King's Academy Binfield and King's Academy Oakwood

Acceptable ICT Usage Policy for Primary Students

Date: February 2019

This document is a guide to children and young people to be responsible and stay safe while using the Internet and other communication technologies. It clearly states what use of computer resources is acceptable and what is not. Irresponsible use may result in the loss of Internet or computer access, contact with parents/carers or, in the event of illegal activities, contact with the police.

Access to the Internet is a planned part of the curriculum that will enrich and extend learning activities and is integrated into schemes of work. As in other areas of their work, we recognise that students learn most effectively when they are given clear objectives for Internet use.

Different ways of accessing information from the Internet will be used depending upon the nature of the material being accessed and the age of the students:

- access to the Internet may be by teacher demonstration
- students may be given a suitable website to access using a link by clicking on a link in a teacher-prepared Word document
- students may be provided with lists of relevant and suitable web sites which they may access
- KS2 students may be allowed to undertake their own Internet search having agreed a search plan with their teacher; students will be expected to observe the Rules of Responsible Internet Use and will be informed that checks can and will be made on files and the sites they access.

Students accessing the Internet will be supervised by an adult, normally their teacher, at all times. They will only be allowed to use the Internet once they have been taught the rules of responsible Internet use and the reasons for these rules. Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor the children using the Internet.

Using Information from the Internet

In order to use information from the Internet effectively, it is important for students to develop an understanding of the nature of the Internet and the information available on it:

- students will be taught to expect a wider range of content, both in level and in audience, than is found in the academy library or on television

- teachers will ensure that students are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the Internet (as a non-moderated medium)
- when copying materials from the Web, students will be taught to observe copyright; students will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed.

Using E-mail

It is important that communications are properly managed to ensure appropriate educational use and that the good name of the academy is maintained. Therefore:

- incoming and outgoing e-mail is accessed via webmail and not downloaded onto academy computers
- students may send e-mail as part of planned lessons but will not be given individual e-mail accounts
- at present students will only be allowed to use class webmail once they have been taught the rules of responsible Internet use and the reasons for these rules
- teachers will endeavour to ensure that these rules remain uppermost in the student's minds as they monitor children using e-mail
- students will have the e-mail messages they compose checked by a member of staff before sending
- incoming e-mail to class e-mail addresses will not be regarded as private
- students will not be permitted to use e-mail at school to arrange to meet someone outside school hours
- the forwarding of chain letters will not be permitted.

Ensuring Internet Access is Appropriate and Safe

The Internet is freely available to any person wishing to send e-mail or publish a web site. In common with other media such as magazines, books and video, some material available on the Internet is unsuitable for students. Students within the academy are unlikely to see inappropriate content in books due to selection by publisher and teacher and the school will take every practical measure to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the Internet. The following key measures have been adopted to help ensure that our students are not exposed to unsuitable material:

- our Internet access provides a service designed for students including a filtering system intended to prevent access to material inappropriate for children;
- children using the Internet will normally be working during lesson time and will be supervised by an adult (usually the class teacher) at all times;
- staff will check that the sites pre-selected for pupil use are appropriate to the age of the student;
- staff will be particularly vigilant when pupils are undertaking their own search and will check that the children are following the agreed search plan;
- students will be taught to use e-mail and the Internet responsibly in order to reduce the risk to themselves and others;
- the academy will monitor the effectiveness of Internet access strategies;
- the academy will ensure that occasional checks are made on files to monitor compliance with the school's ICT Acceptable Use Policy;
- the executive principal and head of primary will ensure that the policy is implemented effectively;

- methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in accordance with national guidance.

Generally, the above measures have been highly effective. 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 computer screen. The academy can not accept liability for the material accessed, or any consequences of this.

A most important element of safe internet use is that students will be taught to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

If there is an incident in which a student is exposed to offensive or upsetting material, responsibility for handling incidents involving children will be taken by the IT Lead and the DDL in consultation with the executive principal, head of primary and the student's class teacher. All the teaching staff will be made aware of the incident if appropriate.

If one or more students discover (view) inappropriate material our first priority will be to give them appropriate support. The student's parents/carers will be informed and given an explanation of the course of action the school has taken.

The academy aims to work with parents/carers and pupils to resolve any issue. If staff or students discover unsuitable sites the IT Lead will be informed. The IT Lead will report the URL and content to the ISP; if it is thought that the material is illegal, after consultation with the ISP, the site will be referred to the Internet Watch Foundation http://www.iwf.org.uk and the police. Students are expected to play their part in reducing the risk of viewing inappropriate material by obeying the rules of safe internet use that have been designed to help protect them from exposure to Internet sites carrying offensive material.

If students abuse the privileges of access to the Internet or use of e-mail facilities by failing to follow the rules they have been taught or failing to follow the agreed search plan when undertaking their own Internet search, then sanctions consistent with our Behaviour for Learning Policy will be applied. This will involve informing the parents/carers. Access to the Internet may also be denied for a period.

Rules for Responsible Internet Use

- I will use ICT in school only for studying purposes and I will always ask permission to use the Internet.

- When e-mailing, I will use my class or academy e-mail address.

- I will not share my ICT passwords.

- I will only delete or open my own files.

- I will only open e-mail attachments from people known to me or people who my teachers have approved.

- I will make sure ICT communication with other students and adults is polite and responsible.

- I will not send students or adults any content which is unpleasant. If I find something like this, I will report it to my teacher.

- I will not share details of my name, phone number or address.

- I will not meet someone unless it is part of an academy project and/or a responsible adult is present with me.

- I will not bring personal storage devices such as flash drives into the academy unless I have permission.

- I am responsible for my behaviour while using ICT.

- I will not upload images, sound, video or text content that could upset students, staff and others.

- I know that my use of ICT can be checked and that my parent/carer will be contacted if a member of staff is concerned about my e-safety.

- If I see something online that makes me feel uncomfortable, I will inform my class teacher.

- I will always remember to log out when I have finished my session.

Signed ……………………………………………………………

Date …………………….

Print Name: …………………………………………