

Acceptable use policy
Cropredy C of E Primary School

Cropredy C of E Primary School ICT, E-Safety and Acceptable use Policy

This policy was reviewed in September 2018
Next review date: September 2019

E-Safety and Acceptable use policy
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The school has a duty to provide pupils with quality Internet access as part of their learning. This e-safety policy considers the use of both the fixed and mobile internet, PCs, laptops, webcams, digital video equipment, mobile phones and iPads/tablets. It will be revised to incorporate new and emerging technologies. Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information systems. Internet use is a part of the 2014 national curriculum and a necessary tool for staff and pupils. Internet access is an entitlement for students who show a responsible and mature approach to its use.

The aims of this Acceptable Use Policy are to:

- Ensure that pupils benefit from all learning opportunities offered by the internet resources provided by the school in a safe and controlled manner.
- Ensure that all staff benefit from internet access, with clear guidance on safe and acceptable use.
- Ensure that the pupils are aware of the dangers on the internet; what they are and who to go to if they have any problems.
- Make staff and pupils aware that Internet use in school is a resource and a privilege. If the terms are not met that the privilege will be taken away.
- Provide guidance to staff and pupils about the acceptable use of mobile technologies, both the school's and personal items that are brought into school.

Cropredy C of E Primary School's Strategy

General

- Virus protection software is used and updated on a regular basis.
- A member of staff will be appointed as responsible for the school's e-safety.

Pupils' Access to the Internet and Filtering

Cropredy School endeavour to provide a safe online environment for the children to access. Cropredy Primary School use a Oxfordshire County Council "filtered" Internet Service, which will minimize the chances of pupils encountering undesirable material. Cropredy Primary School 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 these to pupils and outlining the expectations we have of pupils. Any unsuitable content found must be forwarded to the ICT lead by staff, so that website can be blocked through the filter and these incidents or any others be documented in the ICT incidents book. Teachers have access to pupils' emails and other Internet related files and if necessary are able to check to ensure expectations of behavior are being met. As part of the curriculum, pupils will be made aware of the guidelines for the acceptable use of the Internet and what is not acceptable. These guidelines for acceptable use (Appendix 2) will be clearly on display in all areas of the school where Internet access is available. All pupils will be given clear objectives when using the Internet. Where Internet activities are part of the curriculum they will be planned so that they enrich and extend the learning activities. Staff will guide pupils through on-line activities that will support the learning outcomes planned for the age and maturity of the pupils.

Expectations of Pupils and Staff using the Internet

🕒 All parents are expected to read and agree to their child's use of the Internet when they enter Foundation or start at Cropredy school. (Appendix 1 and 3) Pupils are expected to read and agree the Internet Agreement at the beginning of year 3, 4, 5 and 6 (Appendix 2).

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At Croprey Primary School, we expect all pupils and staff to be responsible for their own behavior on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use.

Pupils and staff using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils or staff encounter any such material accidentally, they are expected to report it immediately to the ICT leader, so that the Service Provider can block further access to the site.

Pupils are expected not to use any rude language in their email communications and contact only people they know or those the teacher has approved. They have been taught the rules of etiquette in email and are expected to follow them.

All members of staff including teachers, supply staff, classroom assistants and support staff, will be provided with access to a copy of the school acceptable use policy. All staff will need to sign a copy of the *Acceptable use policy: all staff working in school* (Appendix 4) before using any Internet resource in school. Staff will be made aware that Internet traffic can be monitored and traced to the individual user and professional conduct is essential. Staff development in safe and responsible Internet use will be provided as part of the continuing professional development programme.

Acceptable Use Policy at Croprey Primary School

Using the internet

Pupils must ask permission before accessing the Internet and have a clear idea why they are using it.

Pupils and Staff should not access other people's files unless permission has been given.

Computers should only be used for schoolwork and homework unless permission has been granted otherwise.

No program files may be downloaded to the computer from the Internet. This is to prevent corruption of data and avoid viruses.

No programs on disc or CD Rom should be brought in by pupils from home for use in school although staff can seek permission from the Head. This is for both legal and security reasons.

Homework completed at home may be brought in on storage devices e.g floppy disc, CD-ROM or memory stick, but this will have to be virus scanned by the class teacher before use.

No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made unless this is part of an approved school project.

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☉Pupils and Staff consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources. They will also come under the general discipline procedures of the school which comprises an escalating set of measures including a withdrawal of privileges.

School Website

☉The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.

☉The publication of children's work will be decided by a teacher.

☉The school will endeavor to use digital photographs, audio or video clips focusing on group activities. Photographs and video focusing on individual children will not be published on the school website without parental permission.

☉The school website will avoid publishing the full names of individuals in a photograph.

