St. Benedict's Catholic Primary School

ICT and Internet Acceptable Use Policies

Date last reviewed	September 2018
Reviewed by	Governing Body
Date of next review	September 2020

Pupils ICT and Internet Acceptable Use Policies - Early Years and Key Stage 1 Pupils (0-6)

- I only use the internet when an adult is with me
- I only click on links and buttons online when I know what they do
- I keep my personal information and passwords safe online
- I only send messages online which are polite and friendly
- I know the school can see what I am doing online
- I will not bring any electronic devices from home
- I will use tablets with care and follow my teachers instructions about which apps to use
- I know the following consequences will be put into action if I do not follow these rules.
    - My Class Teacher will speak to me about my behaviour and remind me of why the rules need to be followed if we are to keep safe online.
    - My Class Teacher will also speak to my parents so that they too can work with the school to ensure that I understand the rules and keep safe when using computers and iPads.
    - If, after my teacher has spoken to me, I continue to break the rules I will not be allowed to use the computers and iPads for the remainder of the lesson.
    - If I have repeatedly broken the rules and as a consequence missed a lesson, I will be allowed to use the computers and iPads in following lessons and I will be expected to follow the rules
- I have read and talked about these rules with my parents/carers
- I always tell an adult/teacher if something online makes me feel unhappy or worried
- I can visit www.thinkuknow.co.uk, www.childnet.com, to learn more about keeping safe online

Be SAFE Online

1 I only go online with a grown up

2 I am kind online

3 I keep information about me safe

4 I tell a grown up if something online makes me unhappy

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Pupils ICT and Internet Acceptable Use Policies - Key Stage 2 Pupils (7-11)

Safe

- I only send messages which are polite and friendly
- I will only post pictures or videos on the internet if they are appropriate and if I have permission
- I only talk with and open messages from people I know and I only click on links if I know they are safe I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult

Trust

- I know that not everything or everyone online is honest or truthful and will check content on other sources like other websites, books or with a trusted adult
- I always credit the person or source that created any work, image or text I use

Responsible

- I always ask permission from an adult before using the internet
- I only use websites and search engines that my teacher has chosen
- I use school computers for school work, unless I have permission otherwise
- I will not bring personal devices to school
- Mobile phones can only be brought into school with the consent of the Headteacher. (Please see our mobile phone policy)
- I keep my personal information safe and private online
- I will keep my passwords safe and not share them with anyone
- I will not access or change other people's files or information
- I will only change the settings on the computer if a teacher/technician has allowed me to

Understand

- I understand that the school's internet filter is there to protect me, and I will not try to bypass it.
- I know that my use of school devices/computers and internet access will be monitored
- I have read and talked about these rules with my parents/carers
- I can visit www.thinkuknow.co.uk and www.childline.org.uk to learn more about keeping safe online
- I know the following consequences will be put into action if I do not follow these rules.
    - My Class Teacher will speak to me about my behaviour and remind me of why the rules need to be followed if we are to keep safe online.
    - My Class Teacher will also speak to my parents so that they too can work with the school to ensure that I understand the rules and keep safe when using computers and iPads.
    - If, after my teacher has spoken to me, I continue to break the rules I will not be allowed to use the computers and iPads for the remainder of the lesson.
    - If I have repeatedly broken the rules and as a consequence missed a lesson, I will be allowed to use the computers and iPads in following lessons and I will be expected to follow the rules.

Tell

- If I am aware of anyone being unsafe with technology then I will report it to a teacher
- I always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened
- If I see anything online that I shouldn't or that makes me feel worried or upset then I will minimise the page and tell an adult straight away

ICT and Internet Acceptable Use Policy

St. Benedict's Catholic Primary School
Pupil ICT and Internet Acceptable Use Policies Agreement Form

St. Benedict's Catholic Primary School
Pupil Acceptable Use Policy - Pupil Response

I, with my parents/carers, have read and understood the pupil Acceptable Use Policy (AUP).

I agree to follow the pupil AUP when:

1. I use school systems and devices, both on and offsite
2. I bring my own mobile phone to school in accordance with school online safety/mobile phone policy.
3. I will not bring tablets or other gaming devices to school.
4. I use my own equipment out of the school, in a way that is related to me being a member of the school community, including communicating with other members of the school, accessing the schools website.

