure
- Pupils will be taught to publish for a wide range of audiences which might include governors, parents or younger children
- The point of contact on the website will be the school address, email and telephone number. Home information or individuals' email addresses will not be published

9. Publishing images and work of pupils :

- The school recognises the sensitivity of families to photos, video clips, or the work of their child being widely distributed through printed, digital and online media
- As emphasised in the points above, the school believes that there are positive benefits for the children in collaborating with others and seeing themselves celebrated in the press and media
- However, we are also very conscious of the risks that children can be exposed to and whilst taking every care to teach them safe behaviours and to protect their interests, the decision on what materials can be published and to what extent lies with the family and the child
- There is a clear outline in Appendix 2 of categories of possible publishing of images and work of the pupils, with a helpful grid for parents and carers to notify us of what they deem to be acceptable

10. Informing staff, pupils and parents :

- Staff and governors will be involved in developing and reviewing the Acceptable Use Policy
- All staff supervising internet use will be given appropriate training
- Parents / carers' attention will be drawn to the Acceptable Use Policy in newsletters, via the school website, leaflets and information from relevant organisations
- Practical ICT sessions for parents / carers may be organised to encourage a joint approach
- Parents / carers and pupils (where appropriate) will sign an Acceptable Use Policy agreement
- A module on responsible internet use will be included where appropriate in the PSHE programme, covering both school and home use

Reviewed by: Sean O'Sullivan

Date: January 2017

Approved by Governors:

Richard Howard

Date: 30.1.17

Useful contacts for further reference

UK Council for Child Internet Safety (UKCCIS) <https://www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis>

Child Exploitation & Online Protection Centre www.ceop.gov.uk

Know IT all www.childnet-int.org/kia

Think U Know www.thinkuknow.co.uk

Childnet <http://www.childnet.com>

Virtual Global Taskforce www.virtualglobaltaskforce.com

Internet Safety Zone www.internetsafetyzone.com

Internet Watch Foundation www.iwf.org.uk

Childline www.childline.org.uk

NSPCC www.nspcc.org.uk