☉The school will ensure that the image files are appropriately named and will not use pupils' names in image file names if published on the web.

Instant Messaging, Chat Rooms and Mobile Phones

The use of online chat rooms and instant messaging services is prevented due to the "filtering" provided by Oxfordshire County Council. The use of text messaging will not be allowed during school time. The use of mobile phones will not be permitted during lessons or formal school time. This is to avoid the possibility of the sending of abusive or inappropriate text messages.

Cyber-bullying

Cyber-bullying includes any comment or image that portrays another in a derogatory way, that causes fear, hurt feelings, embarrassment or attacks their character. Any reports of cyber-bullying by text message, email, or on social media will be dealt with swiftly, ensuring the safety and wellbeing of the victim. The perpetrator will be asked to retract and apologise for any wrong doing. If the behaviour continues meetings will be set up between the Head Teacher, staff, parents and pupils involved to resolve issues and set sanctions.

Terrorist and Extremist Content

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The filtering system that is in place in the school will make it extremely hard for children to access images or websites with this kind of content. Due to the speed of the expanding internet however, if staff do discover anything that they believe to be inappropriate they should inform the ICT leader immediately so the website can be blocked through the filter.

Data Protection and Passwords

School wide data is held on a secure server, which is only shared in house between staff on a need to know basis. Children are taught to keep themselves safe online by not giving out personal information. It is the duty of the staff to keep passwords secure and regularly updated. They must never be shared under any circumstances.

Social Media

No staff member will ever upload images of their pupils or comment in posts about things that happen in school. To keep a professional relationship; teachers should refrain from contact with parents and children over social media. Parents and pupils should be aware when uploading any images, videos or making comments of who else may be in the images or how the comments may be received by the public (see cyber-bullying section). Any misuse should be reported immediately and dealt with by the Head Teacher.

Digital Photography and Video Technology

No member of staff will take pictures of children using personal equipment. Photographs will only be taken on school cameras and stored on staff laptop temporarily, whilst needed and then they are removed and stored securely in school.

Staff Laptops

Staff laptops remain the property of Croprey school and are only for staff use. Staff will not install or/and download programs without the SLT or ICT leader's permission. This is due to copyright and conflicts with existing software. They must also be aware of the information and data stored on their computers, previous children data will be deleted when no longer needed due to data protection. Staff need to make sure the laptop is stored in a secure place when not in use, e.g. not left out in a classroom over night or kept in cars.

Staff e-mails

To e-mail pupils and parents staff should forward their emails through the office, to enable staff privacy and security.

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Personal Devices

Staff and pupils may only use their own technology in school as part of a pre-arranged educational activity, with permission from a member of the SLT or ICT Leader. Inappropriate use is in direct breach of the school's acceptable use policy.

Sanctions

Persistent Misuse of the internet by pupils in or outside of school (if related to school) will result in reduced access to the Internet. Misuse of other technologies will result in a complete ban and/or confiscation. Both of these actions will take place for a set period of time agreed by the Head Teacher. Parents will always be notified.

Cropredy Wide School Internet Rules

- We ask permission before using the internet/specific website.
- We only use websites our teacher has chosen.
- We use the internet and devices sensibly and at the right time.
- We immediately close any webpage we don't like.
- We only e-mail people our teacher has approved.
- We send e-mails that are polite and friendly.
- We never give out any information that can identify us, our friends or our location.
- We never arrange to meet anyone over the internet.
- We never open e-mails sent by anyone we don't know.
- We never use internet chat rooms or social network websites in school.
- We tell the teacher or teaching assistant if we see anything we are unhappy with.
- We shut down properly and return the trolley key.

Signed by ICT co-ordinator.....

Headteacher.....

Chair of Governors.....

Date.....

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Appendix 1

School Headed Paper

Pupil's Name _____ Date _____

Parent agreement

Dear Parent/Guardian,

As part of our curriculum we encourage pupils to make use of educational resources available on the Internet. Access to the Internet enables pupils to conduct research and obtain high quality educational resources from libraries, museums, galleries and other information sources from around the world.

To guard against accidental access to materials which are inappropriate in school all Oxfordshire schools access the Internet by means of the Oxfordshire Community Network (OCN) which provides an appropriately filtered service. However, it is not possible to provide a 100% assurance that pupils might not accidentally come across material which would be inappropriate.

Therefore, before they access the Internet we would like all pupils to discuss the attached ELearning Code of Conduct with their parents/guardians and then return the signed form to the school office.

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We believe that the educational benefits to pupils from access to the Internet in the form of information resources and opportunities for collaboration, far outweigh the potential disadvantages.

During lesson time teachers will guide pupils toward specific materials and educational resources. Where pupils are given permission to access the Internet outside lessons they must agree to access only those sites that are appropriate for use in school and use the e-learning resources appropriately.

