

COURTHOUSE GREEN PRIMARY SCHOOL
'DOING OUR BEST TO BE OUR BEST'

ACCEPTABLE USE OF THE INTERNET AND DIGITAL TECHNOLOGIES

This policy is based on and complies with DENI Circular 2007/1 on Acceptable Use of the Internet and Digital Technologies in Schools

1. Introduction

In Courthouse Green Primary School we believe that the Internet and other digital technologies are very powerful resources which can enhance and potentially transform teaching and learning when used effectively and appropriately. The Internet is an essential element of 21st century life for education, business and social interaction. This school provides children with opportunities to use the excellent resources on the Internet, along with developing the skills necessary to access, analyse and evaluate them.

The above circular states that:

“Used well, digital technologies are powerful, worthwhile educational tools; technical safeguards can partly protect users, but education in safe, effective practices is a key goal for schools.”

This document sets out the policy and practices for the safe and effective use of the Internet in Courthouse Green Primary school. The policy has been drawn up by the staff of the school under the leadership of the ICT Co-ordinator.

It has been approved by governors and circulated to all parents. The policy and its implementation will be reviewed annually.

2. Code of Safe Practice

When using the Internet, email systems and digital technologies, all users must comply with all relevant legislation on copyright, property theft, libel, fraud, discrimination and obscenity. The Code of Safe Practice for Courthouse Green Primary School makes explicit to all users (staff and children) what is safe and acceptable and what is not.

The scope of the Code covers fixed and mobile Internet; school PCs, laptops, ipads, ipods, and digital video equipment. It should also be noted that the use of devices owned personally by staff and children but brought onto school premises (such as mobile phones, camera phones, PDAs) is subject to the same requirements as technology provided by the school.

The ICT Co-ordinator will monitor the effectiveness of the Code of Practice, particularly in the light of new developments in technology.

Code of Practice for children

Children's access to the Internet is through a filtered service provided by Redstone, which should ensure educational use made of resources is safe and secure, while protecting users and systems from abuse. Parental permission is sought from parents as they join the school before children access the Internet.

In addition, the following key measures have been adopted by Courthouse Green Primary School to ensure our children do not access any inappropriate material:

- The school's Code of Practice for use of the Internet and other digital technologies is made explicit to all children and is displayed prominently;
- Our Code of Practice is reviewed each school year
- Children using the Internet will normally be working in highly-visible areas of the school;
- All online activity is for appropriate educational purposes and is supervised, where possible;
- Children will, where possible, use sites pre-selected by the teacher and appropriate to their age group;
- Children in KS 2 are educated in the safe and effective use of the Internet, through a number of selected programmes.

It should be accepted, however, that however rigorous these measures may be, they can never be 100% effective. Neither the school nor Redstone can accept liability under such circumstances.

The use of mobile phones by children is not normally permitted on the school premises during school hours, unless in exceptional circumstances, where permission may be granted by a member of staff.

During school hours children are forbidden to play computer games or access social networking sites, unless specifically assigned by the teacher.

POLICY CENTRAL ENTERPRISE

Policy Central Enterprise (PCE), supplied by Forensic Software, is a highly interactive **management tool** that plays a key role in helping to deliver and maintain a school wide ethos of e-safe behaviour. It allows Courthouse Green to reinforce their Acceptable Use Policy and helps to enforce it responsibly and sensitively with the correct levels of monitoring and reporting applied to each group of network users.

Sanctions

Incidents of technology misuse which arise will be dealt with in accordance with the school's behaviour policy. Minor incidents will be dealt with by the ICT Co-ordinator and may result in a temporary or permanent ban on Internet use. Incidents involving child protection issues will be dealt with in accordance with school child protection procedures.

