ACCEPTABLE USE OF THE INTERNET

Bloomfield
Primary School

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Adopted by Governors on:	Signed:	Signed:
	CHAIR	PRINCIPAL

ACCEPTABLE USE OF THE INTERNET

RATIONALE

As part of each child's use of computer technology he/she may, with teacher permission, be permitted to access the internet. All classes in school are timetabled for sessions in the computer suite at various times throughout the school year.

Children may also access the internet through their classroom computer/interactive whiteboard, or through our Apple iPads. Internet access will always be monitored and directed by the teacher-in-charge, and no pupil should have internet access without there being a member of staff present.

INTERNET SAFETY

The school network is protected by both Microsoft and C2K firewalls that will automatically block the majority of inappropriate material. In the rare incidence of these firewalls failing, the ICT Co-Ordinator & ICT Technician will be notified immediately, and appropriate action will be taken to rectify the problem. Password security is effective and passwords are not shared amongst teachers and pupils and between pupils. Online safety is integrated into existing Safeguarding/Child Protection, Positive Behaviour, SEN and Anti-Bullying policies. Providers of alternative internet access must be approved by BOG who are responsible for its effective filtering.

1. PUPIL CONDUCT

Pupils are expected to conform to the following rules and be aware of how to report a problem. Internet access will only be denied to those pupils who fail to maintain acceptable standards of use.

1.1 Children may only access the internet with the permission and supervision of a teacher or classroom assistant in an open environment.

1.2 Parents will have given their permission for the use of the internet.

1.3 Use of email will be minimal and only to people approved by the teacher. Any emails sent will only be as part of a class project and will be polite.

1.4 No pupil is permitted to;

- Retrieve, send, copy or display offensive messages or pictures;
- Use obscene or racist language;
- Insult or attack others;
- Damage computers, computer systems or networks;
- Use another user's password;
- Trespass in another user's folders, work or files;
- Intentionally waste resources such as printer ink, printer paper, etc.;
- Search for materials which are not related to the curriculum;
- Subscribe to any services or order any goods or services;
- Play computer games unless specifically assigned by the teacher;
- Use any form of internet chat rooms or social media;
- Arrange to meet anyone via the internet;
- Bring in their own hardware that can be linked to the internet, such as mobile phones, tablets or any hand-held play stations;
- Bring in software or their own pen drives without permission from the ICT coordinator;
- Publish, share or distribute any personal information about themselves or any other user (such as; home address, email address, name, phone number, photographs etc.);
- Engage in any activity that violates a school rule or the standards of behaviour which are expected at Bloomfield Primary School.

1.5 **In the event of inappropriate use of ICT in school, the ICT Co-ordinator, Designated Teacher for Child Protection and Senior Leadership Team will be notified and appropriate action will be taken.**

2. STAFF CONDUCT

Staff are expected to conform to the following rules and be aware of how to report a problem.

2.1 All staff (teaching and non-teaching) are expected to attend any online safety training by ICT Co-Ordinator, Designated Teacher or external agencies.

2.2 All staff are to log in as themselves and to leave substitute teachers a sub log in with limited access.

2.3 Passwords are not to be shared.

2.4 Mobile phones are not to be used in any area where children may be. When children are in the school building, mobile phones can only be used in the staff room, Mrs Dunne's office or Mrs Bishop's office. Mobile phones should not be evident in the corridors or classroom i.e. do not leave them on your desk.

- If there is an emergency situation e.g. sick child, for which you need to be on standby, then you must notify Mrs Bishop or the Designated Teacher of your need to have your mobile phone close at hand so that it can be noted should it be queried at a later date.

- Never take photographs of children on your mobile phone or other personal electronic device.

2.5 All films/animations shown for entertainment must have a Universal (U) rating. Films with a Parental Guidance (PG) rating may only be used if the permission from the parents has been sought. Any other classifications may not be watched.

2.6 If in doubt about the appropriateness of a particular online teaching material, the teacher should consult with the principal before using it.
   - Internet streaming is enabled for staff only.
   - Secretarial staff have internet advanced enabled.

