

WENSUM TRUST



Arden Grove Infant and Nursery School

Acceptable Internet Use and Online Safety Policy

This policy was created and ratified by the Trust Board in:	October 2020
The policy owner is:	Arden Grove Infant & Nursery School
This policy will be reviewed by the Trust Board in: (earlier review than the usual 3 years is recommended by the Trust)	October 2021
Policy Version:	V1.2
Signed: Chair of AG	

Our Online Safety Policy has been written by the school, building on the NCC e-Safety Policy and government guidance. It has been agreed by all staff and approved by governors. The Online Safety Policy and its implementation will be reviewed annually

Aims

- The purpose of Internet use in school is 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.
- The internet provides an interesting and rapid means of gaining access to information in a range of different formats.
- Internet use is part of the statutory curriculum and a necessary tool for staff and pupils.
- The Internet is essential in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.

Benefits of using the Internet for learning

- Access to world-wide educational resources.
- Inclusion in government initiatives.
- Educational and cultural exchanges between pupils world-wide.
- Cultural, vocational, social and leisure use in libraries, clubs and at home.
- Access to experts in many fields for pupils and staff.
- Staff professional development through access to national developments, educational materials and good curriculum practice.
- Communication with support services, professional associations and colleagues.
- Improved access to technical support including remote management of networks.
- Exchange of curriculum and administration data with the LA and DFE.

Internet Content and Controls

- The school Internet access will be designed specifically for pupil use and will include filtering appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use. Through half termly Online Safety lessons.

- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.
- If staff or pupils discover unsuitable sites, or any material that the school believes to be illegal the URL (address) and content must be reported to ICT Services and the appropriate agencies via the ICT co-ordinator (M Lyon or P McDonald).
- Schools should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.
- Staff will need to view sites before using with the children.
- Pupils will be taught about Online safety.
- Pupils will have supervised access to the internet.
- The school will work in partnership with Norfolk County Council's ICT Support Unit and the Wensum Trust to ensure systems to protect pupils are reviewed and improved.

Children and e-mails

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must not reveal details of themselves or others in e-mail communication or via a personal web space, such as addresses or telephone numbers, or arrange to meet anyone.
- Pupils must inform a teacher if they receive an offensive e-mail at school.
- E-mails sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.

Website

- The point of contact on the Website should be the school address and telephone number. Staff or pupils' home information will not be published.
- Pupils' full names will not be used anywhere on the Website, particularly in association with photographs.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

Internet Access

- Staff will have access to the Internet.
- Children will have access to the Internet with the permission of the teacher to approved on-line materials.
- Parents will be informed that pupils will be able to access the internet with supervision.
- Parents will be asked to sign and return a consent form.

Tapestry

- The online platform Tapestry is used form Nursery through to Year 2 to update parents about learning and key events.
- Each parent or guardian signs a consent form before being given access via email.

The consent form includes not sharing observations and for images of their child to be uploaded and shared with parents.

a parent/carer I will...

- Not** publish any of my child's observations, photographs or videos on any social media site- even when my child's Tapestry Learning Journey has been downloaded at the end of each school year.
- Agree to images/videos of my child being used on the Tapestry Learning Journals of children attending Arden Grove Infant and Nursery School- on occasion group photos/observations are used in Year 1.
- Keep the login details within my trusted family.
- Speak to a member of staff if I experience any difficulties accessing my child's learning journal.
- Let staff know if my email address changes.

I agree to these guidelines:

Print Name:

Name of Child:

Class:

Signature:

Date:

Assessing the Risks

- In common with other media such as magazines, books and videos, 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 the Local Authority has a very strict filtering system in place for schools to ensure that inappropriate sites are not accessible. 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.

- The Head teacher, Head of School and ICT coordinators (M Lyon and P McDonald) and governors will ensure that the Online safety policy is implemented and compliance with the policy monitored.

Emerging Technologies

- Emerging technologies will be assessed for educational benefit and risk assessments will be carried out before use in school is allowed.

Personal Data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Introducing the Policy to the Children

- Responsible Internet use will be included in ICT lessons covering both school and home use in all year groups and in Online Safety assemblies throughout the year.