Name……………………………………………. Signed………………………..

Class………………………… Date……………………..

Parents Name……………………………………….........Parents

Signature…………………………..

Date……………

Letter for KS2 Parents and Carers

Dear Parent/Carer

All pupils at St. Benedict's Catholic Primary School use computer facilities and internet access, as an essential part of learning as required by the Curriculum. Your child will have the opportunity to access a wide range of information and communication technology (ICT) resources. This includes access to:

- Computers, laptops and other digital devices
- Internet which may include search engines and educational websites
- Email
- Digital cameras, web cams and video cameras

St. Benedict's Catholic Primary School recognises the essential and important contribution that technology plays, in promoting children's learning and development, we believe it offers a fantastic range of positive activities and experiences. We do recognise however that this can bring risks. We take your child's online safety seriously and, as such, will take all reasonable precautions, including monitoring and filtering systems, to ensure that pupils are safe when they use our internet and systems.

We recognise however that no technical system can replace online safety education and believe that children themselves have an important role to play in developing responsible behaviour. In order to support the school in developing your child's knowledge and understanding about online safety, I request that you read the attached ICT and Internet Acceptable Use Policies with your child, discuss the content with them and return the attached slip.

Hopefully, you will also find this ICT and Internet Acceptable Use Policies provides you with an opportunity for conversations between you and your child about safe and appropriate use of the technology, both at school and at home.

We request that all parents support our approach to online safety by role modelling safe and positive online behaviour and by discussing online safety whenever children access technology at home. Parents can visit the school website for more information about our approach to online safety. Full details of the school's online safety policy are available on the school website or on request. Parents/carers may also like to visit the following links for more information about keeping children safe online:

- www.thinkuknow.co.uk
- www.childnet.com
- www.nspcc.org.uk/onlinesafety
- www.saferinternet.org.uk
- www.internetmatters.org

Should you wish to discuss the matter further, please do not hesitate to contact me.

Yours sincerely,

Mrs Burford
Headteacher

ICT and Internet Acceptable Use Policy

Dear Parent/Carer

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We recognise however that no technical system can replace online safety education and believe that children themselves have an important role to play in developing responsible behaviour. In order to support the school in developing your child's knowledge and understanding about online safety, I request that you read the attached ICT and Internet Acceptable Use Policies with your child, discuss the content with them and return the attached slip.

We understand that your child is too young to give informed consent on his/ her own; however, we feel it is good practice to involve them as much as possible in the decision making process, and believe a shared commitment is the most successful way to achieve this.

Hopefully, you will also find this ICT and Internet Acceptable Use Policies provides you with an opportunity for conversations between you and your child about safe and appropriate use of the technology, both at school and at home.

We request that all parents support our approach to online safety by role modelling safe and positive online behaviour and by discussing online safety whenever children access technology at home. Parents can visit the school website for more information about our approach to online safety. Full details of the school's online safety policy are available on the school website or on request. Parents/carers may also like to visit the following links for more information about keeping children safe online:

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- www.nspcc.org.uk/onlinesafety
- www.saferinternet.org.uk
- www.internetmatters.org

Should you wish to discuss the matter further, please do not hesitate to contact me.

Yours sincerely,

Mrs Burford
Headteacher

St. Benedict's Catholic Primary School
Parent/Carer ICT and Internet Acceptable Use Policies Acknowledgement Form

St Benedict's Catholic Primary School
Pupil Acceptable Use Policy: Parental Acknowledgment

I, with my child, have read and discussed St. Benedict's Catholic Primary School Pupil Acceptable Use Policy.

I am aware that any internet and computer use using school equipment may be monitored for safety and security reason to safeguard both my child and the schools systems. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.

I with my child, am aware of the importance of safe online behaviour and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy or have any concerns about my child's safety.

I will inform the school or other relevant organisations if I have concerns over my child's or other members of the school communities' safety online.

I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I will support the schools online safety approaches and will encourage my child to adopt safe use of the internet and digital technologies at home.

Child's Name……………………………………………… Signed (if appropriate)………………………..

Class………………………… Date……………………..

Parents Name…………………………………………........Parents Signature…………………………

Parent/Carers ICT and Internet Acceptable Use Policies

1. I have read and discussed St. Benedict's Catholic Primary School ICT and Internet Acceptable Use Policies with my child.

