



Georgian Gardens C P School

Acceptable use of ICT and E-safety

At Georgian Gardens Community Primary School we recognise that information and communication technology plays an important part in learning. All learners in school must use technology appropriately, safely and legally. We have a responsibility to make all learners aware of the appropriate behaviour and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies. This policy is linked to, and works alongside the school's ICT, child protection and anti-bullying policies.

Responsibility for E-safety and Appropriate use of ICT

The school governing body has responsibility for ensuring that the school has an Acceptable Use Policy for ICT and that this policy is reviewed annually.

The Headteacher will ensure that there is a designated person for coordinating E-safety and acceptable use of ICT. They will be a member of the senior leadership team and will work closely with the designated person for child protection.

All staff have a responsibility to use ICT appropriately and legally and report any illegal or inappropriate use of ICT to the head teacher or the designated person for e-safety, as soon as possible.

Teachers and teaching assistants should address issues of e-safety when using the internet with children.

All children must follow all of the ICT Code of Conduct.

The ICT Technician will ensure that computers have up to date virus protection and the internet connection is filtered effectively through an appropriate provider.

Use of the Internet

The school encourages users to make effective use of the Internet. Such use should always be lawful and appropriate. Internet usage means any connection to the Internet via Web browsing, external email or news groups.

The school expects all users to use the Internet responsibly and strictly according to the following conditions:

Users shall not:

- Visit Internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:
 - pornography (including child pornography)
 - promoting discrimination of any kind
 - promoting racial or religious hatred
 - promoting illegal acts
 - any other information which may be offensive to colleagues
 - Incidents which appear to involve deliberate access to Web sites, newsgroups and online groups that contain the following material will be reported to the police:
 - images of child abuse (images of children, apparently under 16 years old) involved in sexual activity or posed to be sexually provocative
 - adult material that potentially breaches the Obscene Publications Act in the UK
 - criminally racist material in the UK

If inappropriate material is accessed accidentally, users should immediately report this to the Head or designated E-safety coordinator so appropriate action can be taken.

Children that access material that causes them concern should follow the instructions on page 6 – most importantly, to inform a responsible adult immediately.

System Monitoring & Filtering

Our broad band is provided through Exa Networks and all web filtering meets government and BECTA standards. All internet access provided to staff and children is filtered through Surf Protect, which automatically prohibits access to inappropriate sites. All staff and children are aware of the filtering system.

We have monitoring capabilities in school based upon the use of individual log-ins. Every action on the school Moodle is logged, recorded and stored on the Moodle server. The Headteacher has access to all staff and pupil accounts at any time if required.

Data Protection and System security

All users on the system are expected to protect their own login details as a matter of personal and system security. **Under no circumstance should people allow other users to have their details or use their login.** If at any time a user feels that their password has been seen by another user they should logon and change their password immediately. It is also recommended that all passwords are alpha numeric.

Key stage 1 children have a simplified password but are not given unsupervised access to the internet. Pupils in Key Stage 2 are not given unsupervised internet access until they have passed a test demonstrating their understanding of the AUP.

User personal and system security code of conduct:

- MEMBERS OF STAFF SHOULD NEVER ALLOW CHILDREN TO LOGON USING STAFF DETAILS.
- The school's e-safety team will monitor inappropriate use on the system. It recognises users by their user name. By allowing others to use your details you will put yourself at risk of being wrongly accused of their impropriety. It will also negate the monitoring integrity as we will not be able to guarantee that user was responsible for the inappropriate use unless we can guarantee everyone is using their login details only.
- User logon details should not be shared under any circumstances. If a student does not have a login, report it to the ICT co-coordinator for them to resolve immediately.
- When entering personal details on a website login or the platform you will often be asked if you would like to save your details. Only save your details if it is your personal computer.
- The system does contain secure student details and staff documentation. If your details are seen by another person this data could be compromised. If in doubt change your password immediately.

- If accessing school data from home on personal or school provided hardware you should always ensure, by following the aforementioned code, that data integrity is respected at all times. Your equipment is more vulnerable once it leaves the building. Laptops, mobile technology and USB drives are susceptible to theft and loss along with its data.

Digital Media

Digital media and photographs play an important part of recording events in school life. School provides still and video digital cameras, for use by children and staff. If staff use their own cameras or mobile phones to record images, then the images should only be downloaded onto the school network for storage and deleted from the phone or camera as soon as possible. Images of children may only be stored on the school's computers.

Staff Email

Any communication with children via email should be through the staff school email account to the pupil school account only. Do not release or in any way make available personal details of any colleague or pupil (phone numbers, fax numbers or personal e-mail addresses) over the Internet.

Mobile Phones

Children are not allowed to use mobile phones in school and these should be handed to the class teacher or the school office for safekeeping if they are brought into school. Children are not allowed to take mobile phones on school trips.

Internet Games

There are times in the week when children have 'free' use of the school network, such as during computer clubs, wet playtimes, reward time for good behaviour etc. Any games played on the school network must be in line with the school Code of Conduct and be suitable for primary aged children.