Consultation of Staff

- All staff must read and agree to the terms of the 'Staff conduct for ICT in schools' document before using any Internet resource in school.
- All staff will be shown the Acceptable Internet Use Policy, and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Professional development in safe and responsible Internet use and on the school Internet policy will be provided as and when required.

ICT System Security

- Virus and Spyware protection will be installed and updated regularly by the Wensum Trust.
- The school ICT systems will be reviewed regularly with regard to security by the Wensum Trust.

Parent's Support

- Parents' attention will be drawn to the School Acceptable Internet Use Policy in newsletters.

- A partnership approach with parents will be encouraged. This could include suggestions for safe Internet use at home.
- Internet issues will be handled sensitively to inform parents without undue alarm.

Handling Online Safety complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the head teacher.
- Complaints of a child protection nature must be referred to the Senior Designated Professional for Safeguarding and dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of consequences for pupils misusing the Internet.

COVID 19

- During these exceptional times staff maybe asked to use technology at home to support online teaching.
- Lessons or ideas can be filmed while at home making sure that staff have an appropriate backdrop and clothing.
- Phone calls may need to be made using mobile teachers phones or landlines, where this is necessary teachers or support staff should block personal numbers.
- When staff need to access sensitive data eg parent/carer phone numbers or email address. Data will be encrypted with a password to ensure the information is secure.



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Responsible Internet Use

These rules help us to be fair to others and keep everyone safe.

- **I will ask an adult for permission before using the Internet.**
- **The messages I send will be polite and sensible.**
- **I understand that I must never give my home address or phone number, or arrange to meet someone over the internet.**
- **I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.**
- **If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.**

Signed: (whole class)



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Staff Code of Conduct for ICT

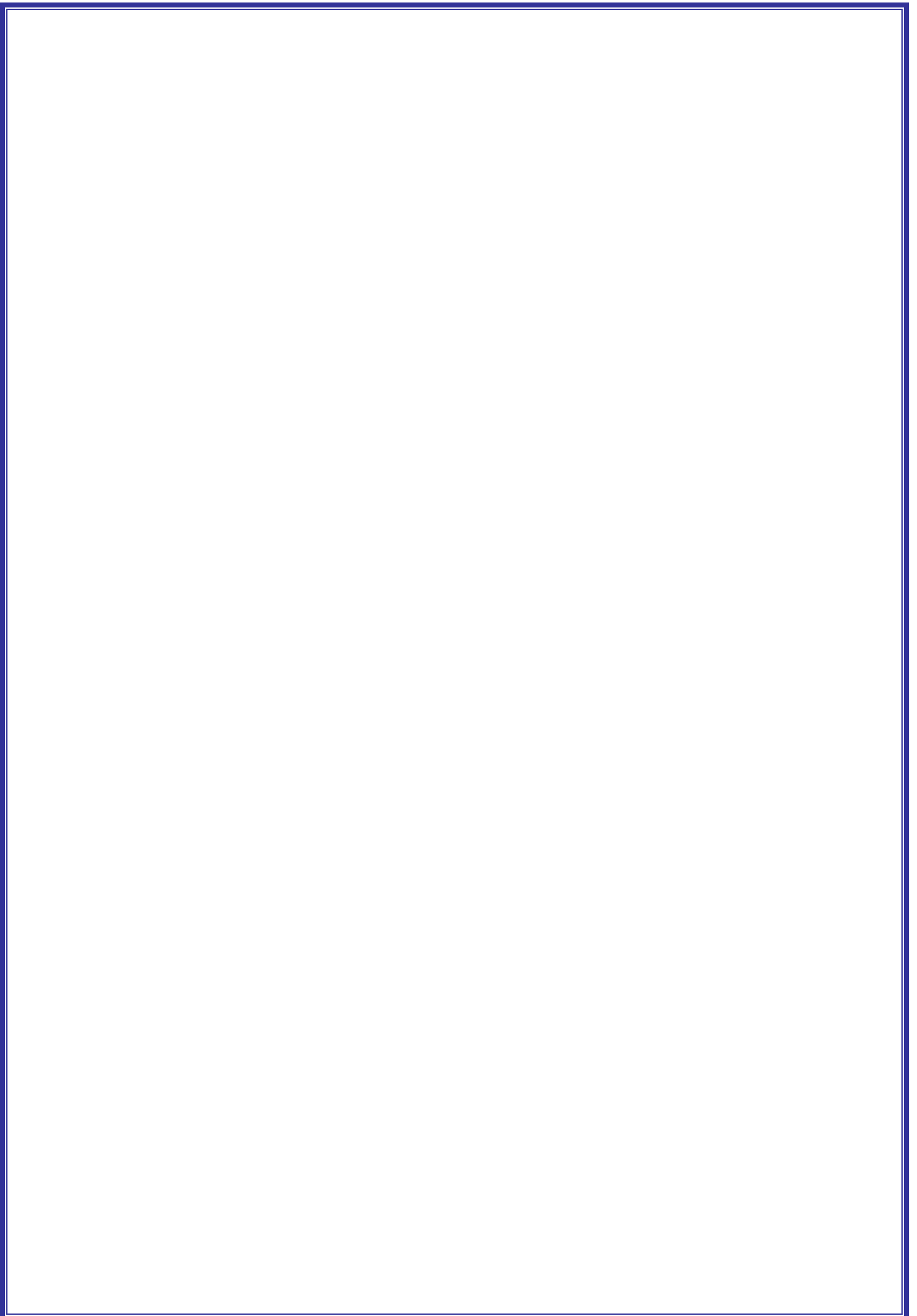
- I understand that the school ICT equipment and systems are the property of the school whether used on or off the premises.
- I understand that it is a disciplinary offence to use any school ICT system or equipment for a purpose not permitted by its owner – ICT Coordinator can provide clarification.
- I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras; email and social networking. ICT use may also include personal ICT devices with the permission of the Headteacher if used for school business.
- I understand that school information systems and equipment may not be used for private purposes without permission from the Headteacher.
- I understand that my use of school information systems, Internet and email is monitored and recorded half termly to ensure policy compliance.
- I will respect system security and I will not disclose or share any password or security information to anyone other than an authorised system manager.
- I will not install any software or hardware without permission.
- I will ensure that personal data is stored securely and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding the inappropriate use of ICT systems or equipment to the ICT Coordinator, the Designated Child Protection Coordinator or Headteacher/Head of School.
- I will ensure that all electronic communications that I make are compatible with my professional role.

