

YARDLEY GOBION CE
PRIMARY SCHOOL

Acceptable Internet
Usage & Online
Safety Policy

"Using the talents God gave us to achieve and shine"

God's voice thunders in marvellous ways;

He does great things beyond our understanding.

Job 37: 5



**YARDLEY GOBION CE PRIMARY SCHOOL ACCEPTABLE INTERNET USAGE &
ONLINE SAFETY POLICY**

POLICY TITLE:	Acceptable internet usage policy
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POLICY OWNERSHIP:	Head Teacher and SLT
School	Head Teacher and SLT
Governors	Chair & Curriculum Committee

POLICY IMPLEMENTATION DATE:	January 2019
POLICY REVIEW DATE:	January 2022

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POLICY REVIEW DOCUMENT HISTORY

This policy is monitored by the Policy Owner(s) and will be reviewed every year, or as dictated by school requirements or legislation.

Version	Date	Author	Amendment	Approval / Adoption
1	01/01/2020	P. Thompson	NEW Policy	
2	04/01/2021		V. Griffiths added information regarding remote learning	Jan 2021

IMPLEMENTATION / UPDATING

Following approval, it is the responsibility of the Policy Owner(s) to ensure that the policy is:-

- circulated to all relevant stakeholders
- uploaded onto the school website

RESOURCE IMPLICATIONS

Training time to staff and cost of update training.

REFERENCES/LINKS/CONSULTATION

LEGAL COMPLIANCE & EQUALITY STATEMENT

At the time of ratifying this policy, the policy owner was satisfied that, to the best of their knowledge, this document complies with all relevant legislation.

The school is committed to the principles of Equality and under this policy no person will be treated less favourably on grounds of race, colour, nationality, ethnic or national origin, disability, gender, marital or parental status, age, religion or belief, sexual orientation, proposed or actual gender re-assignment, economic group, employment status, or any other condition or legally protected characteristic which cannot be shown to be wholly justified in relation to the effective operation of the school.

Acceptable internet usage policy

Yardley Gobion Church of England Primary School

Introduction

At Yardley Gobion CE Primary School we understand the important role that technology plays in the education of our young children. The internet is a valuable resource that can raise educational standards by offering both pupils and teachers opportunities to search for information from a very wide range of sources based throughout the world. However, some of the information to be found on the internet will be inappropriate for pupils and we feel it is important to have a policy in place that takes this issue into account.

The school has a duty to ensure that before using the internet with pupils, staff have had the opportunity to discuss how they will deal sensitively with inappropriate use. The following policy helps to define appropriate and acceptable use by both staff and pupils and has been further discussed with Governors and pupils themselves. Please also refer to our Safeguarding and Child Protection Policy and Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings. The implementation of this policy is the responsibility of all members of staff.

The Internet in School

The internet is a powerful technology, and we realise that it must play an important role in any learning environment. Through the internet, teachers are able to find information on topics they may be teaching, worksheets that have been written by other teachers and newsgroups of a particular interest to the school, and they will be able to share ideas with teachers around the region,

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nationally and internationally too. It aids planning and collaboration between schools. It provides an e-mail address to members of staff to enable them to keep in ready contact with other schools. Parents can contact staff members via the school email address.

The Internet in the Curriculum

The use of the Internet in the curriculum needs careful planning, and it should not be assumed that the children have the skills and knowledge of how to work safely in an online environment - for example, how to use search engines safely. Therefore, if the internet is to be used, the teacher should ensure that these points are covered in the interests of accessibility, and also of safety. It is the teacher's responsibility to update their own understanding of online matters and address the needs of the class as and when necessary. For instance the growing use of the internet in a gaming environment and the concern of giving away personal details but also issues regarding the reliability and authenticity of what they see and read on the internet also. The children should also be taught about the digital footprint that is left online and the possible repercussions of using the internet inappropriately.

School Website

Yardley Gobion CE Primary School has a website and there are photographs which contain images of the children included in the content. Children in photographs are not be identifiable by name (ie. there will not be any captions containing the children's names alongside photographs). If a child's name is mentioned elsewhere (for example, because of some work that is displayed on the website), only the first name will be used and it will not be linked to any photograph of the child or any other personal details. The school does not publish personal email addresses of pupils or staff on the school website.

