

# Policy for Acceptable Use and Online Safety at Killamarsh Infant and Nursery School



This policy sets out how the school strives to ensure all learners and staff in school must use technology appropriately, safely and legally, and to ensure pupils and staff aware of the appropriate behaviour and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies.

Killamarsh Infant and Nursery School welcomes our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age (as appropriate), disability, ethnicity, gender (including issues of transgender, and of maternity and pregnancy), religion and belief, and sexual identity.

We welcome our duty under the Education and Inspections Act 2006 to promote community cohesion.

We recognise that these duties reflect international human rights standards as expressed in the UN Convention on the Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.

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# **Policy for Acceptable Use of ICT and Online Safety**

This policy sets out how the school strives to ensure all learners and staff in school must use technology appropriately, safely and legally, and to ensure pupils aware of the appropriate behaviour and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies.

## **1. INTRODUCTION**

At Killamarsh Infant and Nursery School we understand that information and communication technology plays an imperative role in learning. All learners and staff in school must use technology appropriately, safely and legally. We have a responsibility to make all learners and staff aware of the appropriate behaviour and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies. This policy is linked, and works alongside the school's ICT, child protection and anti-bullying policies.

## **2. RESPONSIBILITY FOR ONLINE SAFETY AND APPROPRIATE USE OF ICT**

2.1 The school governing body has responsibility for ensuring that the school has an Acceptable Use Policy for ICT and this policy is reviewed annually.

2.2 The Head teacher will ensure that there is a designated person for coordinating Online Safety and acceptable use of ICT. They will be a member of the senior leadership team and will work closely with the designated person for child protection. The designated person for Online Safety is the Headteacher.

2.3 All staff and learners have a responsibility to use ICT appropriately and legally and report any illegal or inappropriate use of ICT to the head teacher or the designated person for Online Safety, as soon as possible.

2.4 Teachers and teaching assistants should address issues of Online Safety when using the internet with children.

2.5 All children must follow all the ICT Code of Conduct (see appendix 2).

2.6 The ICT support team will ensure that computers have up to date virus protection and internet connection is filtered through the regional broadband consortium.

## **3. USE OF THE INTERNET**

3.1 The school ensures that users make effective use of the Internet. Use of the Internet should always be lawful and appropriate. Internet usage means any connection to the Internet via Web browsing, external email or news groups.

3.2 The school expects all users to use the Internet responsibly and strictly according to the following conditions:

### **3.3 Users shall not:**

Visit Internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:

- pornography (including child pornography)
- promoting discrimination of any kind
- promoting racial or religious hatred
- promoting illegal acts
- any other information which may be offensive to colleagues

Incidents which appear to involve deliberate access to Web sites newsgroups and online groups that contain the following material will be reported to the police:

- images of child abuse (images of children, apparently under 16 years old) involved in sexual activity or posed to be sexually provocative adult material that potentially breaches the Obscene Publications Act in the UK
- criminally racist material in the UK

**If inappropriate material is accessed accidentally, users should immediately report this to the designated Online Safety coordinator (Headteacher) so appropriate action can be taken.**

**Children that access material that concerns them follow Appendix 3.**

## **4. DATA PROTECTION AND SYSTEM SECURITY**

### **4.1 User personal and system security code of conduct:**

STAFF SHOULD NEVER ALLOW CHILDREN TO LOGON USING THEIR STAFF DETAILS.

All pupils will log on using school given user name and passwords.

When entering personal details on a website login or the platform you will often be asked if you would like to save your details. Only save your details if it is on your personal computer.

The learning platform does contain secure student detail and staff documentation. If your details are seen by another person this data could be compromised. If in doubt change your password immediately.

If accessing school data from home on personal or school provided hardware you should always ensure, by following the aforementioned code that data integrity is respected at all times. Your equipment is more vulnerable once it leaves the building. Laptops, mobile technology and pen drives are susceptible to theft and loss along with its data.

## **5. DIGITAL MEDIA**

Digital media and photographs play an important part of recording events in school life. School provides digital cameras, for use by children and staff. Staff should not use their

own cameras or mobile phones to record images. Any photographs or videos that are recorded and wish to be kept should be stored on the school's P or O drive on the main server, which remains in school.

## **STAFF EMAIL**

All email messages should include a standard disclaimer stating that the content of the email are not necessarily the views of school or LA. Unsolicited email with children is not allowed. Any communication with children via email should be through the staff school email account to the pupil school account only. Do not release or in any way make available personal details of any colleague or pupil (phone numbers, fax numbers or personal e-mail addresses) over the Internet.

## **6. MOBILE PHONES**

Children are not allowed mobile phones in school and should be handed to the school office for safekeeping if they are brought into school.

Staff mobile phones should not be used during class times.

## **7. INTERNET GAMES**

There are times in the week when children have 'free' use of the school network, such as during computer clubs, wet playtimes, reward time for good behaviour etc. Any games played on the school network must be in line with the school Code of Conduct and be suitable for primary aged children.

