



**St James' C of E Primary School**

**Internet Access and Acceptable User Policy**

**Written by:** Mr Stuart Bradley, February 2024

**Due for Review:** February 2025



### **Internet Access and Acceptable Use Policy**

This policy should be read in conjunction with the Child Protection and Safeguarding Policy, which has a section linked to staying safe online. The internet is a valuable resource that can raise educational standards by offering both pupils and teachers opportunities to search for information from a very wide range of sources based throughout the world.

St. James' C of E Primary School believes that the educational benefits of internet access far outweigh the possible risks and that good planning and management will ensure appropriate and effective pupil use. In our modern society it is essential to teach pupils to become responsible online citizens so that they can successfully and responsibly use and access technology in their personal and professional lives.

### **How we use the Internet at St. James' C of E Primary School**

The internet is a powerful technology, and we realise that it must play an important role in any learning environment. Through the internet, teachers are able to find information on topics they may be teaching, resources that have been created by other professionals and newsgroups of a particular interest to the school, and they will be able to share ideas with teachers around the region, nationally and internationally too. It aids planning and collaboration between schools. It provides an e-mail address to members of staff to enable them to keep in ready contact with other schools. Parents can contact staff members via the school office email address ([admin@st-james-pri.gloucs.sch.uk](mailto:admin@st-james-pri.gloucs.sch.uk)) to enable good communication links, whilst safeguarding staff members from potential abuse and harassment.

The purpose of internet access in school is to raise educational standards, to support the professional work of staff and to enhance the school's management information and administration systems. Access to the internet is a necessary tool for staff and an entitlement for children who show a responsible and mature approach. The use of the school computer system shall only be permitted for purposes agreed by the school. Technology can advance at a very fast pace. It is not always possible to list all of the potential technologies, which are used in school, nor all of the risk factors that could cause pupils harm. Staff will use the DfE Filtering and Monitoring Standards to review practice on an annual basis. Reviewing online safety annually is a key priority for the school. The school will carry out an annual review of its approach to online safety, supported by an annual risk assessment that considers and reflects the risks faced by pupils.

### **How we encourage pupils to stay safe online:**

- Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable
- Pupils are also taught how to report and block content using online tools
- Pupils will be taught to validate information before accepting it as true, an important aspect of higher levels of subject teaching
- When using materials and resources which are available online, pupils will be taught to observe copyright to avoid plagiarism
- Pupils will be made aware that the writer of an E-mail or the author of a Web page may not be the person claimed
- Pupils will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV
- Pupils are taught to use message systems and email responsibly as part of the computing curriculum

St James' C of E Primary School has a website and active social media accounts which may contain photographs of the children included in the content. Children in photographs are not identifiable by name (i.e. there will not be any captions containing the children's names alongside photographs). If a child's name is mentioned elsewhere (for example, because of some work that is displayed on the website), only the first name will be used and it will not be linked to any photograph of the child or any other personal details. The school does not publish personal email addresses of pupils or staff on the school website.

### **How are online risks managed?**

All individuals using ICT equipment in school must adhere to an acceptable use agreement. E-safety is recognised as an essential aspect of strategic leadership in this school and the Headteacher, with the support of Governors, aims to embed safe practices into the culture of the school. The Headteacher ensures that the policy is implemented and compliance with the policy is monitored. All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following school online safety procedures. Central to this is fostering a 'No Blame' culture so pupils feel able to report any bullying, abuse or inappropriate materials. As the children progress through the school there is a gradual progression in access to the internet. The rules for using the internet will be made clear to all pupils and children will have to sign the Pupil Acceptable Use Agreement (see appendix) prior to using the internet. They will be made aware that if they feel that the rules do not apply to them and therefore decline to sign the agreement, then this will result in an instant loss of access to the internet and any device which can be used to connect to it. The rules apply to staff as well as pupils. Staff (including temporary and regular supply teachers) will be asked to sign the Staff Acceptable Use Agreement (see appendix) annually.

In common with other media such as magazines, books and video, some material available via the Internet is unsuitable or harmful for pupils. The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate material. **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 device.** Methods to quantify and minimise the risk have been taken: including blocking unsuitable sites by using a filter system operated by the SWGfL. Pupils are taught about online safety and digital literacy as part of both the PSHE and the Computing curriculum. This teaching includes how to react if they uncover information or images which are unsuitable for children, or that they are not comfortable with.

All school staff are vigilant for signs of online harm, including grooming and exploitation. Harm to pupils in these circumstances is extreme, but thankfully occurs infrequently. Alongside extreme causes of online harm, staff are vigilant for less extreme causes of harm which are much more widespread, for example game addiction, increased isolation, or low self-esteem through social media content.

Staff, governors and parents and carers work together to ensure that every reasonable measure is being taken to ensure that our pupils use online technologies safely. The school website provides a source of information for parents to support the use of technology at home as well as reinforcing online safety in school.

