



Meadowbrook Primary ICT and E-safety Policy

Status: Non-Statutory

Date: September 2010

Rationale

ICT is a tool for learning and the key for raising standards across the curriculum. Children use these tools to communicate and handle information and present it in a variety of ways. They learn to control a variety of electronic devices and develop an understanding of the use of control in everyday life. They use computer models to explore and test the answers to questions.

Aims and Purposes

To enable all children to use ICT safely with purpose and enjoyment:

- By providing tasks which are interesting and give scope for individual responsibility
- By ensuring children are taught about how to use the internet and other digital media safely and responsibly.

To enable all children to develop the necessary skills to exploit ICT:

- By ensuring maximum access by all children to become more proficient in the key ICT skills and their application.

To enable all children to become safe autonomous users of ICT:

- By planning activities which allow children opportunities to apply and present their skills in a variety of different contexts.
- To empower children to make safe choices when using the internet and to assess potential risks.

To enable all children to evaluate the benefits of ICT and its impact on society:

- By leading group or class activities focusing on the benefits and limitations of ICT and by creating opportunities to compare classroom use of ICT with that of the wider world.

To meet the requirements of the National Curriculum as fully as possible and enabling all children to reach the highest standards of achievement:

- Teaching staff will intervene, where appropriate, to reinforce an idea or teach a new point. By selecting groups where all children are equally active and involved in tasks and have equal access to ICT equipment.
- Teaching staff will plan appropriate activities which allow the child to progress achievement and progression or incorporate possibilities for extension work.

To create the atmosphere and levels of resource to encourage all members of the school community to learn with ICT:

- By raising the profile of ICT in the school and by providing a programme of staff development.

Principles of teaching and learning.

Differentiation & SEN

Children with special educational needs will be entitled to the same access to ICT as their peers. In planning lessons teachers will identify the learning goals for the majority of children as well as extension activities for the more able.

Relevance

Work planned for children will be relevant to them and their lives. It will build on their existing skills and provide opportunities to develop new ones. Wherever possible real data will be used.

Cross Curricular links

ICT is a tool that provides opportunities to link with other subjects. Teachers will plan some activities which emphasise the development of ICT capability and others which support the subject being taught.

Equal Opportunities

All children are entitled to equal access to ICT equipment in order to develop their personal ICT capability. When children work in groups care will be taken to ensure that all children are active and have equal access to the computer keyboard.

Children with a computer at home are encouraged to use it for educational benefit and parents will be offered advice about what is appropriate. For children who do not have a computer at home there will be computer access at lunchtimes.

Safeguarding

All staff need to read, sign and comply with the Staff Acceptable Use Policy. (Appendix A).

Teaching staff need to be aware of e-safety issues and ensure they are taught on a regular basis. (At least twice a year). Teaching will cover safe use of ICT and in particular issues relating to internet use both in school and at home.

All staff need to be familiar with the Acceptable Use Policies for the pupils and the parents and carers and ensure compliance. (Appendix B and C)

All children, parents and carers need to read and sign the relevant Acceptable Use Policies.

General Health and Safety

Children are encouraged to close computers down and prepare them for use. They have chairs of correct height, eyes level with the top of the monitor screen, and be encouraged to sit comfortably and use both hands for the keyboard.

Technical Requirements

Good quality Technical support and advice will be ensured by the school in order for the network to fully comply with government specifications, teaching requirements, MIS requirements, safeguarding rules and reliability.

An automatic off-site backup of the complete network is carried out as part of the Single Forest.

Review

This policy will be reviewed every three years to evaluate the school's progress towards its ICT targets. Progress will be discussed with the school leadership team and reported to the governors.

The following appendices are part of this policy and must be read alongside this policy.

Appendix A – Staff (and Volunteer) Acceptable Use Policy.

Appendix B – Pupil Acceptable Use Policy.

Appendix C – Parent and Carer Acceptable Use Policy.
Appendix D – Useful notes for Home Use of Internet.

Appendix A – Staff (and Volunteer) Acceptable Use Policy.

School Policy

New technologies have become integral to the lives of children in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- All staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- School ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- Staff are protected from potential risk from the use of ICT in their everyday work.

The school will try to ensure that staff and volunteers have good access to ICT to enhance their work, to enhance learning opportunities for children's learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and teaching and will ensure that children receive opportunities to gain from the use of ICT. I will, where possible, educate the children in my care in the safe use of ICT and embed e-safety in my work with children.

For my professional and personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (eg laptops, email, Merlin etc) out of school.
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school. Staff may not use them for social networking such as Facebook, or personal online shopping. Staff may make reasonable use of the schools facilities for personal emails, research, surfing provided that this does not have more than a minimal impact on resources and does not adversely affect their work and the work of others. If an email is personal, staff may wish to make this clear by using the word 'personal' in the subject line. Any member of staff found to be spending lengthy periods of their working day using the email system, surfing etc. for non-work related purposes will be subject to disciplinary action.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. Requests for access to a user's account, for example in the case of absence of the user where information of importance to the business of the school is likely to be in the account, must be made to the Head. Such access should, in normal circumstances, be carried out with the prior knowledge of the employee. However, where impracticable, inappropriate or if the member of staff is not readily contactable, then the school reserves the right to access the employee's email account for business related information.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the e-safety co-ordinator or head teacher.

