

Dinglewell Junior School
Pupil Acceptable Use
Reviewed: June 2024 (FGB)
Next review: June 2025

Dinglewell Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

"We have carefully considered & analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the public sector equality duty requirement to have due regard to the need to eliminate discrimination, advance equality or opportunity and foster good relations."

Introduction

This policy outlines our purpose in providing email facilities and access to the internet. It explains how our school is seeking to avoid the potential problems that may arise as a consequence of unrestricted internet access whilst offering pupils and teachers alike a valuable electronic resource. If you need any further clarification please contact our Head Teacher Geraldine Brogan, Deputy Head Tanya Naylor, Designated Child Protection Officer (DCPO) Sarah Baker, without delay.

Internet access in school

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

Teachers and pupils will have access to web sites worldwide (including museums and art galleries) offering educational resources, news and current events. In addition, staff will have the opportunity to access educational materials and good curriculum practice; to communicate with the advisory and support services, professional associations and colleagues; exchange curriculum and administration data with the LA and DfES; receive up-to-date information and participate in government initiatives.

Parents' attention will be drawn to this policy by letter in the first instance and it will be available for parents and others to read on request.

Ensuring internet access is appropriate and safe

In common with other media such as magazines, books and video, some material available on the internet is unsuitable for pupils. 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 pupils are not exposed to unsuitable material:

- our internet access has a filtering system which prevents access to material inappropriate for children, which must never be switched off;
- children using the internet will be working in the classroom or computer suite and will be under the supervision of an adult at all times;
- staff will use their professional judgement and check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils;
- our Rules for Responsible Internet Use are posted near all devices with internet access;
- the Computing subject leader will ensure that occasional checks are made on files to monitor compliance with the school's Acceptable Use Policy;
- methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in consultation with colleagues from other schools, advice from the LA, our Internet Service Provider, GSP and the DfES.

A most important element of our Rules of Responsible Internet Use is that pupils 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 pupil is exposed to offensive or upsetting material, the school will respond to the situation quickly and on a number of levels. Responsibility for handling incidents involving children is taken by the Computing subject leader and the Child Protection Officer in

consultation with the Head Teacher and the pupil's class teacher. All teaching staff will be made aware of the incident at a staff meeting if appropriate.

- If one or more pupils discover (view) inappropriate material, our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue;
- If staff or pupils discover unsuitable sites, the Computing subject leader will be informed. The Computing subject leader will report the URL (address) and content to the Internet Service Provider and the LA; if it is thought that the material is illegal, after consultation with the ISP and LA, the site will be referred to the Internet Watch Foundation and the police.

Maintaining the security of the school Computing network

Security is maintained by updating virus protection.

Using the internet to enhance learning

Access to the internet is a planned part of the curriculum that enriches and extends learning activities and is integrated into the class topics (themes). As in other areas of their work, we recognise that pupils learn most effectively when they are given clear objectives for internet use.

Different ways of accessing information from the internet are used depending upon the nature of the material being accessed and the age of the pupils:

- access to the internet may be by teacher (or sometimes other adult) demonstration;
- pupils may access teacher-prepared materials, rather than the open internet;
- pupils may be given a suitable web page or a single web site to access;
- pupils may be provided with lists of relevant and suitable web sites which they may access;
- pupils are expected to observe the Rules of Responsible Internet Use and are informed that checks can and will be made on files held on the system and the sites they access;
- pupils will be educated in taking responsibility for their own internet access.

Using information from the internet

- pupils are taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV;
- teachers ensure that pupils 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 largely non-moderated medium and the growth of social media and 'fake news');
- when copying materials from the Web, pupils are taught to observe copyright;
- pupils are made aware that the writer of an email or the author of a web page may not be the person claimed.

Using email

Pupils learn how to use an email application and are taught email conventions. Children use this in a simulator way in school only. Staff and governors use email to communicate with others, to request information and to share information.

- pupils are only allowed to use email once they have been taught the Rules of Responsible Internet Use and the reasons for these rules;
- teachers endeavour to ensure that these rules remain uppermost in the children's minds as they monitor children using email;
- pupils may send email as part of planned lessons but will not be given individual e-mail accounts;
- incoming email to pupils will not be regarded as private and as such may be monitored by the teacher or Computing subject leader;
- children will have the email messages they compose checked by a member of staff before sending them;
- the forwarding of 'chain emails' will not be permitted;
- pupils are not permitted to use email at school to arrange to meet someone outside school hours.

The Dinglewell Junior School website

Our school website is intended to:

- provide accurate, up-to-date information about our school;
- provide pupils with the opportunity to publish their work on the internet for a very wide audience including pupils, parents, staff, governors, members of the local community and others;
- celebrate good work;
- provide links to other recommended website for pupils, parents, staff, governors and supporters;
- promote the school.

The point of contact on the web site will be the school address, telephone number and email address. We do not publish a pupil's photograph with their name on our web pages and respect the right of children and parents to opt out of any photographs being used in school, literature or by any other agencies or media organisations. Home information or individual email identities will not be published. Permission will be sought from other individuals before they are referred to on any pages we publish on our website.

The website address is: <http://www.dinglewell-jun.gloucs.sch.uk>

Internet access and home/school links

Parents will be informed in our school prospectus pack that pupils are provided with supervised internet access as part of their lessons. We will keep parents in touch with future Computing developments by letter and newsletter.

Pupils and parents must ensure the appropriate use of Padlet, which is an online platform, where children can share their home learning projects.

Acceptable Internet Use Statement for Staff and Volunteers

Staff sign their own Acceptable Use Policy to confirm that they will follow the guidelines for computer, social media and Internet use, before they are provided with access. The school

receives regular e-safety updates from the Gloucestershire Safeguarding Children Board, Gloucestershire Constabulary, Gloucestershire County Council & The Department for Education.

Relationship to other school policies

This policy should be read in conjunction with the school's, Safeguarding Policy, Equality & Diversity Policy, Anti-Bullying Policy, GDPR Data Protection Policy and AUP Staff Policy.

Our Internet Rules

These are the rules we follow to keep us all safer on the internet when we are learning.

- ✓ **Log on with your own username** and password, or one that the teacher has given you.
- ✓ **Make sure** that you never give your own or anyone's details over the internet. This includes full name, address, telephone number, email address, mobile number or photograph.
- ✓ **Make sure** that you never give our school's name unless you have permission to do so from your teacher.
- ✓ **Never agree** to meet anyone who contacts you on the internet. Always tell your teacher immediately if someone asks you to do this.
- ✓ **Always tell your teacher** immediately if you see anything which makes you feel uncomfortable. Switch off the monitor.
- ✓ **Always tell your teacher** if someone sends you a nasty message. Remember it is not your fault if you get a message like this.
- ✓ **Make sure** you only go on websites your teacher gives you permission to use.
- ✓ **Only** go on the Internet when your teacher or a supervising adult is in the room.
- ✓ **Never download** music or programs without permission.
- ✓ **Only** use school cameras to take a photograph in school if your teacher gives you permission, and remember to hand your mobile 'phone in at reception when you arrive at school.
- ✓ **Remember** that the school may check your computer files and may look at the internet sites that you visit.

Anyone who deliberately breaks these rules will be stopped
from using the internet and devices at school.

I have read and understand these rules.

Signed (Pupil) Date

Signed (Parent) Date