### **The School Network**

The computer system / network is owned by the school and is made available to pupils to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet or email activity on the network, or perform any other activities that the school may see fit. The security of the whole system is maintained through strict compliance with the acceptable use agreements. In addition:

- SWGfL is used to filter content, and to monitor and investigate any use of the school's system
- Virus protection is installed and updated regularly;
- Personal pen drives or external storage drives must not be brought into school without specific permission and a virus check
- Personal devices must not be used to access the school network
- Strong passwords must be used and must not be shared
- Password Manager systems to store passwords must only be used with additional security measures, such as two-factor authentication

The Computing Lead monitors and evaluates the overall effectiveness of internet use throughout the school and the impact this has on the curriculum. Each teacher is responsible for monitoring the use of the internet within their classroom and ensuring that inappropriate

or harmful material is not accessed. Focus Networks provide technical support and have responsibility for checking that no inappropriate material is on the school system, and for regularly checking back-up systems and monitoring for computer viruses.

### **Personal Use**

The computers, electronic media and services provided by the school are primarily for educational use to assist staff in the performance of their job. Limited or incidental use of electronic media for personal purposes is acceptable, and all such use should be done in a manner that does not negatively affect the system's use for their educational purposes. However, staff are expected to demonstrate a sense of responsibility and not abuse this privilege. Staff must ensure that any engagement in any online activities does not compromise their professional responsibilities.

### **Acceptable Use Statement**

The computer system is owned by the school, and may be used by children to further their education and by staff and other registered users, to enhance their professional activities including teaching and training, research, administration and management. The school's Internet Access Policy has been drawn up to protect all parties - the pupils, the staff, other registered users and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

- All Internet activity should be appropriate to professional activity or the pupil's education;
- Access should only be made via the authorised account and password, which should not be made available to any other person
- Activity that threatens the integrity of the school ICT system, or activity that attacks or corrupts other systems, is forbidden
- Users are responsible for all E-mail sent and for contacts made that may result in E-mail being received
- Use for personal financial gain, gambling, political purposes or advertising is forbidden
- Copyright of materials must be respected to prevent plagiarism
- Posting anonymous messages and forwarding chain letters is forbidden
- As E-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media
- Use of the network to access inappropriate, illegal or harmful materials such as pornographic, racist or offensive material is strictly forbidden

## **Appendix 1: Acceptable Use Agreements – signed annually**

### **Pupil Acceptable Use Agreement**

Using technology, including (but not limited to) cameras, iPads, Laptops, the internet, email, has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT equipment or resource.

Please discuss these online safety rules with your child:

I will only use ICT in school for school purposes

I will only use my own login and password or the login for my class

I will only use my school email address

I will not access the files or documents belonging to others

I will make sure that all ICT contacts with other children and adults are polite and responsible

I will not deliberately look for or use AI to generate any content that is illegal, unpleasant or unkind. If I accidentally find anything like this I will turn off my monitor or screen and tell my teacher immediately.

I will not send to children or adults anything that could be considered illegal, unpleasant or unkind

I will not give out my own details such as my name, phone number or home address

I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe

I will check with an adult before I click on a link or pop-up command

I will not bypass filters or firewalls

I know that my use of ICT can be checked and that my parent or carer will be contacted if a member of school staff is concerned about my online behaviours

## **Staff Acceptable Internet Use Agreement**

ICT and the related technologies such as email, the internet and apps are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff must adhere to the contents of this agreement at all times. Members of staff will be asked to read and sign to show their understanding of, and conformity to the contents of this agreement on an annual basis. Any concerns or clarification should be discussed with the Headteacher.

I will only use the school's ICT resources, including (but not limited to) laptops, iPads, cameras, other devices, for professional purposes.

I will only use the school's online resources (including but not limited to the school server, email system, Internet, Intranet, social media, website) for professional purposes or for uses deemed 'reasonable' by the Head Teacher or Governing Board.

I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.

I will ensure that all electronic communications with pupils, parents, the wider community and staff are compatible with my professional role.

I will only use the approved, secure email system for any school business.

I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.

I will not browse, download, upload or use AI to generate material that could be considered offensive, harmful or illegal on school devices.

I will not send pupils or colleagues material that could be considered offensive, harmful or illegal. Images of pupils will only be taken and used for professional purposes and will not be distributed outside the school network without the permission of the parent or carer.

I will not use any personal ICT equipment to create or store images of pupils, unless authorised to do so by the Head Teacher.

I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to the Head Teacher.

I will respect copyright and intellectual property rights.

I will support and promote the school's online safety procedures and help pupils to be safe and responsible in their use of ICT and related technologies.

I will ensure that my public or visible use of personal social media sites is compatible with my professional role.