Yours sincerely

As parent or guardian, I have read, discussed and explained the E-Learning Code of Conduct to my son/daughter. I understand that if he/she fails to follow this code, his/her individual access may be withdrawn and I will be informed.

Parent/Guardian Signature _____ Date _____

Permission and Copyright Release

I consent to photographs and digital images of the child named above, appearing in printed publications or on the school website. I understand that the images will be used only for educational purposes and that the identity of my child will be protected. I also acknowledge that the images may also be used in and distributed by other media, such as CD-ROM, as part of the promotional activities of the school.

I also consent to examples of my child's work being published on the school web site or in other media, subject to strict confidentiality of personal information.

Parent/Guardian Signature _____ Date _____

Digital Video

I consent to my child taking part in Cropreddy School projects using digital video. I consent to my child taking part in the production of digital videos and appearing in films. I understand that films may be made available on the school website or used in other school promotional activities.

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Parent/Guardian Signature _____ Date _____

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Appendix 2

E-LEARNING CODE OF CONDUCT Pupil Agreement

You should:

-  Always follow the instructions of your teacher.
-  Keep your username and password secret as much as possible.
-  Always be nice and polite when you send messages to other users.
-  Always tell your teacher if you see, hear or read anything which makes you feel uncomfortable while using the computer.

You should not:

-  Send anyone a message which is not nice.
-  Use bad language in a message.
-  Use any other person's work or e-mail.
-  Tell a stranger any of the following information:
 - your name
 - your home address

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- your telephone numbers
- any other personal information about yourself or any of your friends.

When you are finished using a computer you should always close it down properly following your teacher's instructions.

Pupil: _____ Class _____

Date _____

I have read the E-Learning Code of Conduct and discussed it with my teacher and I agree to follow it.

Pupil Signature _____ Date _____

Appendix 3

E-LEARNING CODE OF CONDUCT

This code of conduct applies at all times, in and out of school hours, whilst using school equipment.

Internet and e-mail access will be provided for you to conduct research, communicate with others and access your personal on-line storage space as well as learning resources but only on the understanding that you agree to follow this code. This code of conduct is not intended to be exhaustive. At all times you should use e-Learning resources in an appropriate and responsible manner.

THE CODE

You should:

- Only access sites which are appropriate for use in school. *This also applies outside lesson time*
- Be aware that your actions on the Internet, when using e-mail can be seen and monitored
- Be aware that information on an Internet web site may be inaccurate or biased. Try to verify the information using other sources, if possible, before using it
- Be careful of what you say to others and how you say it. *Never give your name, home address, telephone numbers or any personal information about yourself or others to any strangers you write to or communicate with on the Internet. Never arrange to meet strangers who approach you whilst on the computer; anyone can pretend to be someone else. Someone pretending to be a friend may not have your best interests at heart*
- Treat others as they would expect to be treated, *e.g. show respect and be polite. Remember that something that may seem like a joke to you could upset someone else.*
- Always tell your teacher or another adult if you ever see, hear or read anything which makes you feel uncomfortable while using the Internet or e-mail.

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Respect copyright and trademarks. *You cannot use the words or pictures that you see on an Internet site without giving credit to the person who produced the information originally. You must not copy text or pictures from the Internet and hand it in to your teacher as your own work.*



Check with a teacher before:

- * sending e-mail
- * downloading files
- * completing questionnaires or subscription forms
- * opening e-mail attachments

You should not:



Send, access, store or display offensive or upsetting messages or pictures



Use or send bad, threatening or annoying language nor any language which might incite hatred against any ethnic, religious or other minority



Intentionally waste resources

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Please note:

You should always log out and close your browser when your session has finished.

User areas on the school network will be closely monitored and staff may review your files and communications to maintain system integrity.

Failure to follow the code will result in loss of access and further disciplinary action may be taken if appropriate. If applicable, external agencies may be involved: certain activities may constitute a criminal offence.

Copyright Release

This school may produce printed publications and/or a school web site which may include examples of pupil's work and/or photographs of pupils. No child's work will ever be used without his/her permission and we take the issue of child safety very seriously which includes the use of images of pupils. Including images of pupils in school publications and on the school website can be highly motivating for the pupils involved, and provides a good opportunity to promote the work of the school. However, schools have a duty of care towards pupils, which means that pupils must remain unidentifiable, reducing the risk of inappropriate contact, if images are used in this way.

We ask that parents consent to the school publishing their children's work and to the taking and using of photographs and images of their children subject to strict confidentiality of personal information. (This can be changed at any time; just see the Headteacher or ICT Co-ordinator).

Digital Video

Digital video is an exciting medium which can motivate and inspire pupils. Research has shown that using digital video in education can help encourage creativity, motivate and enthuse pupils, and improve communication and team-working skills.

