

King David Primary School



# SCHOOL POLICY

## E-Safety and Acceptable Use

Produced by KDPS

Date: September 2017

Review Date: September 2019

## King David Primary School

### E-Safety & Acceptable Use Policy

*The following is an extract from the school's ICT policy relating to the use of all ICT equipment in school.*

*Please read it carefully as breaches of this policy will be regarded as a serious matter.*

#### **Acceptable Use Statement**

The computer system is owned by the school. "The computer system" means all computers and associated equipment belonging to the school, whether part of the school's integrated network or stand-alone, or taken offsite.

Professional use of the computer system is characterised by activities that provide children with appropriate learning experiences; or allow adults to enhance their own professional development. The school recognises that technologies such as the Internet and e-mail will have a profound effect on children's education and staff professional development in the coming years and the school's Internet Access Policy has been drawn up accordingly.

The installation of software or hardware unauthorised by the school, whether legitimately licensed or not is expressly forbidden.

The school reserves the right to examine or delete any files that may be held on its computer systems or to monitor any Internet sites visited.

All members of staff, students on placement, supply teachers etc must sign a copy of this policy statement before a system login password is granted. All children must be made aware through class discussion of all the important issues relating to acceptable use, especially the monitoring of Internet use.

#### **Internet Access Policy Statement**

All Internet activity should be appropriate to staff professional activities or the children's education;

- Access is limited to the use of authorised accounts and passwords, which should not be made available to any other person;
- The Internet may be accessed by staff and children throughout their hours in school;
- Activity that threatens the integrity of the school's computer systems, or that attacks or corrupts other systems, is prohibited;
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received. Due regard should be paid to the content. The same professional levels of language should be applied as for letters and other media;

- Use for personal financial gain, gambling, political purposes or advertising is excluded;
- Copyright of materials must be respected. When using downloaded materials, including free materials, the Intellectual Property rights of the originator must be respected and credited;
- Posting anonymous messages and forwarding chain letters is excluded;
- The use of the Internet, e-mail, or any other media to access inappropriate materials such as pornography, racist or any other offensive material is forbidden;
- All web activity is monitored, including the content of e-mail, therefore it is the responsibility of the user to ensure that they have logged off the system when they have completed their task;
- Children must not be given unsupervised access to the Internet. For the purposes of this policy, “supervised” means that the user is within direct sight of a responsible adult;
- The teaching of Internet safety is included in the school’s ICT Scheme of Work, but all teachers within all year groups should be including Internet safety issues as part of their discussions on the responsible use of the school’s computer systems;
- All children must understand that if they see an unacceptable image on a computer screen, they must turn the screen off and report immediately to a member of staff.
- Pupils will not be allowed to access social networking sites, newsgroups or instant messaging on the school computer network.

### **Internet and System Monitoring**

Through Capita all Internet activity is monitored by the system. It is the responsibility of the ICT co-ordinator to review this activity periodically. It is the duty of the ICT co-ordinator to report any transgressions of the school’s Internet policy and/or use of obscene, racist or threatening language detected by the system to the Head teacher.

All serious transgressions of the school’s Internet Access Policy are recorded in the school’s ICT violations register. The violations register is kept by the ICT co-ordinator.

Transgressions of Internet Policy and use of inappropriate language can be dealt with in a range of ways, including removal of Internet access rights; computer system access rights; meetings with parents or even exclusion; in accordance with the severity of the offence and the school’s Behaviour Policy.

Breaches of Internet Access Policy by staff will be reported to the Head teacher and will be dealt with according to the school’s and LEA’s disciplinary policy, or through prosecution by law.

### **Internet Publishing Statement**

The school wishes the school's web site to reflect the diversity of activities, individuals and education that can be found at King David Primary School. However, the school recognises the potential for abuse that material published on the Internet may attract, no matter how small this risk may be. Therefore, when considering material for publication on the Internet, the following principles should be borne in mind:

- No video recording may be published without the written consent of the parents/legal guardian of the child concerned, and the child's own verbal consent; (See pro forma)
- Surnames of children should not be published, especially in conjunction with photographic or video material;
- No link should be made between an individual and any home address (including simply street names);
- Where the person publishing material suspects that there may be child protection issues at stake then serious consideration must be taken as to whether that material may be published or not. In the case of a simple piece of artwork or writing, this may well be fine, but images of that child should not be published. If in any doubt at all, refer to the person responsible for child protection.