2.7 Google is not to be used as a search engine. Bing is to be used. K9 or Safari on the iPads.

2.8 The school website is to be updated on a regular basis by teaching staff. This will be monitored by Mrs E Taylor. Only photographs of children with permission to appear on the website can be used.

2.9 The Friends of Bloomfield (PTA) Facebook page is managed by Mrs J Mitchell and Mrs R Bishop. Staff can forward them photographs of children who have permission to appear on the Facebook page.

2.10
   Procedures for reporting and dealing with incidents around breaches in the school's online safety guidelines are to be followed. See Appendix 1.

2.11
   It is the teachers' responsibility to ensure all children have returned a signed copy of the Parental Information and Consent booklet and to display an overview of the various permissions within the classroom for any responsible adult to have access to ie afternoon cover teachers, classroom assistants and substitute teachers.

2.13
   SMART posters are to be displayed in the classroom and discussed in August and regularly throughout the year.

2.14
   Teachers are to prioritise and actively teach online safety messages throughout the year, integrated across the curriculum.

2.15 Links with other policies – Social Media Policy

3. KEY ELEMENTS OF THE SCHOOL'S CURRENT INTERNET USAGE PRACTICES:

3.1. POLICY

Online safety is of the utmost importance to the school. The policy is updated and maintained by the UICT team under the direction of the school's principal on a yearly basis. The most recent update of the policy takes account of EA circular 2016/26 and 2016/27.

3.2. STAFF EDUCATION/CONSISTENT WHOLE SCHOOL APPROACH:

All teaching and non-teaching staff are briefed on child protection on an annual basis by Designated Teacher, Miss A Carson. This training includes online safety. Relevant online safety updates will be provided throughout the year. Any online safety training by external agencies or EA will be attended by ICT Co-Ordinator or DT/DDT and disseminated to the staff. Online safety messages are integrated across the curriculum for pupils in all Key Stages. Register of Access explaining who has access to the different pupil & staff data and completion of online safety provision will be completed by ICT team.

3.3. PUPIL EDUCATION:

Pupils of Bloomfield Primary are reminded of acceptable internet usage across various mediums. Firstly, the ICT suite and each classroom is equipped with an internet safety poster. Pupils are reminded of the points on the poster each August when returning to school. Pupils are further reminded of the importance of online safety during the 'exchange' section of the UICT curriculum. In addition to this, outside agencies including the NSPCC, RADAR and Love for Life all support the school in the promotion of online safety. Pupils will participate in events such as Safer Internet Day, Anti Bullying Week and associated competitions. Pupils will partake in online safety lessons throughout the year, integrated across the curriculum.

3.4. PARENTS AND THE WIDER COMMUNITY:

The school makes parents and carers aware of important online safety messages via appropriate training providers. As a school, we are committed to sharing resources and advice regarding online safety via our school website when appropriate. INEQUE are currently developing an app for online safety messages and training for parents, pupils and staff. Communication between school and home will include messages via text, email, See Saw or announcements made on the school website or Friends of Bloomfield (PTA) Facebook page.

3.5.   MANAGEMENT OF PERSONAL DATA/MONITORING:

Personal Data of staff, pupils and parents is not shared with third parties in line with the Data Protection Act of 1998. All personal data is stored securely in office files or within the SIMS system where access can only be gained by staff members assigned such privilege. Parent addresses and phone numbers are stored in secure locations within individual classrooms at each individual teacher's discretion. A record of potential breaches of online safety will be kept in an Online Safety Risk Register to be stored securely in office files.

3.6.   REPORTING:

Pupils will in the first instance report any potential violations of the school's internet safety policy to their class teacher. These concerns can then be brought to the attention of the ICT coordinator, Designated Teacher for Child Protection and Principal. Any concerns regarding an adult's misuse of internet technology should be brought directly to the Principal. In the event of the Principal's absence such concerns should be brought to the Vice-Principal. Procedures for reporting and dealing with incidents around breaches in the school's online safety guidelines are to be followed. See Appendix 1.

Appendix 1

promoting safe use of the internet for
care workers | businesses | schools | parents

Flowchart for responding to e-safety incidents