



The Academy at  
**St James**  
Aspire, Achieve, Believe

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# **E-SAFETY AND ACCEPTABLE USE POLICY**

**Reviewed and Approved by:-**

**Date of meeting:- 01/09/2017**

**Signature:-**

**Position:-**

**Date:-**

**Next review date:- 01/09/2019**

## **The Academy at St. James**

### **E-Safety / Internet Acceptable Use Policy**

#### **Reason for Internet Access**

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

The purpose of Internet access in schools is to raise educational standards, enhance and extend pupils' education, to support the professional work of staff and to enhance the school's management information, and business administration systems.

Access to the Internet is a necessary tool for staff and an entitlement for students who show a responsible and mature approach. It should be noted that the use of computer systems without permission or for a purpose not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990.

#### **This Acceptable Use Policy is intended to ensure:**

##### **Students / pupils:**

- are responsible for using the school digital technology systems in accordance with the Pupil Acceptable Use Policy
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand policies on the taking / use of images and on cyber-bullying.
- should understand the importance of adopting good e-safety practice when using digital technologies out of school and realise that the school's E-Safety Policy covers their actions out of school, if related to their membership of the school
- The school will try to ensure that pupils have good access to ICT to enhance their learning opportunities and will, in return, expect pupils to agree to be responsible users.

##### **Staff / Volunteers:**

- that staff / Volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- that staff / Volunteers are protected from potential risk in their use of ICT in their everyday work
- The school will try to ensure that staff have good access to ICT to enhance their work, to enhance learning opportunities for pupils' learning and will, in return, expect staff to agree to be responsible users

#### **How will risks be assessed?**

In common with other information resources such as magazines, books, television and video, some material available via the Internet is unsuitable for pupils. The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate material.

The Academy at St. James uses 'Smoothwall' web-filtering software to prevent people from accessing potentially undesirable and objectionable material on the Internet. This software sits on the Broadband Network and monitors requests for web pages, intercepting requests for sites that have been blocked by the software. Sites can be added to and removed from the database by an administrator.

In order to minimise the risk of school pupils accessing potentially undesirable content, the list of banned sites is updated regularly by the Smoothwall administrators. Additionally, teachers are encouraged to report all sites which they deem inappropriate (and which can still be accessed) to the ICT Co-ordinator, who will then block the site for our school.

During school, teachers will guide pupils toward appropriate materials and will further ensure their safety by regular teaching of e-safeguarding lessons and activities. Outside of school, families bear responsibility for such guidance, as they do with other information sources. In order to help parents, there is an extensive list of links to online resources to enable parents to learn more about the risks that children can be exposed to when online. These links provide fun activities for children as well as practical advice for parents.

### **How will Internet access be authorised?**

Internet access is a necessary part of planned lessons. It is an entitlement for pupils based on responsible use.

The school will obtain parent/guardian's agreement to pupils' use of the Internet by asking them to sign and return a permission form to this effect (see 'Parent / Carer Acceptable Use Agreement' in appendix). Any new pupils, and their parents / carers, will be asked to sign the form on admission.

### **Rules for Internet Access**

The school has developed a set of guidelines for Internet use by pupils. These rules will be made available to all, and kept under constant review. All members of staff are responsible for explaining the rules and their implications, and need to be aware of possible misuses of on-line access and their responsibilities towards pupils.

- Pupils should only access the Internet for study purposes or for school authorised/ supervised activities
- Pupils must ask permission to use the Internet in lessons and should not print pages from it unless authorised to do so.
- Pupils must not use the Internet to obtain, send, print or display messages or pictures that are unlawful, obscene or abusive
- Pupils must respect the work and ownership rights of others and should always try to abide by copyright law
- Pupils should never give personal information to those who they contact through any electronic communication
- Pupils should never use an image of another child or adult without their consent and should understand how cyber-bullying, in all its forms, is unacceptable
- Pupils should take care when using any computers, software and other ICT hardware to avoid damaging them. Where equipment has been damaged, it should be reported to the class teacher immediately
- Pupils should keep their usernames and passwords for the network and any online resources safe
- Pupils must not attempt to use usernames and passwords that belong to others, nor should they use their folders, work or files
- Pupils should immediately report anything that they see, which they think is unpleasant or unsuitable

