

Acceptable Users Policy

Version 1.2

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Introduction

The E-Safety Policy is part of the Academy Development Plan and relates to other policies including:

- Those for ICT, behaviour and for child protection.
- The academy's E-Safety Coordinator is the Designated Safeguarding Lead as the roles overlap. It is not a technical role.
- Our E-Safety Policy has been written by the academy. It has been agreed by all staff and approved by governors.

Internet Access

- The academy has a duty to provide pupils with quality internet access as part of their learning experience.
- The internet is an essential element in 21st century life for education, business and social interaction.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Internet use will enhance learning.
- Safe use of the internet will be taught discretely and alongside internet use for other subjects where appropriate.
- The academy internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils (as provided by the SWGfL).
- Pupils will be taught what internet use is acceptable and what is not and given clear objectives for internet use.
- Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.
- Pupils will be shown how to publish and present information to a wider audience.
- Pupils will be taught how to evaluate internet content.
- The academy will ensure that the use of internet derived materials by staff and pupils complies with copyright law.
- Pupils will be taught the importance of cross-checking information before accepting its accuracy.
- Pupils will be taught the importance of password privacy.
- Pupils will be taught how to report unpleasant internet content.
- Staff are expected to adhere to the current internet safety guidelines as stated by the SWGfL (see appendices)

E-mail

- When available, pupils may only use approved e-mail accounts on the academy system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- In e-mail communications, pupils must not reveal their personal details or those of others, or arrange to meet anyone without specific permission.
- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.
- The academy should consider how e-mails from pupils to external bodies are presented and controlled.
- The forwarding of chain letters is not permitted.

- Staff are expected to adhere to the current e-mail guidelines as stated by the SWGfL (see appendices)

Published content and the academy web site

- Staff or pupil personal contact information will not generally be published..
- The Principal will take overall editorial responsibility and ensure that content is accurate and appropriate.
- Where possible group photographs will be used rather than full face photos of individual children and will only be shown on the website if parents/carers have signed a consent form.
- Pupils' names will not be used in association with photographs anywhere on the academy Web site or other on-line space.
- Parents will be clearly informed of the academy's stance on image taking and publishing.

Social networking and personal publishing

- Social networking sites are not permitted for use in academy.
- Pupils and parents will be advised that the use of social network spaces outside academy brings a range of dangers for primary aged pupils.
- Newsgroups will be blocked unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location.

Managing video conferencing & webcam use

- When available, video conferencing and webcam use will be appropriately supervised for the pupils' age.

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in academy is allowed.
- Staff should note that technologies such as mobile phones with wireless internet access can bypass academy filtering systems and present a new route to undesirable material and communications.
- Mobile phones will not be used during lessons or formal academy time. The sending of abusive or inappropriate text messages or files by Bluetooth or any other means is forbidden.
- Games machines including the Sony Playstation, Microsoft Xbox and others have internet access which may not include filtering. These may not be used in academy.

Protecting personal data

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

Procedures

- The academy ICT system's security will be reviewed regularly by the E-safety leader.
- Virus protection will be updated regularly.
- Acceptable use posters will be displayed in rooms where internet access is available.
- The academy will work in partnership with parents, the LA, DfE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT subject leader and the academy Network Manager and the E-Safety leader informed.
- Any concerns about the suitability of sites will be reported to SWGfL by the E-safety leader or senior management team.
- The academy will take all reasonable precautions to prevent access to inappropriate 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 computer connected to the academy network. The academy cannot accept liability for any material accessed, or any consequences of internet access.
- The academy should audit ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate and effective.
- E-Safety training will be embedded within the ICT scheme of work or the Personal Social and Health Education (PSHE) curriculum.
- Staff will always use a suitable and safe search engine when accessing the web with pupils.
- Staff should be aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Under normal circumstances, no member of staff should engage in direct communication (in or out of academy) of a personal nature with a pupil who is not a member of their direct family, by any means, for example (but not limited to) SMS text message, email, instant messaging or telephone.
- Should special circumstances arise where such communication is felt to be necessary, the agreement of a line manager should be sought first and appropriate professional language should always be used.
- Staff must not use mobile phones during teaching time or use camera phones within the academy day.

Handling e-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 principal.
- Complaints of a child protection nature must be dealt with in accordance with academy child protection procedures.
- Pupils and parents will be informed of the complaints procedure (see academy's complaints policy).
- Pupils and parents will be informed of consequences for pupils misusing the Internet.

Parents' and carers' support

- Parents' and carers' attention will be drawn to the academy E-Safety Policy.
- Parents or visitors are not allowed to use a mobile phone on site or to take pictures .

Rules for Acceptable Internet Use

- The academy has installed computers and internet access to help our learning.
- The following rules will keep everyone safe and help us be fair to others.

(See below for KS1 and KS2 Pupil rules and also Staff rules)

Display the following poster near computers and provide pupils and parents with a copy of these rules.

Policy Cross Reference - safeguarding

This policy should be read in conjunction with the policies below, in order to ensure full statutory safeguarding requirements are met:

Child protection, behaviour, anti-bullying, first aid and medication, positive handling and restraint, health and safety, sex and relationships education, complaints, acceptable users policy, SEN, transport, Academy/setting trips, attendance.

PRIMARY ACADEMY

E-SAFETY & ACCEPTABLE USE POLICY

Staff rules for Acceptable Internet Use

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

- **The principal is the designated e-safety coordinator and the designated child protection officer (DCPO)**
- **All staff should use academy based email accounts (not hotmail or others) for academy related emailing.**
- **Do not respond to emails from academy pupils except on academy email accounts.**
- **Social networking sites are not accessible via the academy network due to filtering by SWGfL. (South West Grid for Learning)**
- **Staff must not become 'friends' with pupils on social networking sites (unless direct family members).**
- **The academy strongly recommends that staff are not 'friends' with parents from academy on social networking sites.**
- **Do not give out your personal mobile phone number to students or parents (unless direct family members).**
- **Turn Bluetooth off your phone whilst in academy.**
- **Academy cameras and computers should be used to take and store photos of pupils. Personal cameras must be downloaded and photos deleted before being taken off the premises.**
- **Report all inappropriate images/sites that have been found to be unacceptable on the academy network to the ICT subject leader and e-safety coordinator.**
- **Refer to academy whistle blowing procedures if you believe any staff member is not following these rules.**