Code of practice for staff

Staff have agreed to the following Code of Safe Practice:

- Children accessing the Internet should supervised by an adult at all times.
- All children are aware of the rules for the safe and effective use of the Internet. These are displayed in classrooms and discussed with children.
- All children using the Internet have written permission from their parents.
- Recommended websites for each year group are available. Any additional websites used by children should be checked beforehand by teachers to ensure there is no unsuitable content and that material is age-appropriate.
- Deliberate/accidental access to inappropriate materials or any other breaches of the school code of practice should be reported immediately to the ICT Co-ordinator.
- In the interests of system security staff passwords should only be shared with the network manager.
- Teachers are aware that the Redstone system tracks all Internet use and records the sites visited. The system also logs emails and messages sent and received by individual users.
- Teachers should be aware of copyright and intellectual property rights and should be careful not to download or use any materials which are in breach of these.
- Photographs of children should, where possible, be taken with a school camera and images should be stored on a centralised area on the school network, accessible only to teaching staff.
- School systems may not be used for unauthorised commercial transactions.

3. Internet Safety Awareness

In Courthouse Green Primary School we believe that, alongside having a written safety policy and code of practice, it is essential to educate all users in the safe and effective use of the Internet and other forms of digital communication. We see education in appropriate, effective and safe use as an essential element of the school curriculum. This education is as important for staff and parents as it is for children.

Internet Safety Awareness for children Rules for the Acceptable use of the Internet are discussed with all children and are prominently displayed in classrooms. In addition, KS 2 children follow a structured programme of Internet Safety Awareness using a range of online resources.

Internet Safety Awareness for staff

The ICT Co-ordinator keeps informed and updated on issues relating to Internet Safety and attends regular courses. This training is then disseminated to all teaching staff, classroom assistants and supervisory assistants on a regular basis.

Internet Safety Awareness for parents

The Internet Safety Policy and Code of practice for children is sent home at the start of each school year for parental signature. Internet safety leaflets for parents and carers also are sent home annually.

4. Health and Safety

Courthouse Green Primary School have attempted, on so far as possible, to ensure a safe working environment for children and teachers using ICT resources, in and around the classrooms and in the LRC, which has been designed in accordance with health and safety guidelines. Children are supervised at all times when Interactive Whiteboards and Digital Projectors are being used.

5. Digital and Video Images of Children

Parental permission is sought at the start of each school year to cover the use of photographs of children on the school website, in the local press and for displays etc within school and written permission must be obtained from parent/carer.

School Website

Our school website promotes and provides up to date information about the school, as well as giving children an opportunity to showcase their work and other aspects of school life. In order to minimise risks of any images of children on the school website being used inappropriately the following steps are taken:

- Group photos are used where possible, with general labels/captions;
- Names and images are kept separate – if a pupil is named their photograph is not used and vice-versa;
- The website does not include home addresses, telephone numbers, personal e-mails or any other personal information about children or staff.

Storage of images

Digital and video images of children are, where possible, taken with school equipment. Images are stored on a centralised area on the school network, accessible only to teaching staff. Photographs of children are removed when they leave the school.

How should personal data be protected?

The Data Protection Act 1998 (“the Act”) gives individuals the right to know what information is held about them and it provides a framework to ensure that personal information is handled properly. It promotes openness in the use of personal information. Under the Act every organisation that processes personal information (personal data) must notify the Information Commissioner's Office, unless they are exempt. The Data Protection Act 1998 applies to anyone who handles or has access to information concerning individuals. Everyone in the workplace has a legal duty to protect the privacy of information relating to individuals. The Act sets standards (eight data protection principles), which must be satisfied when processing personal data (information that will identify a living individual). The Act also gives rights to the people the information is about i.e. subject access rights lets individuals find out what information is held about them. The eight principles are that personal data must be:

- Processed fairly and lawfully
- Processed for specified purposes
- Adequate, relevant and not excessive
- Accurate and up-to-date
- Held no longer than is necessary
- Processed in line with individuals rights
- Kept secure

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Policy Agreed and Updated January 2012