These rules will be simplified so that children understand clearly what is acceptable and displayed in the classroom. Children will be expected to sign the rules to show they understand and agree to them. (See e-safety rules for KS1 and KS2 in appendix)

## **Sanctions**

Should any of the rules be broken, then the following sanctions will be used:

- Temporary or permanent ban on Internet use
- Letters may be sent home to parents/carers
- Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
- In extreme cases legal action may be taken or the police and local authorities may be involved.
- How will the school ensure that Internet use provides effective learning?
- Pupils using the Internet will be supervised appropriately
- Internet access will include web filtering appropriate to the age of pupils
- The school will work with the LEA and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved
- Internet access will be planned to enrich and extend learning activities as an integrated aspect of the curriculum
- The school will stay up to date with developments in the IT world in order to best prepare our children for the real world which they will be growing up in.
- Pupils will be given clear objectives for Internet use
- Pupils will be provided with lists of relevant and suitable web sites
- Pupils will be educated in taking responsibility for Internet access
- Pupils will be given lessons in e-safeguarding to enable them to become safe and confident digital citizens

## **How will E-mail and other online communication be managed?**

Pupils will, on occasion, be allowed to use email or other online communication methods to contact other people.

- Teachers will be responsible for ensuring that pupils are aware that the content of emails, like any other correspondence, is appropriate and suitable for sharing, and will supervise this appropriately.
- When required, pupils can be given an e-mail address, which they can use with supervision and instruction from the class teacher. Each pupil's inbox will be accessible by the ICT Co-ordinator and Senior Leadership Team.
- The email system automatically monitors for profanities and inappropriate sexual language. Any abuse will be reported to the ICT Co-ordinator who will take action in line with this policy.

## **About the policy:**

The Acceptable Use Policy was written by the ICT Co-ordinator in conjunction with the leadership team. It will be reviewed on a yearly basis and ratified by the ICT governor.

## **Appendices**

- Letter from Head Teacher to parents.
- KS1 e-safety rules
- KS2 e-safety rules
- Child & Parent / Carer Acceptable Use Agreement.
- Staff / Volunteer - Acceptable Use Policy Agreement

The Academy at St. James  
Chelwood Drive,  
Bradford  
BD15 7YD  
Telephone: 01274 777095

Dear Parent/Guardian

### **Responsible Use of the Internet in School**

As part of the school's ICT curriculum we offer pupils supervised access to the Internet. Before being allowed to use the Internet, all pupils must obtain parental permission and parents/guardians must sign the permission slip as evidence of your approval and their acceptance of the school rules on this matter.

On occasion, pupils will be able to exchange electronic mail with children in other schools and research information from museums, libraries, news providers and suitable websites as part of their learning.

Our aim for Internet use is to further educational goals and objectives. Pupils benefit from access to the Internet, in the form of information resources and opportunities for collaboration.

Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. During school, teachers will guide pupils towards appropriate materials. Outside of school, families bear the same responsibility for such guidance as they access information sources such as television, telephones, movies, radio and other potentially offensive media. Please take a look at our school website where we have a list of extremely useful resources aimed at ensuring our children are safe when online.

In addition, we may publish children's work and photographs (with no name attached) of activities/events in school on the Internet through the school's own website.

Please read and discuss the attached Internet Safety Rules with your child and then sign the slip giving permission for your child/children to use the internet and have their photographs (where required) published on the school's website.

Yours sincerely,  
Mr C Tolson  
Head of School

“ASPIRE, ACHIEVE, BELIEVE”

## Key Stage 1

Think then Click

### e-Safety Rules for Key Stage 1 - These rules help us to stay safe on the Internet

- We only use computers or iPads when an adult asks us to.
- We click on the buttons or links when we know what they do.
- We can search the Internet with an adult.
- We always ask for help if something goes wrong.
- We will always try to look after all school ICT equipment.

