



ICT Acceptable Use Policy (Pupils)

The Chorus Schools Federation
(St. Giles', St. Andrew's & Wethersfield
C of E Primary Schools)

Approved by:	Mrs. Jinnie Nichols
Last reviewed on:	July 2023
Next review due:	July 2024



Introduction

The Chorus Schools Federation recognises the importance of ICT in education and the needs of pupils to access the computing facilities available within the school(s). Usually the resources used by pupils in school are carefully chosen by the class teacher and determined by curriculum policies. However, use of the internet, by its nature, will provide access to information which has not been selected by the teacher and this policy is about ensuring that pupils can use the internet and other technologies available in school in a safe and secure way.

At The Chorus Schools Federation, we feel that the best way to keep our pupils safe is in a combination of site-filtering, supervision, and by fostering a responsible attitude in our pupils, in partnership with parents.

The purpose of this policy is to:

- Ensure that pupils benefit from all learning opportunities offered by the computing and internet resources provided by the school in a safe and controlled manner.
- Establish the ground rules we have in school for the safe and acceptable use of the Internet
- Describe how these fit into the wider context of our discipline and PSHE policies
- Demonstrate the methods used to protect children from inappropriate sites
- Sets out our policy on the distribution and publication of photos and videos of school events.
- Sets out our policy on acceptable use of social media.

This policy is to be used in line with other Federations policies, including but not limited to, Child Protection policy, Complaints policy, Data Protection policy.

Using the Internet to enhance education

The benefits include:

- Access to a wide variety of educational resources including libraries, art galleries and museums;
- Rapid and cost-effective world-wide communication;
- Gaining an understanding of people and cultures around the globe;
- Staff professional development through access to new curriculum materials, expert knowledge and practice;
- Exchange of curriculum and administrative data with the Local Authority and DCSF;
- Social and leisure use;
- Greatly increased skills in Literacy, particularly in being able to research, read and appraise critically and then communicate what is important to others;
- The schools intends to teach pupils about the vast information resources available on the Internet, using it as a planned part of many lessons;
- All staff will review and evaluate resources available on web sites appropriate to the age range and ability of the pupils being taught.

Security/Pupils' access to the internet

We have obtained LA guidance on Internet security and following their suggestion has based its policy on the DfES site <http://safety.ngfl.gov.uk/schools/>

At The Chorus Schools Federation we use an ECC supplied Firewall and filtering system which minimises the chances of pupils encountering undesirable material. We will normally only allow children to use the Internet when there is a responsible adult present to supervise. However it is unrealistic to suppose that the teacher's attention will always be directed toward the computer screen. Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils, the expectation we have of pupils. Teachers will have access to pupils' internet files and will check these on a regular basis to ensure expectations of behaviour are being met.

Expectation of pupils using the Internet

- All pupils are expected to read and agree the **Pupil contract for safe computer and internet use (appendix 1)**
- At The Chorus Schools Federation, we expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in the school. This includes the materials they choose to access, and the language they use.
- Pupils using the Internet are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher.
- Pupils are expected not to use any rude or offensive language in their email communications, and contact only people they know or those the teacher has approved. They will be taught the rules of etiquette for email and will be expected to follow them.
- Pupils must ask permission before accessing the Internet and have a clear idea of why they are using it.
- Pupils will not access social networking sites unless expressly permitted by the school or as part of a specific learning activity.
- Pupils must not access other people's files unless they have permission to do so.
- Computers and school laptops should only be used for school work and homework unless permission has been given otherwise.
- No applications may be downloaded from to the school's computers from the Internet or brought in on portable media from home for use in school.
- Schoolwork completed at home may be brought in on portable media, but this must be virus scanned by the class teacher before use.
- Personal printing is not allowed on the school network.
- No personal information such as phone numbers and addresses should be given out and no arrangements should be made to meet someone via the Internet/email, unless this is part of an approved school project.
- The school(s) encourages the use of anti-virus software on machines used at home.
- Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources. They will also be subject to the general disciplinary procedures of the school.

Personal Devices

Pupils may only use their own technology in school as part of a pre-arranged educational activity, with permission from a teacher.

School Website

When a child joins the school, their parent/carer will be asked for consent for the child to appear in photos on the school website. We encourage parents to provide consent as it enables us to include all the children in all depictions of school life, but we recognise and respect the right to refuse consent.

Parents may withdraw consent at any time, or grant consent if they had previously declined.

We will publish a selection of photos and videos of school events and general school life. Any material published will be assessed to ensure that it meets the following safeguarding rules:

- It must not feature any child whose parent/carer has not given consent.
- It will not offer any means of identifying a child by name.
- Ensure that images are stored securely and used only by those authorised to do so.
- Ensure that electronic images are stored on a secure network to which members of the public have no access.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publications of children's work will be decided by a teacher.
- The school will ensure that the image files are appropriately named and will not use pupils' names in image file names.
- The website will be monitored to ensure that photographs are regularly updated, and older photographs (particularly of pupils who have left the school) will be removed periodically.