### **Use of Portable Equipment**

The school provides portable ICT equipment such as laptop computers, colour printers and digital cameras to enhance the children's education and to allow staff to make efficient use of such equipment to enhance their own professional activities.

Exactly the same principles of acceptable use apply as in the Acceptable Use Statement above.

- Equipment may be in the care of a specific individual, but it is expected that all staff may wish to benefit from the use of a laptop computer and access should be negotiated with the individual concerned. Any difficulties should be referred to the ICT co-ordinator;
- Certain equipment will remain in the care of the ICT co-ordinator, and may be booked out for use according to staff requirements. Once equipment has been used, it should be returned to the resource area;
- Equipment such as laptop computers is encouraged to be taken offsite for use by staff in accordance with the Acceptable Use Statement and Internet Access Policy and that the equipment is fully insured from the moment it leaves the school premises. Note: our school insurance policy does not provide cover for equipment taken offsite, so please make sure that it is covered by your own insurance.
- Any costs generated by the user at home, such as phone bills, printer cartridge etc. are the responsibility of the user;

- Where a member of staff is likely to be away from school through illness, professional development (such as secondment etc.) or maternity leave, arrangements must be made for any portable equipment in their care to be returned for school. In the event of illness, it is up to the school to collect the equipment if the individual is unable to return it;
- If an individual leaves the employment of the school, any equipment must be returned;
- The use of USB pens, re-writeable CDs, floppy disks etc. to transfer data from external computer systems is forbidden unless it is first scanned for viruses. Where information has been downloaded from the internet, or copied from another computer, wherever possible, it must be e-mailed to school to ensure that it undergoes anti-virus scanning. If this proves to be impossible, (due to file size, technical difficulty etc.) express permission must be sought from the ICT co-ordinator prior to the data being transferred;
- Staff may install software to connect to the Internet from home but it must not interfere with the school connection. If in doubt seek advice.
- No other software, whether licensed or not, may be installed on laptops in the care of teachers as the school does not own or control the licences for such software;

King David Primary School  
E-Safety & Acceptable Use Policy

**Agreed by the Governors: September 2017**

**Review date: September 2019**

## Appendix 1

### Rules for Responsible Internet Use – Pupils

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

#### Using the computers:

- I will not access other people's files;
- I will not bring in floppy disks , CD Roms or pen drives from outside school and try to use them on the school computers without prior permission.

#### Using the Internet:

- I will ask permission from a teacher before using the internet;
- I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself;
- I understand that the school may check my computer files and may monitor the Internet sites I visit;
- I will not complete and send forms without permission from my teacher;
- I will not give my full name, my home address or telephone number when completing forms.

#### Using e-mail:

- I will ask permission from a teacher before checking the e-mail;
- I will immediately report any unpleasant messages sent to me because this would help protect other pupils and myself;
- I understand that e-mail messages I receive or send may be read by others;
- The messages I send will be polite and responsible;
- I will only e-mail people my teacher has approved;
- I will only send an e-mail when it has been checked by a teacher;
- I will not give my full name, my home address or telephone number;
- I will not use school e-mail facilities to arrange to meet someone outside school hours.

## Appendix 2

### **Links to the United Nations Convention on the rights of the child**

#### **Article 3**

The best interests of the child must be a top priority in all actions concerning children

#### **Article 12**

Every child has the right to say what they think in all matters affecting them, and to have their views taken seriously

#### **Article 13**

Every child must be free to say what they think and to seek and receive information of any kind as long as it is within the law

#### **Article 16**

Every child has the right to privacy. The law should protect the child's private life, family and home life.

#### **Article 23**

A child with a disability has the right to live a full and decent life in conditions that promote dignity, independence and an active role in the community. Governments must do all they can to provide free care and assistance to children with disability.

#### **Article 29**

Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.