Acceptable Use and eSafety

Written: November 2021

Date of review: September 2024

Bardwell Lead: Matthew Selsdon (Interim Headteacher)

Signed LAB:

Signed TGT:

1. Introduction

Use of the school's ICT equipment by any members of the school community including parents/carers and visitors must be in accordance with this policy. Any use which infringes this policy will be treated very seriously.

2. The Importance of Internet use in Education

The purpose of Internet use in school is to raise educational standards, to promote student achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.

3. Using the Internet to Enhance Learning

The school Internet access will be designed expressly for student use and will include filtering. Students will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

4. The need for students to learn to evaluate online content

If staff or students discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the Headteacher.
The school should ensure that the use of Internet derived materials by staff and by students complies with copyright law.

5. The Management of School e-mail

Students may only use approved e-mail accounts on the school system. Students must immediately tell a teacher if they receive offensive or bullying e-mail or messages.
Students must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.

A disclaimer at the end of e-mail messages that the material is confidential helps protect staff from charges that they breached confidentiality. Adding a disclaimer that the e-mailed material is meant only for the person it is addressed to and that anyone else who sees it is bound to confidentiality.

6. The Management of Chat Rooms

Students will not be allowed access to public or unregulated chat rooms. Children should use only regulated educational chat environments (i.e. Multi Me). This use will be supervised and the importance of chat room safety emphasised by staff. Should a student have the ability to engage in conversations on Multi Me, they must have a 'Buddy' (parent or class teacher) set up to oversee their messaging.

7. Cyberbullying

Students are taught about the proper use of telecommunications and about the serious consequences of cyber-bullying and will, through PSHE and in ICT lessons and assemblies, continue to inform and educate its pupils in these fast-changing areas (see *appendix 4*)

The school trains its staff to respond effectively to reports of cyber-bullying or harassment and has systems in place to respond to it. The school blocks access to inappropriate websites, using firewalls, antivirus protection and filtering systems. Pupils can only access the internet within the school with permission from a member of staff. All usage will be supervised.

GUIDANCE FOR STAFF

If you suspect or are told about a cyber-bullying incident, follow the protocol outlined below:

Mobile Phones
- *Ask the pupil to show you the mobile phone*
- *Note clearly everything on the screen relating to an inappropriate text message or image, to include the date, time and names*
- *Make a transcript of a spoken message, again record date, times and names*
- *Tell the pupil to save the message/image*
- *Go with the pupil and see a member of the Senior Leadership Team*

Computers
- *Ask the pupil to get up on-screen the material in question*
- *Ask the pupil to save the material*
- *Print off the offending material straight away*
- *Make sure you have got all pages in the right order and that there are no omissions*
- *Accompany the pupil, taking the offending material, to see a member of the Senior Leadership Team*
- *Normal procedures to interview pupils and to take statements will then be followed particularly if a child protection issue is presented.*

8. Internet Access

Parents will be informed that students will be provided with supervised Internet access (a copy of the letter is included in the *appendix 2*).
Where appropriate, parents will be asked to sign and return a consent form (*appendix 3*).

9. The Management of Risk Assessment

In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for students. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. If this does happen it must be reported immediately and used as a learning opportunity for our students on how to access suitable content and what to do should inappropriate content appear on the screen.

10. Informing Students

Class teams are responsible for informing students about acceptable use of the internet. Students will be informed that Internet use will be monitored.

Accessible instruction in responsible and safe use should precede Internet access.

11. Staff Consultation

All staff and members of the Local Academy Board will be provided with this policy and its importance will be explained.

12. Maintaining the ICT System Security

The school ICT systems will be reviewed regularly with regard to security.

Virus protection will be installed and updated regularly. If a member of staff leaves then all administrator level usernames and passwords will be deleted.

13. The Management of Complaints Regarding the Internet

Responsibility for handling pupil incidents will be acted on by the Senior Leadership Team.
Any complaint about staff misuse must be referred to the Headteacher.

