



children at the heart of our thinking

## Old Fletton Primary School

### Internet Acceptable Use Policy

Version 6

#### OUR ASPIRATION FOR OLD FLETTON PRIMARY SCHOOL

##### Internet Use

*Ensuring pupils legal entitlement to their education irrespective of race, gender, disability, background*

##### Teaching & Learning

*Our coloured learning approach ensures equal opportunities to the curriculum and adult support is fair for all.*

##### CULTURE

*Being a confident independent learner who can use the internet safely and confidently as a tool to enhance and support their learning*

We will address all aspects of children's school life recognising, that learning opportunities are now beyond the local and immediate resources and that there is a global wealth of information and technology to support and engage pupils in learning

We offer a curriculum that is diverse in content and that is taught in a way that is accessible for all.  
Discrete ICT is taught in KS1/2 during the summer term

We aspire for all our pupils to feel secure in their abilities to use technology and the internet in their learning development and feel confident and safe to explore and research areas of interest independently as well as being directed.

**What is the policy for?**

- ✓ The policy is for all members of the Old Fletton Primary School community so that there is common understanding about what we expect from our children, families and staff.
- ✓ To ensure that school promotes the Prevent Duty by reporting any inappropriate content related to extremism so the filter can be updated.

**Who has devised and contributed to this policy?**

- ✓ This policy has been initially devised by the deputy head teacher and the FRESH committee for the governing body.

**How will this policy be communicated?**

- ✓ This policy is available in both the head's and school office – It will also be available on the school's website and in each classroom in the Safeguarding file.

**How will the effectiveness of the policy be monitored?**

- ✓ Staff not being involved in any allegation re conduct on the internet
- ✓ Head reporting incidents of bullying, inappropriate content to governors as and if they arise
- ✓ Policy reviewed annually in the spring term by the Governor's Policy Review committee.

## Acceptable Use Policy

We are pleased to announce that Internet access is available to all staff in our school on school devices. Personal devices must not be connected to the school wi-fi service.

Staff at Old Fletton Primary School strongly believe in the educational value of such electronic services and recognises their potential to support the curriculum. Every effort will be made to provide quality experiences using this information service, however, inappropriate and/or illegal interaction with any information service is strictly prohibited.

Please read this document carefully. Listed below are the provisions of this agreement. If any member of staff violates these provisions, access to the Internet will be denied and the member of staff may be subject to disciplinary action.

## Staff Policy

### Personal Responsibility

As a representative of the school, I will accept personal responsibility for reporting any misuse of the network to the ICT Co-ordinator (currently Neal Dickson) or Head. Misuse may come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal requests, racism, sexism, inappropriate language or images, any use which may be likely to cause offence and other issues described below.

### Acceptable Use

The use of electronic services will be in support of education and research in accordance with the educational goals and objectives of Old Fletton Primary School however, occasional personal use is acceptable and may be subject to monitoring. I am personally responsible for this provision at all times when using the electronic information service. Use of other networks or computing resources must comply with the rules appropriate to that network. Transmission of any material in violation of any United Kingdom or other national laws is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade laws. Use of commercial activities by for-profit organisations is generally not acceptable.

### Privileges

Personal use of the Internet and other electronic services is a privilege and inappropriate use will result in that privilege being withdrawn. The Headteacher will rule upon inappropriate use and may deny, revoke or suspend usage.

### Network Etiquette and Privacy

You are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to the following:

- ✓ BE POLITE. Never send or encourage others to send abusive messages.
- ✓ USE APPROPRIATE LANGUAGE. Remember that you are a representative of the school on a global public system. You may be alone with your computer, but what you say and do can be viewed by others. Never swear, use vulgarities or any other inappropriate language. Illegal activities of any kind are strictly forbidden, including posting inappropriate images.
- ✓ PRIVACY. Do not reveal any personal information to anyone, especially the home address or personal telephone of yourself or any other pupils.
- ✓ PASSWORD. Do not reveal your password to anyone. If you think someone has obtained your password, contact the ICT Co-ordinator (currently Neal Dickson) immediately.
- ✓ ELECTRONIC MAIL. Electronic mail (e-mail) is not guaranteed to be private. Messages relating to, or in support of, illegal activities may be reported to the authorities.
- ✓ DISRUPTIONS. Do not use the network in any way that would disrupt use of the services by others.
- ✓ Pupil laptops/electronic devices/work must only be accessed by staff for the purposes of supervising and supporting children's learning.