Downloading Music

Children should not download music onto the school network. If music is free to download it may be illegal. Staff may download music but this must be done legally and in line with copyright laws.

Internet safety skills for pupils

The children's ICT Code of Conduct will be available through the Moodle and on the school's website. Pupils should be reminded of internet safety rules when using the Internet.

When using the internet children will be taught;

- how to critically evaluate materials
- good searching skills
- the importance of intellectual property (e.g. copyright issues) regarding materials they find on the internet

E-safety will form part of the schools ICT curriculum and will be taught explicitly as a unit of work at the start of each new school year.

Sanctions

Sanctions will be appropriate to the seriousness of the offence. For example temporary suspension of ICT rights for minor offences, ranging to permanent exclusion and involvement of the police for very serious offences.

School website

Any work published on the school website is thoroughly checked to ensure that there is no content that compromises the safety of pupils or staff. The school will not use images of pupils on the website or in any other media if specifically instructed not to by parents and carers; a letter is sent home at the beginning of each year and on induction giving parents and carers the opportunity to do so. We ensure the image file is appropriately named – do not use pupils' names in image file names or ALT tags if published on the web. This reduces the risk of inappropriate, unsolicited attention from people outside school. We will use group photos rather than photos of individual children, wherever possible. Images will be appropriately stored and secured on the school's network.

This policy will be reviewed yearly and updated annually. It will form part of induction for all new staff.



Georgian Gardens C P School

Pupil Acceptable Use Policy

All pupils must follow the rules in this policy when using school computers, and the Moodle.

Pupils that do not follow these rules may find:

- they are not allowed to use the computers,
- they can only use the computers when supervised, and
- they may have their username blocked for a while.

Their teachers will show pupils how to use the computers. Children will be required to pass a test to demonstrate they understand these rules.

UNACCEPTABLE USE

Examples of unacceptable use include, but are not limited to:

- Using a computer with another person's username and password.
- Creating or sending on the Internet any messages that might upset other people.
- Looking at, or changing work that belongs to other people.
- Wasting time or resources on school computers.
- Trying to access inappropriate material.

What to do if you see something that concerns you

It is likely that at some point you will come across some images or words that you did not intend to see. If this happens and you do see or hear something that scares, worries or upsets you do the following immediately:

- Turn the computer screen off! Do not turn the PC off.
- Put your hand up and ask for a teacher to come straight over.
- DO NOT show other students what you have seen or discuss with them.
- Wait for someone to come over and help you quietly.

The teacher will then tell you what to do next.

Code of conduct for children

Look after yourself

Never give any information which would help anyone work out where you live or who you are. You would not give your name and address to a stranger you meet at a bus stop, so do not give your full name, telephone number or address when working on the Internet. The same applies about giving information about your family and friends.

Never arrange to meet people over the internet. Remember, not everyone you 'meet' on-line are who they say they are. People can pretend to be someone else.

Your password is secret. Only share it with parents/carers. If you think someone else has found out your password, tell your teacher straight away.

Be responsible

Never delete, change or read other people's e-mails, files or passwords. We share our network so remember to be careful. You do not want your work deleted or changed, so don't do it to others. Never attempt to log on as somebody else, and never leave a computer logged on to your own username.

Be polite to others when online, just as you should be in school. The same rules for the classroom and playground apply online, so swearing, rudeness and threatening language are not allowed. Never write anything online which would give the school a bad name.

Look after the school's equipment

Only use data from home (e.g. memory stick, CD) on a school computer with permission from your teacher. Treat the school's computers with care. Leave laptops charging once you have finished using them. Only use the interactive whiteboards, school cameras and other equipment if you have been given permission by an adult.

Only use appropriate material

If you come across things that are deliberately rude, disrespectful, illegal or things that make you feel uncomfortable tell an adult, who will inform our e-safety team. If you receive messages that would break these rules, tell an adult immediately.

Never deliberately look for things you know are not allowed. Your teacher can and will check what you have been doing on the school's computers.

Just because it comes out of a computer does not mean it is true! Some people make up things. Always check where the information has come from and check it.

If music is free to download then it may be illegal. Don't listen to music or watch videos in school that are rude, racist or meant for older children or adults.

Remember! The whole world is watching.

Student User Agreement Form for the Student Acceptable Use Policy and Use of Pupil Images on the school website and other media including newsletters and press releases.

I agree to follow the school rules when using the school computers. I will use the network in a sensible way and follow all the rules explained by my teacher.

I agree to report anyone not using the computers sensibly to my teacher.

I also agree to tell my teacher if I see any websites that make me feel unhappy or uncomfortable.

If I do not follow the rules, I understand that this may mean I might not be able to use the computers.

Student Name: _____

Class: _____

Parent/Carer to complete below

I realise that any pupil under reasonable suspicion of not following the rules, shown above in the policy, when using (or misusing) the computers may have their use stopped, more closely monitored or past use investigated.

Please select one of the following:

I give permission for the above child's image to be used on the school website and other media including newsletters and press releases.

I do not give permission for the above child's image to be used on the school website and other media including newsletters and press releases.

Parent/Carers Name: _____

Parent/Carers Signature: _____

Date: _____