Roles and responsibilities

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E-safety is recognised as an essential aspect of strategic leadership in this school and the Headteacher, with the support of Governors, aims to embed safe practices into the culture of the school. The Headteacher ensures that the policy is implemented and compliance with the policy monitored. All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following school e-safety procedures. Central to this is fostering a 'No Blame' culture so pupils feel able to report any bullying, abuse or inappropriate materials. As the children progress through the school there is a gradual progression in access to the internet. Pupils will be made aware of unacceptable use of the internet without teachers being too explicit (as this may encourage some children to disobey the rules). The rules for using the internet will be made clear to all pupils and children will have to sign the Rules for Responsible Internet Use prior to using the internet. They will be made aware that if they feel that the rules do not apply to them and therefore decline to sign the agreement, then this will result in an instant loss of access to the internet. The rules apply to staff as well as pupils and staff (including temporary and regular supply teachers) will be asked to sign the Acceptable Use of the Internet form annually.

Monitoring

It is the role of the ICT coordinator to monitor and evaluate the overall effectiveness of internet use throughout the school and they will do this on a regular basis. Each teacher will be responsible for monitoring the use of the internet within their classroom and ensure that unacceptable material is not accessed. The Coordinator has responsibility for checking that no inappropriate material is on the school system and the children are made aware that teachers have access to all their folders of work. The coordinator also ensures that the computer system is regularly checked for computer viruses, taking advice from the school's provider of technical support.

Managing the school network

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The computer system / network is owned by the school and is made available to pupils to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet or email activity on the network, or perform any other activities that the school may see fit.

Personal Use

The computers, electronic media and services provided by the school are primarily for educational use to assist staff in the performance of their job. Limited or incidental use of electronic media for personal purposes is acceptable, and all such use should be done in a manner that does not negatively affect the system's use for their educational purposes. However, staff are expected to demonstrate a sense of responsibility and not abuse this privilege. Yardley Gobion Primary School expects any staff using social media sites to ensure that their use is conducive to their professional status. They should not mention the school by name or in passing, or discuss individuals or groups within the school, or compromise the school values. In addition, staff must ensure that any private blogs, bulletin boards, websites etc. which they create, or actively contribute to, do not compromise, and are not confused with, their professional role. Staff must ensure that any engagement in any online activities does not compromise their professional responsibilities.

Yardley Gobion CE Primary School Rules for Responsible Internet Use by Pupils

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us to be fair to others.

- I will ask permission from a member of staff before using the Internet.
- I will not access other people's folders without permission.
- I will only use ICT systems in school, including the internet, email, digital video, mobile technologies, etc, for school purposes.

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- I will not download or install software on school technologies.
- I will open email attachments from people I know are safe.
- I will only log on to the school network/ learning platform with my own user name and password.
- I will follow the schools ICT security system and not reveal my passwords to anyone and change them regularly.
- I will only use my school email address.
- I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not copy other people's work and say that it is my own.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- Images of pupils and/ or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring into disrepute. • I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- I will respect the privacy and ownership of others' work on-line at all times. • I will not attempt to bypass the internet filtering system.

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- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/ carer may be contacted.
- I understand that the school may check my computer files and may monitor the Internet sites I visit. The school cannot accept any responsibility for access to the internet outside of school even if children are researching a topic related to school.

Updated 04 January 2021

REMOTE LEARNING

As every child starts at YGPS, we provide them with a Microsoft 365 Teams account, we use this platform for home (and remote if necessary) learning

To activate this, follow these simple steps

1. Google Microsoft 365 login
2. Login with their user name
3. And their password
4. Once in they will see a list of icons.Go to the Teams icon
5. They will then see class Teams page

Using Teams allows pupils access to Microsoft Outlook (emails). To increase our children's safety while they are online, we have blocked students from sending and receiving emails to accounts that are not ...@CEPrimaryschool.co.uk.

Therefore students cannot use this account to receive confirmation codes to sign up for other websites. However, as a parent, you should be aware that students have the ability to email other ...@CEPrimaryschool.co.uk email addresses. This however is not allowed and children need to be aware that new email address we have set up for your child is solely intended for them to use only to remotely access their new class Team account.

The school has access to all students' accounts and can block students' access to Microsoft and Teams if they do not act appropriately. With that in mind, please could you talk to you child about the importance of not using their new email address for any other use apart from logging onto Teams. In addition, it is

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vital that they do not share their username or password with others. This way we can ensure that we are doing our utmost to keep our children safe online. Please note, as a school we will not be able to tell if your child has used their email to access anything other than Teams, so it will be parents' responsibility to ensure that this does not happen.