

AYSCOUGHTEE HALL SCHOOL



ACCEPTABLE USE OF IT

Rationale

Information Technology is now as commonplace as the telephone or TV. Significant educational benefits should result from curriculum Internet and email use, including access to information from around the world and the abilities to communicate widely.

IT safety depends on staff, schools, Governors, advisers and parents taking responsibility for the use of the Internet.

The Internet is an essential element in 21st Century life for education, business and social interaction. The school has a duty to provide children with quality Internet access as part of their learning experience. The purpose of Internet use in school is to raise educational standards, to promote pupil achievement and to support the professional work of staff. Benefits of using the Internet allow access to world-wide educational resources including museums and art galleries, and staff have a professional responsibility to exercise reasonable precaution to ensure that users access only appropriate material. Virus protection is installed and updated regularly.

Effective and Efficient Deployment of ICT Resources

ICT resources are deployed throughout the school to maximise access, to enhance teaching & learning and to raise attainment.

To enable regular and whole class teaching of ICT the school has an ICT suite which all classes from Reception upwards use for approximately 1 hour per week to develop their ICT skills.

To support the cross curricular nature of ICT at least one laptop is also located in each class and linked to an interactive whiteboard.

Mini iPads are also located in the Infant and Junior departments and are used across the curriculum. Children may use them for certain apps e.g. Hairy Letters in EYFS, for research or for use as cameras etc.

Principles for Acceptable Use of the Internet

Use of school computers/iPads by pupils must be in support of the aims and objectives of the school's Curriculum.

Online activities which are encouraged include:

- The use of email for communication.
- Use of the Internet to investigate and research school subjects, cross-curricular themes or topics related to social and personal development.
- The development of pupils' competence in ICT skills and their general research skills.
- Safe use of all aspects of ICT

Online activities which are not permitted include:

- Searching, viewing or retrieving materials that are not related to the aims of the curriculum.
- Copying, saving or redistributing copyright-protected material, without approval.

- Subscribing to any services or ordering any goods or services, unless specifically approved by the school.
- Playing computer games or using other interactive 'chat' sites unless specifically approved by the school.
- Using the network in such a way that use of the network by other users is disrupted (for example: downloading large files during peak usage times; sending mass email messages).
- Publishing, sharing or distributing any personal information about a user (such as: home address, email address, phone number, etc.), without that person's permission.
- Downloading software.
- Any other activity that violates a school rule.

E-Safety

The School takes online safety very seriously and to this end we aim to ensure that all children receive age appropriate teaching of E-Safety. Class teachers take individual responsibility for ensuring that children understand safe use of ICT and the Internet and it is the role of the ICT coordinator to monitor this and deliver sessions as required. Workshops for parents are provided from time to time and on occasion outside parties may also deliver E-Safety and online awareness training to both staff and children. Further details of the School's response to online safety are outlined in the school's Safeguarding and Child Protection Policy as well as on the website. Here you will find links to useful websites detailing practical advice and resources as well as factsheets on E-Safety published by the Lincolnshire Safeguarding Children's Board.

Guidelines (for specific guidance, please see Appendix A)

Children will:

- Have equal access to email in a safe and secure environment.
- Children will be taught all the skills in order to use Internet and email as an ICT tool.
- Children will use Internet and email to support, enhance and develop all aspects of the curriculum.
- Children will develop Internet and email skills at the appropriate level regardless of race, gender, intellectual, emotional or physical difficulties.

APPENDIX A

Guidance on the Use of Email

- Email is a common use made of the Internet and is a fast and cheap method of communication.
- Unfortunately, certain individuals perceive email as a way to send secret offensive messages. Anyone receiving unwanted email should report it immediately to their teacher.
- The use of Facebook and other such Social networking sites is forbidden in school other than in a dedicated lesson with a class teacher.
- Out of school it is down to parental choice and the National legal age limit of 13. If any type of slander or malicious content does occur the school cannot be held liable.
- Should there be issues arising from the misuse of the Internet at a private address (i.e. anywhere other than at AHS), but involving a pupil/pupils, we will endeavour to help solve the problem. We will alert parent(s) by letter, giving any details of the complaint we can, concerning date, time and location of the posting etc. We will not interview or discuss allegations with a child/children without a parent/carer and second member of staff being present. We will not attempt to

investigate the matter ourselves. If parents wish to contact their internet provider, Police, Facebook or ICT support professional they are, of course, at liberty to do so.