COVID 19

- When using technology to support children whilst I am at home during Covid 19 I will avoid filming in personal spaces and have an appropriate backdrop.
- When making phone calls on my personal number I will block my number so that parents cannot see it.
- When contacting parents via email I will use the school office email or my work nsix account.

The school may exercise its right to monitor the use of the school's information systems and Internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound. I have read, understood and accept the Staff Code of Conduct for ICT.

Name: Date: Signed:.....





INTERNET SAFETY AGREEMENT

Our school encourages pupils to use the internet to research and to play games which support learning in the classroom. The school's internet is filtered by the local authority and school staff check the websites that are being used in school.

Children are not permitted to access the internet or online resources without the consent of a parent/carer, so please take the time to complete this form.

- I am aware that my child will agree that they will keep to the school's rules for responsible ICT use, outlined in the Acceptable Use Policy (AUP). I also understand that my child will be informed if the rules change throughout the year.
- I am aware that the latest copy of the AUP is available on the school website or from the school office.
- I accept that the school cannot be held responsible for the nature of content of materials accessed through the internet, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using a filtered internet service, safe access to email, employing appropriate teaching practice and teaching online safety skills to pupils.
- I understand that the school can check my child's computer files, and the websites they visit. I also know that the school may contact me if there are any concerns about my child's online safety or online behaviour.
- I will support the school by promoting safe use of the internet at home and will inform the school if I have any concerns regarding my child's online safety
- I understand that any photographs or videos I may take of my child during school activities that include other school pupils (for example during sport events or school productions) should only be shared with family members and not be posted on websites, social media or used inappropriately.

By completing this form, I am agreeing to the above statements and I am granting permission for my child to have access to use the internet, school email and/or other ICT facilities at the school.

Child's Full Name	
Name of Parent/Carer	
Signature of Parent/Carer	
Date	/ /