### We would like our parents and carers to help us stay safe on the internet by:

- ☑ Getting to know and regularly talking with us about the things we are using the internet for, both at home and in school.
- ☑ Learning with us about how to use the internet safely and responsibly
- ☑ Making use of the Internet part of our family activity, working with us as we learn how to use the Internet in a safe, responsible and respectful way
- ☑ Setting clear ground rules, expectations and guidelines for how we should use ICT, mobile phones, electronic devices and games consoles which connect to the internet at home and in school.
- ☑ Reminding us of and discussing these rules, displaying them near the computer as a reminder to both of us, of the way we should behave when we use the internet.
- ☑ Monitoring the amount of time we spend using ICT, mobile phones, electronic devices and games consoles which connect to the internet
- ☑ Being aware to whom we are talking both on our phone and online ~ including social network sites

## Key Stage 2

Think then Click

### e-Safety Rules for Key Stage 2

- We ask permission before using the Internet.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any webpage we are not sure about.
- If we send e-mails or other online communications, we ensure that they are polite and friendly and we only contact people an adult has approved.
- We do not open e-mails sent by anyone we don't know.
- We never give out personal information.
- We never arrange to meet anyone we don't know.
- We do not share our passwords with anyone.
- We do not download or save files to our computer without permission.
- We always acknowledge and thank other people if we use their work, by telling others where it came from.
- We ask and get permission before we take or use photographs of our friends in emails, in electronic publications or on any websites.
- We understand the harm that cyber-bullying can cause and we work together to stop it happening.
- We understand that if we do not follow these rules then our parents will be informed and we may not be allowed to use the internet in school.

**We would like our parents and carers to help us stay safe on the internet by:**

- Getting to know and regularly talking with us about the things we are using the internet for, both at home and in school.
- Learning with us about how to use the internet safely and responsibly
- Making use of the Internet part of our family activity, working with us as we learn how to use the Internet in a safe, responsible and respectful way
- Setting clear ground rules, expectations and guidelines for how we should use ICT, mobile phones, electronic devices and games consoles which connect to the internet at home and in school.
- Reminding us of and discussing these rules, displaying them near the computer as a reminder to both of us, of the way we should behave when we use the internet.
- Monitoring the amount of time we spend using ICT, mobile phones, electronic devices and games consoles which connect to the internet
- Being aware to whom we are talking both on our phone and online ~ including social network sites

**Parent / Carer Acceptable Use Agreement**

All pupils are entitled to use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.

Pupil:

Class:

**Pupil's Agreement**

- I have read and I understand the school e-Safety Rules.

Signed:

Date:

**Parent's/ Carers Consent for Web Publication of Work and Children's Photographs and Parent's Carer's Consent for Internet Access**

The use of digital / video images plays an important part in learning activities. Pupils and members of staff may use digital devices to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images of your child may be recorded during school activities and used to celebrate success through their publication in newsletters, on the school website, local newspapers or other carefully selected educational websites e.g. Lend me your Literacy.

Parents / Carers who do not wish their child's photographs to be published online or in the newsletter should inform the school in writing.

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 ICT 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 my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

Signed:

Date:

Please print name:

Please complete, sign and return to the school office

## Staff / Volunteer - Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

For my professional and personal safety

- I understand that the school may monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (eg laptops, email etc) out of school, and to the transfer of personal data (digital or paper based) out of school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

I will be professional in my communications and actions when using school ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission only. I will not use my personal equipment to record these images. Where these images are published (eg on the school website) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use chat and social networking sites in school in accordance with the school's policies. (schools / academies should amend this section to take account of their policy on access to social networking and similar sites)
- I will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner. (Where staff / volunteers are 'friends' with parents of children within school, online communication which can be viewed by others (eg Facebook, Twitter etc) should not mention the school by name or disclose any details about the professional life of the school.
- I will not engage in any on-line activity that may compromise my professional responsibilities or which may bring the good name of the school into disrepute.

St James' Church Primary - Internet Acceptable Use Policy, June 2015 10/11

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer. All new software installation should be completed by the ICT technician.
- I will not disable or cause any damage to school / academy equipment, or the equipment belonging to others.
- Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.
- I understand that data protection policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school / academy policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

I understand that I am responsible for my actions in and out of the school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school / academy ICT equipment in school, but also applies to my use of school / academy ICT systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school / academy
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include (schools / academies should amend this section to provide relevant sanctions as per their behaviour policies) a warning, a suspension, referral to Governors / Directors and / or the Local Authority and in the event of illegal activities the involvement of the police.

### **The Academy at St. James – E-Safety / Internet Acceptable Use Policy**

I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name

Signed

Date