14. The Management of Community use of the Internet

Adult users will need to sign the *Acceptable Use* policy.
Parents/carers of children under 16 years of age will generally be required to sign an acceptable use policy on behalf of the child, this will be judged appropriate if the student has the ability to navigate the Internet with clear intention.

15. Staff use of school ICT Equipment

It is understood that staff members will benefit from using equipment away from the school site. This could range from teachers who use their Macbook, laptop or iPad for their wider role, to a member of staff taking an iPad home to develop their skills (see *appendix 1*).

The following protocols must be followed with regards the use of school equipment:

i)   *All school equipment must be protected by a passcode or password. (NB for any item that stores sensitive data, the password must not be obvious and should contain at least one capital letter, one number and/or one symbol).*
ii) *School equipment must never be left unattended in public.*
iii) *School equipment must never be left in a vehicle*

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APPENDIX 1 - Responsible Internet Use

Rules for Staff, Visitors and Students

The computer system is owned by the school. This Responsible Internet Use statement helps to protect students, staff and the school by clearly stating what use of the computer resources is acceptable and what is not.

Irresponsible use may result in the loss of Internet access and could lead to disciplinary proceedings for staff.

Network access must be made via the user's authorised account and password, which must not be given to any other person.

School computer and Internet use must be appropriate to the student's education or to staff professional activity.

Copyright and intellectual property rights must be respected.

E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers.

Users are responsible for e-mail they send and for contacts made.

Anonymous messages and chain letters are not permitted.

The use of unauthorised chat rooms is not allowed.

The school ICT systems may not be used for private purposes, unless the headteacher has given permission for that use.

Use for personal financial gain, gambling, political purposes or advertising is not permitted.

ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.

The school may exercise its right to monitor the use of the school's computer systems, including access to websites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

APPENDIX 2 - Letter to parents on Responsible Internet Use

Dear Parents and Carers,

Responsible Internet Use

As part of your child's curriculum and the development of ICT skills, Bardwell School is providing supervised access to the Internet. We believe that the effective use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world.

Please would you read the attached Rules for Responsible Internet Use and sign and return the consent form so that your child may use the Internet at school. Whilst I recognised our pupils have a wide range of abilities relating to Internet access and some pupils would require full support, it is important all parents understand our approach.

If you wish to see a copy of the school's 'Acceptable Use and eSafety' policy please contact the school office.

Although there are concerns about students potentially having access to undesirable materials, we have taken positive steps to reduce this risk in school. Bardwell School operates a filtering system that restricts access to inappropriate materials.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, and pupils will not be left unsupervised, the school cannot be held responsible for the nature or content of materials accessed through the Internet.

Please support us by ensuring that internet usage at home is supervised and reinforce the rules of appropriate and safe use.

Yours sincerely

Headteacher

APPENDIX 3 - Consent Form

Bardwell School
Responsible Internet Use
Please complete, sign and return to the office

Student name:	

Student's Agreement
I have read and I understand the school Rules for Responsible Computer Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

Signed:	

Parent's Consent for Internet Access
I have read and understood the school rules for responsible Internet use and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure students cannot access inappropriate materials.
I will monitor my son's/daughter's internet usage at home.

Signed:	*Date:*
Please print name:	

APPENDIX 4 – Guidance for pupils on Cyber-bullying

NB – This should be communicated to pupils through our PSHE Curriculum.

- If you believe you or someone else is the victim of cyber-bullying, you must speak to an adult as soon as possible. This person could be a parent/carer or adult at school.
- Do not answer abusive messages but log and report them
- Do not delete anything until it has been shown to an adult (even if it is upsetting, the material is important evidence which may need to be used later as proof of cyber-bullying)
- Do not give out personal IT details
- Never reply to abusive e-mails
- Never reply to someone you do not know
- Stay in public areas in chat rooms