2. I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet, both in and out of school.

3. I am aware that any internet and computer use using school equipment may be monitored for safety and security reasons, in order to safeguard both my child and the schools systems. This monitoring will take place in accordance with data protection and human rights legislation.

4. I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

5. I understand that if the school has any concerns about my child's safety online, either at school or at home, then I will be contacted.

6. I understand that if my child does not abide by the school ICT and Internet Acceptable Use Policies then sanctions will be applied in line with the school policies including behaviour and online safety. If the school believes that my child has committed a criminal offence then the Police will be contacted.

7. I, together with my child, will support the school's approach to online safety and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.

8. I know that I can speak to my child's teacher or the headteacher if I have any concerns about online safety.

9. I will visit the school website for more information about the school's approach to online safety as well as to access useful links to support both myself and my child in keeping safe online at home. I can visit the following websites for more information about keeping my child(ren) safe online:
   o www.thinkuknow.co.uk/parents,
   o www.nspcc.org.uk/onlinesafety
   o www.internetmatters.org
   o www.saferinternet.org.uk
   o www.childnet.com

10. I will support the school and my child by role modelling safe and positive online behaviour (such as sharing images, text and video responsibly) and by discussing online safety with them when they access technology at home.

I have read, understood and agree to comply with the St. Benedict's Catholic Primary School Acceptable Use Policy.

Child's Name…………………………………………… Class…………………………

Parents Name……………………………………….......Parents Signature…………………………

Letter for Staff

Dear member of staff name

At St. Benedict's Catholic Primary School we recognise that staff can be vulnerable to online risks. Social media can blur the definitions of personal and working lives; it is important that all members of staff at St. Benedict's Catholic Primary School take precautions in order to protect themselves both professionally and personally online. With this in mind, we request that all members of staff:

- Are conscious of their own professional reputation and that of the school when online.
    - All members of staff are strongly advised in their own interests, to take steps to ensure that their personal information and content is not accessible to anybody who does not or should not have permission to access it.
    - Content shared online cannot be guaranteed to be "private" and could potentially be seen by unintended audiences. This can have consequences including civil, legal and disciplinary action being taken.

- Are aware that as professionals, we must ensure that the content we post online does not bring the school or our professional role into disrepute, and does not undermine professional confidence in our abilities.
    - The teaching standards state that as professionals we should be achieving the highest possible standards in our conduct, act with honesty and integrity and forge positive professional relationships.

- All Staff be careful when publishing any information, personal contact details, video or images online.
    - It is very important to be aware that sometimes content shared online, even in jest, can be misread, misinterpreted or taken out of context, which can lead to complaints or allegations being made. Don't be afraid to be yourself online, but do so respectfully.
    - Ensure that the privacy settings of the social media sites that you use are set appropriately and access to restricted
    - Ask yourself if you would feel comfortable about a current or prospective employer, colleague, child in your care or their parent/carer, viewing or sharing your content. If the answer is no, then consider if it should be posted online at all.

- Do not to accept pupils (past or present) or their parents/carers as "friends" on a personal account.
    - You may be giving them access to your personal information and allowing them to contact you inappropriately through unregulated channels. They may also be giving you access to their personal information and activities which could cause safeguarding concerns.
    - If you have a pre-existing relationship with a child or parent/carer that may compromise this or have any queries or concerns, please speak to the Designated Safeguarding Lead

- Always use a work provided email address or phone number to contact parents – this is essential in order to protect yourself as well as the wider community.

- If you are concerned about a child's wellbeing or online behaviour then please speak to the Designated Safeguarding Lead. If you are targeted online by a member of the community or are concerned about a colleague, then please speak to the headteacher and/or chair of governors
  - If you are unhappy with the response you receive, or do not feel able to speak to the Designated Safeguarding Lead, headteacher or chair of governors then we request you follow our Whistleblowing procedure.

Documents called "Cyberbullying: Supporting School Staff", "Cyberbullying: advice for headteachers and school staff" and "Safer professional practise with technology" are available in the staffroom to help you consider how to protect yourself online.