I will be professional in my communications and actions when using school ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will need to do so with their permission and in accordance with the school's policy on the use of digital / video

images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (eg on the school website / Merlin) it will not be possible to identify by name, or other personal information, those who are featured.

- I will only use chat and social networking sites that are approved by the school.
- I will only communicate with students / children and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities or compromise the reputation of the school or its members.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my personal hand held / external devices (PDAs / laptops / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not use personal email addresses on the school ICT systems unless I have permission to do so.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I will ensure that my data is regularly backed up on the school network or MERLIN
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School / LA Personal Data Policy. Where personal data is transferred outside the secure school network, it must be encrypted in the case of a memory stick or password/bioprotected in the case of a lap top or portable storage.
- I understand that data protection policy requires that any staff or student / pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, removal of responsibilities, a suspension, referral to Governors and / or the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name

Signed

Date

For further information with respect to Data Protection please seek relevant policy.

Primary Rules for Using ICT Safely

To Keep me Safe:

- An adult will be there when I use ICT
- The school checks how I use ICT, email and the internet
- I need to choose my user names carefully to protect my identity
- I treat my username and password like my toothbrush – I will not share it, or try to use any other person's username and password
- I do not leave computers logged on to anything or ask computers to remember my password
- I will not try to visit unsafe sites or register for things I am not old enough for
- I use safety features of web sites

When Working with ICT:

- I will not open, copy, remove or alter anyone else's files or information, unless I have their permission
- I will not take or share images of anyone without their permission. I know that once an image is posted on the web I have no control over what happens to it
- I know that school ICT is for learning and I will not use it for anything else unless I have permission (including on-line games, shopping, video, music)
- I will not try to make large downloads or uploads unless I have permission

When I am Using technology to contact people

- I know that I need to be polite and friendly online
- I know that others may have different opinions
- I am careful about what I send as I know that e-mails / messages can be forwarded on to anyone including my parents or head teacher
- I know that I need to keep my own, and other people's, personal information private
- I know that people I communicate with online may not be who they say they are
- I know that if someone I have communicated with on-line wants to meet me I must discuss this with an adult
- I know that I should not open messages or attachments if the subject field is not polite or if I do not recognise who it is from (delete it without opening it)

When I am using the Internet for Research or Fun, I know that:

- Some content may not be filtered out
- If I am searching for information I need to use clear search words so that I more likely to find what I need and less likely to find something I don't want
- When I am using the internet to find information, I will check that it is right
- Any information I put up on the web can be read by anyone
- Where work is protected by copyright, I will not try to download copies (including music and videos)

Buying and Selling on the internet

Within School:

- I will not use the school network to buy/sell goods

Outside School:

- I can tell the difference between web sites for information and web sites selling things e.g. iTunes, mobile phone downloads
- I know that if somebody offers something for free or cheaply that might be a catch
- I should not reply to online offers that I have not asked for
- I should not use someone else's identity to buy things online

To Help School ICT run Safely and Smoothly:

- I will only use my computer or memory sticks in school if I have permission. I know that if I use them in school, I must follow these rules
- I will not try to upload, download or open any materials which are illegal or may cause harm or distress to others
- I will not try to get past the school filtering
- I will not try to install or store programmes on a school computer
- I will not try to alter computer settings
- I will only use the chat and social networking sites that the school allows (Merlin) and at the times allowed

What to do if there is a problem

- I will tell a teacher if I find anything unpleasant or that makes me feel uncomfortable on a computer
- I know if I get a message / e-mail that is upsetting I should not answer it but should save it and tell a teacher
- I will tell a teacher if any equipment is damaged or not working

Acceptable Use Agreement Form

Please fill in the form below to show that you have read the rules and understand that the school can take action if you break them.

If you do not sign and return this agreement, you may not be able to use some school ICT.

I have read and understand the rules and agree to follow these guidelines when:

- I use school ICT and equipment (both in and out of school)
- I use my own equipment in school (when allowed) e.g. PDAs, cameras etc
- I use my own equipment out of school to use school sites

Name of Child

Group / Class

Signed

Date

Students / Pupils
Actions / Sanctions

Incidents:	Refer to class teacher / tutor	Refer to Head of Department / Head of Year	Refer to Headteacher	Refer to Police	Refer to technical support staff for action re filtering /	Inform parents / carers	Removal of network / internet access rights	Warning	Further sanction eg detention / exclusion
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).		X	X	X		X	X		
Unauthorised use of non-educational sites during lessons	X							X	
Unauthorised use of mobile phone / digital camera / other handheld device	X	X	X			X		X	
Unauthorised use of social networking / instant messaging / personal email	X	X	X					X	
Unauthorised downloading or uploading of files			X		X	X		X	X
Allowing others to access school network by sharing username and passwords	X							X	X
Attempting to access or accessing the school network, using another student's / pupil's account	X							X	X
Attempting to access or accessing the school network, using the account of a member of staff			X			X	X		X
Corrupting or destroying the data of other users			X			X	X	X	
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature			X			X	X	X	X
Continued infringements of the above, following previous warnings or sanctions			X					X	X
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school			X			X		X	
Using proxy sites or other means to subvert the school's filtering system			X		X	X			X
Accidentally accessing offensive or pornographic material and failing to report the incident	X		X					X	
Deliberately accessing or trying to access offensive or pornographic material			X	X	X				X
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act	X		X					X	

Appendix C – Parent and Carer Acceptable Use Policy.