## **8. DOWNLOADING MUSIC**

Children should not download music onto the school network. If music is free to download it is usually illegal. Staff may download music but this must be done legally and in line with copyright laws.

## **9. INTERNET SAFETY SKILLS FOR PUPILS**

ICT Code of Conduct (see appendix 2) will be referred to in the Home School Agreement.

The children's ICT Code of Conduct will be displayed in school. Pupils should be reminded of internet safety rules when using the Internet.

### **When using the internet children will be taught;**

- how to critically evaluate materials
- good searching skills
- the importance of copyrights regarding materials they find on the internet

Online Safety will form part of the schools PSHE and computing curriculum and will be taught explicitly as a unit of work from year 3 upwards and when deemed necessary in year key stage one using the 'Think You Know' website and Digital Literacy and Citizenship resources as a basis.

## **10. SANCTIONS**

Sanctions will be appropriate to the seriousness of the offence. For example temporary suspension of ICT rights for minor offences, ranging to permanent exclusion and involvement of the police for very serious offences.

## **11. SCHOOL WEBSITE**

Any work published on the school website is thoroughly checked to ensure that there is no content that compromises the safety of pupils or staff. The school will obtain parental permission before using images of pupils on the website. We ensure the image file is appropriately named – do not use pupils' names in image file names or ALT tags if published on the web. This reduces the risk of inappropriate, unsolicited attention from people outside school. We will use group photos rather than photos of individual children, wherever possible. Images will be appropriately stored and secured on the school's network.

This policy will be reviewed yearly and updated annually. It will form part of induction for all new staff, and will also be referred to in the Home School Agreement.

## APPENDIX ONE – PUPIL AGREEMENT

### **Killamarsh Infant and Nursery School Pupil Acceptable Use Agreement / Online Safety Rules**

- I will only use the computers/laptops in school when I have been told to.
- I will only open email attachments from people I know, or who my teacher has approved.
- I will keep my password safe and not share them with others.
- I will only open/delete my own files.
- I will make sure that when I chat, email, comment or blog with other adults and pupils it will be responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty.
- If I accidentally find anything like unpleasant or nasty I will turn the monitor off / close the laptop screen and tell my teacher immediately.
- I will not give out my personal and private information such as my name, phone number or home address.
- I will not arrange to meet someone I do not know who I have met online.
- I will be responsible for my behaviour when online because I know that these rules are to keep me safe.
- I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my Online Safety.

- I will follow the 'Smile and Stay Safe' rules when online both in school and at home.

## **Smile and Stay Safe**

**S**taying safe means keeping your personal details private, such as full name, phone number, home address, photos or school.  
Never reply to ASL (age, sex, location)

**M**eeting up with someone you have met online can be dangerous. Only meet up if you have first told your parent or carer and they can be with you.

**I**nformation online can be untrue, biased or just inaccurate.  
Someone online may not be telling the truth about who they are - they may not be a 'friend'

**L**et a parent, carer, teacher or trusted adult know if you ever feel worried, uncomfortable or frightened about something online or someone you have met or who has contacted you online.

**E**mails, downloads, IM messages, photos and anything from someone you do not know or trust may contain a virus or unpleasant message. So do not open or reply.

Online Safety  
Killamarsh Infant and Nursery School  
**Be Net Safe**



Pupil name: \_\_\_\_\_

- ❖ I have read the school Pupil code of conduct. My teacher has explained it to me.
- ❖ I understand these rules are there to help keep me safe, and my friends and family safe. I agree to follow the rules.
- ❖ This means I will use the computers, Internet, e-mail, online communities, digital cameras, video recorders, and other technologies in a safe and responsible way.
- ❖ I understand that the school can check my computer files, and the Internet sites I visit and that if they have concerns about my safety, that they may contact my parent / guardian.

Pupil's signature \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

## APPENDIX THREE



## WHAT TO DO IF YOU SEE SOMETHING THAT CONCERNS YOU

- ❖ It is likely that at some point you will come across some images or words that you did not intend to see. If this happens and you do see or hear something that scares, worries or upsets you do the following immediately.
- ❖ Turn the computer screen off! Do not turn the PC off.
- ❖ Put your hand up and ask for a teacher to come straight over.
- ❖ DO NOT show other students what you have seen or discuss with them.
- ❖ Wait for someone to come over and help you quietly.
- ❖ The Teacher will then tell you what to do next.

## APPENDIX FOUR

**Killamarsh Infant and Nursery School**

**PUPIL ICT ACCEPTABLE USE POLICY  
PARENT AGREEMENT**

Parent / Guardians:

I have read and understand the Killamarsh Infant and Nursery  
Acceptable Use Policy for Pupils.

I agree for my child to be bound by the conditions within the policy and  
understand the consequences of non-compliance.

FULL NAME OF PUPIL: \_\_\_\_\_

Signed Parent/Carer \_\_\_\_\_

Date: \_\_\_\_\_

Return to:-

The school office at Killamarsh Infant and Nursery School, 43, Sheffield  
Road, Killamarsh, Sheffield S21 2DX