Please photocopy them if you want or download the documents directly from:

- www.childnet.com,
- www.e-safety.org.uk
- www.gov.uk/government/publications/preventing-and-tackling-bullying
- www.saferinternet.org.uk

Additional advice and guidance for professionals is available locally through the Education Safeguarding Team or nationally through Professional Unions and/or the Professional Online Safety helpline www.saferinternet.org.uk/about/helpline

I would like to remind all staff of our ICT and Internet Acceptable Use Policies and the importance of maintaining professional boundaries online. Failure to follow this guidance and the school code of conduct could lead to disciplinary action; it is crucial that all staff understand how to protect themselves online. Once you have read the ICT and Internet Acceptable Use Policy please sign and return the acceptance slip to the school office.

Please speak to the Designated Safeguarding Lead or myself if you have any queries or concerns regarding this.

Yours sincerely,

Mrs J Burford
Headteacher

St. Benedict's Catholic Primary School
Staff ICT and Internet Acceptable Use Policies

As a professional organisation with responsibility for safeguarding it is important that staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the school's computer system in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using technology, they are asked to read and sign this ICT and Internet Acceptable Use Policies.

This is not an exhaustive list; all members of staff are reminded that IT use should be consistent with the school ethos, school policies, national/local guidance and expectations, and the Law.

1. I understand that Information Systems and IT include networks, data and data storage, online and offline communication technologies and access devices. Examples include laptops, mobile phones, tablets, digital cameras, email and social media sites**.**

2. School owned information systems must be used appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.

3. I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff and only for educational use. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate. I will protect the devices in my care from unapproved access or theft.

4. I will respect system security and I will not disclose any password or security information. I will use a 'strong' password; a strong password has numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system and is changed regularly.

5. I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the system manager.

6. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 1998.
   o This means that all personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.
   o Any data which is being removed from the school site (such as via email or on memory sticks or CDs) will be encrypted by a method approved by the school.
   o Any images or videos of pupils will only be used as stated in the school image use policy and will always take into account parental consent.

7. I will not keep or access professional documents which contain school-related sensitive or personal information, including images, files, videos and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. Where possible I will use the School Learning Platform to upload any work documents and files in a password protected environment or via VPN

8. I will not store any personal information on the school computer system including any school laptop or similar device issued to members of staff that is unrelated to school activities, such as personal photographs, files or financial information.

9. I will respect copyright and intellectual property rights.

10. I have read and understood the school e-safety policy which covers the requirements for safe IT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces.

11. I will immediately report any illegal, inappropriate or harmful material or incidents I become aware of, to the Designated Safeguarding Lead Mrs J. Burford as soon as possible.

12. I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware, or if I have lost any school related documents or files, then I will report this to the Head Teacher so the IT Support Provider BTTEC can be informed as soon as possible.

13. I will not use electronic communications with current or past pupils, parents/carers,when communicating with other professionals it must take place within clear and explicit professional boundaries, and will be transparent and open to scrutiny at all times.
    o All communication will take place via school approved communication channels such as a school provided email address or telephone number, and not via personal devices or communication channels, such as personal email, social networking or mobile phones.
    o Any pre-existing relationships or situations that may compromise this will be discussed with the headteacher.

14. I will ensure that my online reputation and use of IT and information systems are compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming and any other devices or websites.
    o I will take appropriate steps to protect myself online as outlined in the Online Safety/Social Media policy and will ensure that my use of IT and the internet will not undermine my professional role, interfere with my work duties and will be in accordance with the school code of conduct policy and the Law.

15. I will not create, transmit, display, publish or forward any material online that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the Education Commission or the County Council, into disrepute.

16. I will promote online safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.

17. If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with the headteacher.

18. Tablets must not be taken home. Any images should be deleted or uploaded on the school server. Apps may not be downloaded onto the tablets without the consent of the Head teacher or Deputy Head Teacher

19. I understand that my use of the school information systems, including any devices provided by the school, school internet and school email may be monitored and recorded to ensure the safety of children and staff and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.

20. I understand that the school may exercise its right to monitor the use of information systems, including internet access and the interception of emails, in order to monitor policy compliance. Where it believes unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, the school may invoke its disciplinary procedures. If the school suspects criminal offences have occurred, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read, understood and agree to comply with St. Benedict's Catholic Primary School Staff ICT and Internet Acceptable Use Policies

ICT and Internet Acceptable Use Policy

Name: ………………………	Signed: ………………………………………………	Date: ………
Accepted by: ……………………………………		Date: ………

St. Benedict's Catholic Primary School
Visitor/Volunteer ICT and Internet Acceptable Use Policies

As a professional organisation with responsibility for children's safeguarding it is important that all members of the community are fully aware of their professional responsibilities and read and sign this ICT and Internet Acceptable Use Policies. This is not an exhaustive list and visitors/volunteers are reminded that ICT use should be consistent with the school ethos, other appropriate school policies, relevant national and local guidance and expectations, and the Law.

1. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 1998. Any data which is being removed from the school site, such as via email or on memory sticks or CDs, will be encrypted by a method approved by the school. Any images or videos of pupils will only be used as stated in the school image use policy and will always take into account parental consent.

2. I have read and understood the school online safety policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces.

3. I will follow the school's policy regarding confidentially, data protection and use of images and will abide with copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation.

4. My electronic communications with parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny at all times.
   o All communication will take place via school approved communication channels such as via a school provided email address or other professional service based email address or telephone number and not via personal devices or communication channels such as via personal email, social networking or mobile phones.
   o Any pre-existing relationships or situations that may compromise this will be discussed with the headteacher.

5. My use of ICT and information systems will be compatible with my role within school. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. I will take appropriate steps to protect myself online and my use of ICT will not interfere with my work duties and will always be in accordance with the school AUP and the Law.

6. I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, the Education Commission or the County Council, into disrepute.

7. I will promote online safety with the children in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.

8. If I have any queries or questions regarding safe and professional practise online either in school or off site, I will raise them with the headteacher.

9. I will report any incidents of concern regarding children's online safety to the Designated Safeguarding Lead Mrs J Burford as soon as possible.

10. I understand that if the school believes inappropriate use or unacceptable behaviour is taking place, the school may invoke its disciplinary procedure. If the school suspects criminal offences have occurred, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read, understood bend agree to comply with the St. Benedict's Catholic Primary School Visitor /Volunteer ICT and Internet Acceptable Use Policies.

St. Benedict's Catholic Primary School

PTA/Committee Social Networking ICT and Internet Acceptable Use Policies

1. As part of the school's drive to encourage safe and appropriate behaviour in the use of today's technology, I will support the school's approach to online safety. I am aware that Facebook is a public and global communication tool and that any content posted on the site may reflect on the school, its reputation and services. I will not use the page to express any personal opinions or create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring the school into disrepute.

2. I will not disclose information, make commitments or engage in activities on behalf of the school without authorisation from the headteacher.
   o The headteacher, Deputy Head or Acting Head Teacher retains the right to remove or approve content posted on behalf of the school.
   o Where it believes unauthorised and/or inappropriate use of Facebook or unacceptable or inappropriate behaviour may be taking place, the school will exercise the right to ask for the content to be deleted or deactivated.

3. I will ensure that any content posted abides by copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation.

4. I will follow the school's policy regarding confidentiality and data protection/use of images.
   o This means I will ensure that the school has written permission from parents/carers before using images or videos which include any members of the school community.
   o Any images of pupils will be taken on school equipment, by the school and in accordance with the school image policy. Images which include pupils will only be uploaded by the school via school owned devices. Images taken for the sole purpose of inclusion on Facebook will not be forwarded to any other person or organisation.

5. I will promote online safety in the use of Facebook and will help to develop a responsible attitude to safety online and to the content that is accessed or created.

6. I will set up a specific account/profile using a school provided email address to administrate the site and I will use a strong password to secure the account. The school management team will have full admin rights to the account.

7. I will ensure that the content and channel is suitable for the audience and will be sensitive in the tone of language used and will ensure content is written in accessible plain English.

8. I will report any accidental access or receipt of inappropriate materials or inappropriate comments to the headteacher immediately.

9. I will ensure that Facebook is moderated on a regular basis as agreed with the headteacher.

10. I have read and understood the school online safety policy which covers the requirements for safe ICT use, including using appropriate devices and the safe use of social media. I have ensured that the site has been suitably risk assessed and this use has been agreed by the headteacher.

11. If I have any queries or questions regarding safe and acceptable practise online, I will raise them with the headteacher.

I have read, understood and agree to comply with St. Benedict's Catholic Primary School PTA/committee Social Networking ICT and Internet Acceptable Use Policies
Signed: …………………….….... Print Name: ……………………… Date: ………
Accepted by: ……………………………. Print Name: ………………………….