At Cropredy School we intend to use digital video as part of our learning and teaching and for the recording of school productions and events.

We ask that parents consent to their child taking part in the production of digital video, and/or appearing in films.

Whereas the risks of using digital video in education are minimal, schools have a duty of care towards pupils. This means that pupils will remain unidentifiable, reducing the risk of inappropriate contact, if images or examples of their work (including digital video) are used on the school website. All digital video work at Cropredy School is underpinned by our acceptable use and internet safety policies.

E-LEARNING CODE OF CONDUCT

Pupil: _____ Class _____ Date _____

My parents and I have read the E-Learning Code of Conduct and I agree to follow it.

Pupil Signature _____ Date _____

Parent:

As parent or guardian, I have read, discussed and explained the E-Learning Code of Conduct to my son/daughter. I understand that if he/she fails to follow this code, his/her individual access may be withdrawn and I will be informed.

Parent/Guardian Signature _____ Date _____

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Permission and Copyright Release

These must be deleted as appropriate

I give/I do not give consent for photographs and digital images of the child named above, appearing in printed publications e.g newspapers

I give/I do not give consent to photographs and digital images of the child named above, on the school website.

I give/I do not give consent to examples of my child's work being published on the school web site or in other media, subject to strict confidentiality of personal information.

I acknowledge that the images may also be used in and distributed by other media, such as CD-ROM, as part of the promotional activities of the school and give permission for this. **Yes/No**

I understand that the images will be used only for educational purposes and that the identity of my child will be protected.

Parent/Guardian Signature _____ Date _____

Digital Video

Please delete as appropriate

I give/I do not give consent to my child taking part in Croprey School projects using digital video.

I give/I do not give consent to my child taking part in the production of digital videos and appearing in films.

I understand that films may be made available on the school website or used in other school promotional activities and give permission for this. **Yes/No**

Parent/Guardian Signature _____ Date _____

Appendix 4

The Acceptable Use Policy: All adults working in school

All adults working with ICT equipment in Oxfordshire schools must ensure that they have read and agree to abide by the Oxfordshire County Council Acceptable User Policy which can be found on the Intranet.

For further information and to download copies of the relevant documentation see the OCN section of the Education Intranet:

http://portal.oxfordshire.gov.uk/content/public/corporate/AtWork/Policies/HR_ICT_Policy_Booklet.pdf

**This downloadable document should be included in the staff handbook.
Here is a summary of some of the main points:**

For personal use:

- Do not give anyone access to your login name or password.
- Do not open other people's files without express permission. Do not corrupt, interfere with or destroy any other user's information.
- Do not release personal details including phone numbers, fax numbers or personal e-mail addresses of any colleague or pupil over the Internet.
- Do not reproduce copyright materials without first getting permission from the owner. Many people will make their work freely available for education on request. Acknowledge sources on all resources used.
- Do not attempt to visit sites which might be considered inappropriate. All sites visited leave evidence on the computer. Downloading some material is illegal and the police or other authorities may be called to investigate such use.
- Use of school Internet access for business, profit, advertising or political purposes is strictly forbidden.
- Users should log out and close their browser when their session has finished.

Personal E-mail

- Follow school guidelines contained in the ICT policy for the use of e-mail.
- Observe *netiquette* on all occasions. E-mail should not be considered a private medium of communication.
- Do not include offensive or abusive language in your messages or any language which could be considered defamatory, obscene, menacing or illegal. Do not use language that could be calculated to incite hatred against any ethnic, religious or other minority. You should be aware that all Oxfordshire e-mail is automatically monitored.
- Make sure nothing in the messages could be interpreted as libellous.
- Do not send any message which is likely to cause annoyance, inconvenience or needless anxiety.
- Do not send any unsolicited promotional or advertising material nor any chain letters or pyramid selling schemes.

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When using the Internet or e-mail with children

- Remind children of the rules for using the Internet or e-mail.
- Be aware of issues relating to cyber bullying and watch for evidence of any distress caused by the use of ICT and investigate its cause.
- Check before publishing children's work; make sure that you have parental permission.
- Ensure children cannot be identified from photographs
- Be aware of issues relating to e-safety and cyber bullying and watch for evidence of any distress caused and investigate the reasons behind such distress.
- Report any breaches of the school's Internet policy to the Head Teacher.

Using own digital photography equipment and school Laptops.

- Ask a member of the SLT to use own technology in school.
- Never use own equipment to take pictures of the children.
- Pictures of children will only be stored temporarily on staff laptops while they are needed.
- Staff laptops remain the property of Cropredy Primary School and need to be only used by the member of staff in line with the school's acceptable use policy.

I have read and agreed follow the school's acceptable use policy.

Signed _____ Date _____