- School cannot take responsibility for use of the internet at home. We recommend that children at School do not have access to social networking sites and adhere to the National legal age limit of 13. However should they do so, such activity is best supervised by a responsible adult. All staff must take great care in their on line content and who is on their contacts lists.
- Parents are notified that children are not allowed mobile phones in school. If they are found with a mobile phone they will be confiscated and taken to the school office, where parents can collect them at the end of the school day. If there is a plausible reason why a child may need a phone in school, it is to be kept in the school office and not by the child or class teacher. Staff must ensure that personal mobile phones are locked with a security pin code. They must be stored securely and not be accessible to pupils. All phones should be switched off or on silent during work hours and only accessed during authorised breaks. Any urgent phone calls can be made through the office. If for any reason a member of staff needs to use a mobile phone during working hours prior authorisation from the Headteacher is needed.
- Cameras are only to be used under supervision (refer to Anti-bullying and EYFS policies).
- Instances of cyber-bullying of pupils or staff will be regarded as very serious offences and dealt with according to the school's Discipline policy and Safeguarding and Child Protection procedures.
- Pupils are aware that any misuse of mobile phones/websites/email should be reported to a member of staff immediately.

School Website

- There is a person within school who has been designated as website/virtual learning environment editor. Any materials to be put on the website / VLE should be passed to them first.
- If any outside agent is helping the school to develop their website, then the designated person must maintain a strong dialogue with them and ensure that they see the final product before it goes live.
- The Headteacher and Governors will make decisions about what they consider to be suitable and appropriate on the school website / VLE.
- Only images of pupils in suitable dress will be used in order to reduce the risk of inappropriate use.

Guidance for All Users

Staff are encouraged to use ICT resources in their teaching and learning activities, to conduct research, and for contact with others in the education world. Electronic information-handling skills are now fundamental to the preparation of citizens and future employees in the Information Age. Staff are encouraged to investigate the possibilities provided by access to this electronic information and communication resource, and blend its use, as appropriate, within the curriculum. They should model appropriate and effective use, and provide guidance and instruction to pupils in the acceptable use of the Internet.

Pupils are responsible for their good behaviour on the school networks.

- While the use of information and communication technologies is a required aspect of the national Curriculum, access to the Internet is a privilege – not a right. It will be given to pupils who act in

a considerate and responsible manner, and may be withdrawn if they fail to maintain acceptable standards of use.

- Staff should ensure that pupils know and understand that, in addition to the points found under online activities which are not permitted on page 1 of this document, no Internet user is permitted to:
 - Retrieve, send, copy or display offensive messages or pictures.
 - Use obscene or racist language.
 - Harass, insult or attack others.
 - Damage computers, computer systems or computer networks.
 - Use another user's password.
 - Trespass in another user's folders, work or files - Use the network for commercial purposes.