## **OTHER CONSIDERATIONS:**

- ✓ Cite references for any facts that you present.
- ✓ Respect the rights and beliefs of others.

### **Services**

Old Fletton Primary School makes no warranties of any kind whether expressed or implied, for the network service it is providing. Old Fletton Primary School will not be responsible for any damages suffered whilst on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries or service interruptions caused by the system or elements of the system, or your errors or omissions. Use of any information obtained via the network or other information systems is at your own risk. Old Fletton Primary School specifically denies any responsibility for the accuracy of information obtained via its Internet services.

### **Security**

Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the ICT co-ordinator (currently Neal Dickson) at once. Never demonstrate the problem to another person. All use of the system must be under your own username and password unless specifically directed. Remember to keep your password to yourself. Anyone caught disclosing passwords may have their access denied and may be subject to disciplinary action. Any user identified as a security risk may be denied access to the system and be subject to disciplinary action.

### **Vandalism**

Vandalism is defined as any malicious attempt to harm or destroy any equipment or data of another user or of any other networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, the wilful damage of computer hardware, whether connected to the network or not, the deletion of data from its place of storage.

### **Online Ordering systems**

One of the many facilities available via the Internet, is the ability to order goods and services whilst online. This technology is still undergoing development and several questions have been raised with regard to the issue of security of online credit card ordering etc. Because of the security and other ethical issues attached to this facility, Old Fletton Primary School has a moral responsibility in this area. It is therefore strictly forbidden for staff to use the school Internet ID for ordering goods; this will be the sole responsibility of the school credit card holders - Mrs Sarah Levy, Mr Neal Dickson and Mrs Maureen Blore. They will ensure the integrity of the sites being used based on shared knowledge and the reputation of the site and also the https setting when details are required. They will never order online in isolation and will always inform each other if an internet purchase has been or is being made.

### **Chat Services and Social Networks/Media**

Staff at Old Fletton must not use the chat/social network services available on the Internet via the school system. Social networking sites are a minefield of potential breeches of personal information etc. If a member of staff uses these social networking sites at home then they have a professional responsibility to ensure security settings are at the highest level so that their content does not bring their professionalism into question. Guidance documentation is provided in the policy file as supportive documentation. If school is made aware of any misuse of social network/chat services outside school by any stakeholder it will advise relevant parties to contact the provider/police.

### **Data Protection**

Head Teacher, Deputy Head Teacher, PA to Head Teacher and office staff have encrypted hard drives.

## Old Fletton Primary School

### School Pupil Internet Policy

Using the Internet Safely is a valuable tool for my learning

- I will use the internet to support and enhance my learning
- I will only visit websites I have been told to
- I will not use You Tube at any time, although my teacher may show me a clip if it supports my learning
- I will not go on any games during 'golden time' without seeking the permission from the adult in the room
- I will not use Internet Chat and Social Networking Sites
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately
- I know the school may check my computer files and may monitor the websites I visit.

I understand that if I break these rules on purpose, I could be stopped from using the internet, or computers.

\_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's Signature: \_\_\_\_\_

As the parent or Guardian of the above pupil I have read this Internet use policy and discussed it with my child. I understand that, whilst the Internet service provider operates a filtered service, it is impossible for Old Fletton School to restrict access to all controversial materials and will not hold the school responsible for materials acquired on the network. I also agree to report any misuse of the system to the school.

Parent or Guardian Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please Return This Form To The Class Teacher