Raysfield Schools
Acceptable Use

This policy applies to all members of the school community (including staff, students/pupils, volunteers, parents/carers & visitors) who have access to and are users of school ICT systems, both in and out of school.

Technologies open up new learning opportunities and can promote creativity, effective learning and communication. They can promote more effective communications between parents / carers and the school in order to support young people with their learning.

Core Principles:

- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience. This contributes to development of the key area of developing pupils' skills linked towards future economic well-being as identified by Ofsted.

- Internet use is a part of the statutory curriculum and is a necessary tool for staff and pupils.

- Everyone in the school community has a personal responsibility to work towards keeping themselves and others safe online.

- The school is working towards the development of online portfolios for learners in line with national recommendations.

- All users are responsible for making sure they use technology safely, responsibly and legally.

- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.

Infrastructure

- School ICT systems capacity and security will be reviewed regularly. Internet access is provided through the South West Grid for Learning which is a filtered service. It is designed expressly for pupil use and will include filtering appropriate to the age of pupils.

- The school cannot be held responsible for the nature and content of materials accessed using technology as security systems cannot protect against everything.

- Virus protection is provided by the South Gloucestershire Education IT team and our contract states that it is updated regularly.

- Security strategies will be periodically discussed with the LA and an annual audit (see appendix 1) will be carried out.

Policy and Practices

Roles and Responsibilities

- The school has appointed an e-safety co-ordinator who will manage and monitor e-safety.

- The IT technician regularly monitors internet access and brings any issues to the attention of the e-safety co-ordinator who then takes appropriate action.

- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable. The school will work with the LA, SWGfL, DfCSF and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- The school has clearly set out roles and responsibilities in relation to internet use and these can be seen in Appendix 1.

Auditing Issues
- Pupil surveys regarding e-Safety are completed in Year 2 and issues are identified and followed up in teaching.
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Issues, Mis-use and Complaints
- Any e-safety issues are logged and dated and the action taken is also recorded in an incident log book. This includes information about the nature of the incident, who was involved and how it was dealt with. This log is reviewed to identify any trends in issues that may need addressing.
- If staff or pupils discover an unsuitable site, it must be reported to the e-Safety Coordinator, who will immediately report it to SWG to ensure it is filtered out.
- Complaints of Internet misuse will be dealt with by a senior member of staff and any complaint about staff misuse must be referred to the headteacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- All staff will have their own individual logins and password. Staff must not share passwords as individual logins can be used to monitor any action taken when logged on. Every user is individually responsible at all times for the action taken while their user name is in use. Users need to be aware that if their password is shared someone else could use it to take action that could be tracked to them.

Education and Training

Teaching

Pupils will be taught:
- how to access a given internet site and how to use site navigation
- what Internet use is acceptable and what is not and given clear objectives for Internet use
- about the different ways that the Internet can be used e.g. contacting people, finding information, purchasing etc.
- about the effective use of the Internet in research, including the skills of knowledge location, retrieval and begin to evaluate sources
- how to carry out internet searches in order to reduce the risk of accessing inappropriate material
- about the effective and acceptable use of internet for web publishing where appropriate.
- about the safe use of the internet to support communications
- about what to do if they encounter a problem.

Teaching about the issues is mapped in to our ICT curriculum to ensure that pupils have relevant learning experiences and a scheme of work identifies what is taught during each year.

Managing Internet Access for Teaching
- Staff and pupils will receive training on how to carry out internet searches safely and efficiently.
- Pupils will not carry out internet searches unless they have first been tested by a teacher/ adult to ensure that they do not produce results containing inappropriate material.
- Access to the Internet will be directly supervised with access to specific, approved on-line materials.

- 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. The school cannot accept liability for the material accessed, or any consequences of Internet access.

Parents will be asked to sign and return the school's Internet Acceptable Use Partnership Agreement.

Training

- The e-safety co-ordinator will attend regular training in order to keep up to date with the latest recommendations.
- There will be regular briefings for staff. Staff will receive training on how to carry out internet searches safely and efficiently and minimise risk.
- There will be the opportunity for parents to attend e-safety workshops.

