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"Called to love as God loves"

ST MARY'S RC PRIMARY SCHOOL

E-SAFETY AND ACCEPTABLE USE POLICY

Version	Date	Amended by	Recipients	Purpose
2	February 2018	SLT	All Staff	Update
3	October 2020	SLT	All Staff	Revision

This document requires approval by governors:-

Name	Position	Date Approved	Version
Mike Aston	Chair of Governors	October 2020	2

Distribution

This document has been distributed to:-

Name	Position	Date	Version
	All Teaching Staff	October 2020	3
	All Support Staff	October 2020	
	Governors	October 2020	

Use of the school's ICT equipment by any members of the school community must be in accordance with this policy. Any use which infringes this policy will be treated very seriously by the School Governing Body.

Rationale

St Mary's RC Primary School believes strongly in the educational benefits of internet use. However, we recognise that the internet is an open communications channel, available to all. Anyone can send messages, discuss ideas and publish material with little restriction. Much of the material on the internet is published for an adult audience and some is unsuitable for pupils. In addition, there is information on weapons, crime and racism. E-mail and chat communication can provide opportunities for adults to make contact with children for inappropriate reasons. In line with our safeguarding policies that protect children from other dangers, there is a requirement to provide children with as safe an internet environment as possible and a need to teach them to be aware of and respond responsibly to the risks. Management that recognises dangers and plans accordingly will help to ensure appropriate, effective and safe child and staff usage.

Purpose

- To use the internet in our school to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.
- To ensure that staff and children are aware of the dangers and risks that internet use presents.
- To ensure that all pupils and staff understand what is acceptable use and what is not and are given clear objectives for its use.

Broad Guidelines

Online Content:

- If staff or children discover access can be gained to unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider (currently Foresight Business Solutions Ltd), including sites that may have terrorist or extremist material available.
- Staff must ensure that the use of Internet derived materials complies with copyright law.

Email:

- Children may only use approved e-mail accounts on the school system.
- Children must immediately tell a teacher if they receive offensive e-mail.
- Children must not reveal details of themselves or others in e-mail communication, such as address or telephone number.
- Whole class or group e-mail addresses will be available for pupil use. Individual pupil email will not be permitted.

Website:

- The point of contact on the school website will be the school address, school e-mail and telephone number. Staff or childrens' home information will not be published.
- Written permission from parents or carers will be obtained before photographs of children are published on the school Website.
- Website photographs that include children will be selected carefully and will not enable individual children to be clearly identified.
- Childrens' full names will not be used anywhere on the website, particularly in association with photographs.

ICT Chat:

- Children will not be allowed access to public or unregulated chat rooms.
- Children are not allowed mobile phones in school and staff are not permitted to use them during lessons or formal school time.
- The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up to date, for instance a member of staff may leave or a pupil's access be withdrawn.
- Parents will be informed that children are being provided with supervised Internet access.

Filtering:

- The school work in partnership with the Internet Service Provider to ensure systems to protect pupils are adequate via FortiGuard Security Services.
- FortiGuard web filters are in place.
- If staff or pupils discover unsuitable sites can be accessed, the URL (address) and content must be reported to the Internet Service Provider.
- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate material and also work hard to reduce the risk of children accessing terrorist or extremist material.

Pupils:

- Rules for acceptable use of the internet are posted in all classrooms and the ICT suite.
- KS2 children are informed that internet use will be monitored.
- Instruction in responsible and safe use of the internet always precedes the use in any lessons.

Staff:

- All staff must accept the terms of the Responsible Internet Use statement before using any Internet resource in school.
- All staff including teachers, supply staff, classroom assistants, administration and caretaking staff, and Governors will be provided with this E-safety and Acceptable Use Policy, and its importance explained.

- Staff are aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Staff development in safe and responsible internet use will be provided as required.
- Staff are not permitted to browse or access any personal email or social networking sites using any of the hardware intended for the childrens' use.
- Staff are not permitted to browse or access any personal email or social networking sites during directed work time.

ICT System Security:

- The school ICT systems will be reviewed regularly with regard to security.
- Virus protection is installed and updated regularly.
- FortiGuard web filters are monitored and weekly audits carried out to review blocked internet sites.
- Methods to identify, access and minimise risks will be reviewed regularly.

Complaints Regarding Internet Use:

- Responsibility for handling incidents will be delegated to a senior member of staff.
- Any complaint about staff misuse must be referred immediately to the head teacher.

Parents' attention will be drawn to this policy in newsletters, the school prospectus and on the school Website

School Twitter page

The uploading of content is controlled by a member of the Senior Leadership Team. They alone are responsible for password protection and uploading of content.

No private messages are sent using the Twitter account. Any contact to followers is made using other methods.

At present, the school Twitter account is open to all followers. However, school reserve the right to block accounts deemed inappropriate or offensive to ourselves and/or others. Staff wishing to follow the school Twitter account may do so as long as their twitter account is secure and private. Under no circumstances should staff members follow parents or students.

In order to protect ourselves from inappropriate content being distributed into our news feeds, the school Twitter account will not actively seek to follow other users. However, exceptions may be made where following an @ handle has obvious benefits to the school (children's author or an educational account). Once again, these will be decided on a case-by-case basis at the discretion of the user. The Twitter account is used more as a distributor of information to those who follow it and not as a receiver of information.

The school Twitter account will not post photos of children without prior permission from their parent/carer. It will post photos of work and learning. For example we may share a photo of a child creating a piece of artwork that features the child's hands or back of the head.

Conclusion

The implementation of this policy will ensure that staff and children adopt responsible and safe internet use and use it for its intended purpose. Risks will be minimised and potential maximised in a safe and acceptable way. It will be reviewed annually to take into account the fact the information communication technologies, including internet, and school use are changing rapidly.