Parent/Carer Acceptable Use Policy Agreement

New technologies have become integral to the lives of children in today's society, both within schools and in their lives outside school. The internet and other digital information and communication technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and effective learning, and promote more effective communications between the parents and the school in order to support children with their learning. Children should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- All children will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- School ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- Parents and carers are aware of the importance of e-safety and are involved in the education and guidance of children with regard to their on-line behaviour.

The school will try to ensure that children will have good access to ICT to enhance their learning and will, in return, expect the children to agree to be responsible users. A copy of the Student / Pupil Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the school expectations of the children in their care.

Use of Digital/Video Images

The use of digital / video images plays an important part in learning activities. Students/children and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons or to celebrate success through their publication in newsletters, on the school website and occasionally in the public media.

The school will comply with the Data Protection Act and request parents / carers permission before taking images of members of the school. We will also ensure that when images are published that the children can not be identified by the use of their names.

Every year parents will be asked to review the SIMS data sheet sent home and sign the permission form on it to allow the school to take and use images of their children.

Parent/Carers need to ensure that if they take digital or video images at, or of, school events which include images of children, other than their own, they need to abide by the above guidelines in the use of these images.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

As the parent / carer of the above child, I give permission for my son / daughter to have access to the internet and to ICT systems at school.

I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of ICT – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that children will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

Permission Form

Parent/Carers signature

Student / Pupil Name(s) & class(es)

1st	2nd	3rd	4 th +
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Appendix D

Home Use of the Internet

The following guidelines cover the key areas we would hope that parents will be reinforcing with their child to keep them safe at home. We have listed the important elements as we know that some parents may not be aware of all the risks. We hope you will:

- Ensure that children access the internet in a communal room where they can be easily supervised.
- Ensure appropriate supervision for the age of the child including supervising all use of the internet by younger users.
- Set appropriate rules for using the internet at home.
- Encourage the child to adopt safe use of the internet and digital technologies at home, with the parent informing the school if they have concerns over the child's e-safety.
- Ask the child about the sites they are visiting.
- Ensure that family computers are password protected and have robust anti-virus software which is regularly updated.
- Ensure content is appropriately filtered for younger users.

Content – when finding and publishing information on the internet

- Ensure children know that they will only get to use the internet if they use it responsibly and that being responsible means they should not try to visit unsafe sites or register for things they are not old enough for.
- Ensure that children know that any protection system does not stop all unsafe content and that they need to tell their parent if they access something inappropriate.
- Encourage children search safely to find the information they want, using very specific search terms to reduce the likelihood of accessing unsafe material.
- Talk to child about the fact that any information published on the web can be read by anyone and that they should only publish information they would be happy for anyone to read.
- Check information that younger users are publishing on the web before it is posted to ensure that they are not putting themselves in danger.
- Make sure that children understand that when using the internet they should not directly copy the work of others and claim it as their own and that they should ask permission to use anything that has been created by someone else in their work.

Contact – when using technology to contact people

- Discuss the need for children to be polite to others online and that they should not use bad language or comments which might upset others.
- Discuss user names with children and talk about how to choose them carefully to protect their identity.
- Talk to children about the information they should keep private in order to prevent them being contacted or traced including, full name, address, telephone no, school, places they do regularly.
- Talk to children about the need to limit access to their own information by using the safety and privacy features of sites to only give access to people they know and being careful who they add as friends.
- Discuss the fact that e-mails / messages can be intercepted and forwarded on to anyone (including parents, head teacher or future employer!).

- Ensure that children know they should not open messages if the subject field contains anything offensive or if they do not recognise who it is from and that the safest thing to do is to delete it without opening it.
- Ensure they know what to do if I receive an offensive message / e-mail including how to keep evidence and to tell their parent / appropriate adult.
- Remind children that people they talk to online may not be who they seem.

Commerce - Using technology to for buying and selling

- Help children to tell the difference between web sites for information and web sites selling things.
- Discuss how to recognise commercial uses of the internet e.g. I Tunes, mobile phone downloads, shopping.
- Ensure that children know not to leave computers logged on with their user name or logged on to sites with personal details entered as others could use them.
- Remind children that if an offer looks too good to be true it probably is and that they should not respond to unsolicited online offers.
- Remind children that they should not purchase or download anything that costs money without asking permission and that they should not use someone else's identity to buy things online.

Signed:

Chair of Governors

Adopted: September 2010

To be reviewed: September 2013