All staff must read and sign the 'Acceptable ICT Use Agreement' (See Appendix 2) before using any school ICT resource.

Technology Specific Issues

Electronic Communications, for example, e-mail and text

- Pupils may only use approved class e-mail accounts on the school system.
- Staff must read and check the content of all class e-mails before using with pupils. E-mails must be treated as 'public'.
- Pupils must not reveal personal details of themselves or others in any online communication, or arrange to meet anyone.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain messages is not permitted.
- All must be polite and considerate online and report any issues that are likely to cause offence to others.

Social networking and personal publishing

- The school will block/filter access to open social networking sites and give access only to those sites that are monitored and approved by South West Grid recommendations, this includes online platforms.
- Tools including message boards, blogs, instant messaging and collaboration tools will be used in this safer, closed environment. Children will be taught how to safely communicate and publish content in a closely supervised and supported way.
- All communication will be treated as 'public'.
- Newsgroups will be blocked unless a specific use is approved.
- Staff are advised not to make contact with parents or children through social networking sites or via personal e-mail addresses but only through agreed school systems. Staff are advised to refuse any friend requests that are made.

Published content and the school web site

- The contact details on the Web site should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.
- The headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.
- Children and members of staff may use digital cameras to record learning activities. These images may be used in lessons or to celebrate success through being published in newsletters, on the school website or occasionally in the public media.

- The school will comply with the Data Protection Act and ask parental permission, through the parental acceptable use agreement before taking images. We will also ensure that when images are published the young people cannot be identified by the use of their full names.
- Parents can contact the school if they decide to withhold permission.
- Photographs that include pupils will be selected carefully.

Use of ipads in school
- Only apps with educational benefit will be allowed to be installed.
- Apps are only installed by South Gloucestershire IT under the direction of the IT Leader.
- Internet access is only available via a login.

Managing videoconferencing
- IP videoconferencing should use the SWG educational broadband network to ensure quality of service and security rather than the Internet. Skype will not be available as it provides unsecured access.
- Videoconferencing is only to be used by teachers with pupils. The teacher must remind children about appropriate behaviour.

Managing emerging technologies
- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

Behaviour
- Children are expected to behave well online as they are expected to during all other school activities.
- Bullying is not tolerated in any form and this includes online.

Protecting personal data
- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Conclusion

Access to the internet and digital communication media have the potential to greatly enhance learning and engagement with parents and our school is committed to extending these opportunities whilst maintaining the highest standards of safety. Everyone in school has a personal responsibility to work towards keeping themselves and others safe online.

We take opportunities to maximize positive impacts for sexuality, disabled and non-disabled people, people of different ethnic, cultural and religious backgrounds, girls, boys, men and women.

Ratified

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March 2017

Review June 2018

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Appendix 1: E-Safety Audit

This quick self-audit is used to help the senior management team (SMT) assess whether the e-safety basics are in place and enables us to monitor safety.

Has the school an e-Safety Policy that complies with CFE guidance?	Y
Date of latest update:	
The Policy was agreed by governors on:	
The Policy is available for staff at:	
And for parents at:	
The Designated Child Protection Coordinator is: **Alison Wood**	
The e-Safety Coordinator is: **Suzanne Brailsford**	
Have roles and responsibilities in relation to e-safety been clearly identified?	Y
Has e-safety training been provided for both students, staff and parents? How frequently? Has it highlighted any issues?	Y
Do all staff sign an Acceptable use agreement?	Y
Do parents sign and return an agreement that they support the School e-Safety Rules?	Y
Have school e-Safety Rules been set for pupils which have been discussed with them?	Y
Are these Rules displayed in all rooms with computers?	Y
Internet access is provided by an approved educational Internet service provider and complies with DCfS requirements for safe and secure access (e.g. SWGfL).	Y
Has an ICT security audit has been initiated by SMT, possibly using external expertise?	N
Is personal data collected, stored and used according to the principles of the Data Protection Act?	Y
Has monitoring of internet use taken place with any issues being logged?	Y
Has an e-safety log been completed and reviewed to identify and issues which need to be addressed?	Y
Relevant pupil surveys have been completed and issues have been identified and addressed through teaching	Y