Photos and videos intended for the school website should be taken either by a member of staff, or another person (typically a governor or parent) authorised by the Executive Headteacher or Deputy Executive Headteacher.

Terms for external photographers, such as local newspaper photographers and school portrait photographers, must be agreed in advance with the Executive Headteacher. These are considered on a case by case basis and must conform to the safeguarding/e-safety rules.

Marvellous Me

This is an app available from the app store or google play. The app is a communication and praise tool for school and parents. Messages can be sent and Badges for curriculum achievements can be awarded. Parents need to download the app and log in using a code given to them from school. Children are only identified by their names. An avatar provides a pictorial representation on the site. Individual users cannot see anyone else's avatar or badges. Teachers and office staff have access to the children's avatars and can see all children.

On line Learning tools

Programmes such as Purple Mash, Times tables Rock stars and Fiction Express are used as learning tools. They require a log-in and password generated by the Computing lead teacher or the specific company. No other personal information is asked for or stored

Tapestry

Tapestry is an on-line learning record for use in the Reception Classes. Teachers upload photographs of children working and engaging in school activities. Comments are made by school staff relating to the activity and any assessment criteria related to the activity. Relevant school staff have a log in and password to access the site.

Parents and families have a log in and password for their child's learning record. They cannot see any other child's learning record. When photos show multiple children engaged in a task or activity, the photo is posted to all the relevant learning records. Permission to do this is sought at the beginning of the school year.

Scholar Pack

This is the school's Management system. The information of all children is held here. The school has purchased the add on communication service. This allows text messages to be sent to parents. Parents are invited and need to agree to using this service.

Social Media

We use social media to promote school activity and initiatives and to communicate with parents/carers on school news. Social media and social networking play an increasingly important role in modern life, and there are many benefits to its use. There are however significant e-safety/safeguarding risks and this section aims to give clarity to the way in which social media/images/videos are used by pupils, governors, visitors and volunteers.

Pupils are not permitted access to social media during school time, unless it is part of a curriculum activity.

Pupils and parents/carers **must not** post content online which is damaging to the school or any of its staff or pupils.

Parents/carers are asked to raise any concerns or complaints in accordance with the Complaints policy rather than posting them on social media.

Appropriate use of images and videos

Parents/Carers are permitted to take photographs and record videos at designated school events, as long as they follow the conditions set out in this policy.

Photos may only be taken at the location of the event, and not in classrooms or elsewhere in the school unless explicitly authorized by the Executive Headteacher.

It is not permitted to use a camera on school premises at any time outside these designated events unless explicitly authorized by the Executive Headteacher.

Photos/Videos taken at these events are for your personal use only. They may be shared with friends and family, but **must not** be published on any internet site, including Facebook, Twitter, YouTube, Pinterest, Instagram and all other social media services.

The reason for this restriction is that it is not possible for individual parents to ensure that our safeguarding/e-safety rules are adhered to.

You may share links to the school website, because any photos or videos will have been checked to ensure that they conform with all safeguarding/e-safety rules. These links will cease to work once the photos have been removed from the school site.

There is one exception to the internet publication rule. If the photo or video includes **only** your own children, you may share it on the internet however you like. For this exception to apply, **there must be no other children in shot**, however briefly or clearly they can be seen.

Monitoring/Review

This policy will be monitored and reviewed at least annually to ensure that it is working in accordance with best practice guidance and current legislation.

The Executive Headteacher and the Governing Board have the right to make amendments to this policy. The current policy will be published on the school website.

Appendix 1 – Pupil/Parent contract for safe computer and internet use:

The Chorus School Federation

Responsible Internet and Computer Use Agreement

In order to keep ourselves and others safe I agree to the following:

1. I will use the school computers, Internet, and all our technological equipment sensibly.
2. I will ask permission before entering any web site, unless my teacher has already approved that site.
3. I will not access social media sites.
4. If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
5. I will never insert my personal details, home address, or telephone numbers on the Internet or in an e-mail.
6. I will only e-mail people or open e-mails from people I know, or my teacher has approved.
7. I will always be polite and use appropriate language when sending e-mails.
8. I will not look at or delete other people's files without their permission.
9. I will only use my own username and password to access the computer network.
10. I know that the school may check my computer files, monitor the Internet sites I visit and filter the contents of my e-mails.
11. I understand that if I deliberately break these rules, I could be stopped from using the school network and accessing the Internet.
12. I will ensure that, when taking and sharing photographs of school events, these are only published in accordance within the terms of this policy.

Name.....