Supervising and Monitoring Usage

- Teachers should guide pupils toward appropriate materials on the Internet. This will avoid time wasting as well as going some way towards monitoring the sites accessed by pupils.
- Internet access for pupils should be available only on computers/iPads that are in highly-used areas of the school such as classrooms or the ICT suite. Machines, which are connected to the Internet, should be in full view of people circulating in the area.
- Pupils should never use Internet services without close supervision.
- It is strongly advised that the pupils be restricted to a "walled garden site" such as yahoooligans.com. BBC Bitesize/resources or Espresso/Discovery. There is lots of material to search through at these sites, but it is all child-friendly.
- While using the Internet pupils should be supervised. However, when appropriate to their age and their focus of study, pupils may pursue electronic research independent of staff supervision; this should be at the discretion of the teacher in charge.
- No pupil should use school access to the Internet unsupervised unless they have written permission from a parent or guardian. In all cases pupils should be reminded of their responsibility to use these resources in line with the school policy on Acceptable Use.
- Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. While normal privacy is respected and protected by password controls, as with the Internet itself, users must not expect files stored to be absolutely private. An email is as private as a postcard; it is quite likely that no one other than the sender and receiver will ever read it, but others could if they were inclined.
- Children have access to Active Learn through the portal provided by school. This provides videos, English, Maths and Science activities which can be completed at home. Pupil passwords can be found in their homework diaries and the school is able to monitor use through the staff access facilities.

Chatrooms

Pupils will not be allowed access to public or unregulated chat rooms. Children should use only regulated educational chat environments where an educational benefit has been established. If used this will always be supervised and the importance of chat room safety emphasized

Filtering External Websites

It is a requirement that access to the Internet provided to staff and pupils in any school or educational institution through any Internet Service Provider (ISP) is a blocked or filtered service.

We advise parents that we provide filtered and monitored access to the Internet for pupils. However, they should also be aware that with these emerging and constantly changing technologies there is no absolute guarantee that a pupil cannot access materials that would be considered unsuitable. The chance of just coming across such materials is highly unlikely, but it obviously increases in direct proportion to the amount of time and effort an individual puts into their search. If you are unfortunate enough to come across any offensive web pages, whilst using school equipment, you are to make a note of the address and report it to the Headteacher immediately. The IT staff will then take the appropriate action to block the site.

Appropriate Legislation, Including Copyright and Data Protection

All software loaded on school computer systems must have been agreed with the designated person in the school.

All our software is used in strict accordance with the licence agreement.

We don't allow personal software to be loaded onto school computers. Please refer to the school's Data Protection Policy.

Health & Safety

At AHS all ICT equipment is used in compliance with Health & Safety requirements. All electrical equipment is checked, any concerns are passed onto the Headteacher. We will operate all ICT equipment in compliance with Health & Safety requirements. Children will also be made aware of the correct way to sit when using the computer and the need to take regular breaks if they are to spend any length of time on computers.

Staff must not make inappropriate contact with pupils by Electronic methods (see Staff Internet Guidance in Code of Conduct), nor must they take and store any electronic images of children on any personal device. Images taken for School purposes, e.g. For EYFS records, School prospectus, newsletter, website and the AHS Facebook page must be taken with the School's own cameras only. Images are stored only on school computers and must not be taken off premises by staff in electronic form and only with permission in paper form.

Parents sign to give permission for video and images to be used while a child is at school and for their use in the school newsletter, website, AHS Facebook page and press articles

This policy must be read in conjunction with other related School policies:

- **Safeguarding and Child Protection Policy**
- **Data Protection Policy**

Any reference to the word 'School' implicitly includes all its associated clubs/activities including Kids Club. This policy also applies to EYFS

PREPARED BY	AUTHORISED BY	LAST REVIEWED	REVIEW DATE	NO. OF PAGES
Ralph Hutton	Clare Ogden	Spring 2020	Spring 2021	5

Appendix 1

AYSCOUGHFEE HALL SCHOOL

Responsible Internet Use

We use the school computers and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any Website, unless my teacher has already approved that site.
- I will only sign in using my own username.
- I will not look at or delete other people's files.
- I will not bring CD-ROMs, data sticks, personal iPads or Laptops into school. (work completed at home can be sent in via email to work@ahs.me.uk. All work should be marked for the attention of your class teacher).
- I will only e-mail people I know, or those my teacher has approved.
- Any messages I send will be polite and sensible.
- When sending e-mail, I will not give my home address or phone number, nor will I arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use Internet chat.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I know that the school may check my computer files and may monitor the Internet sites that I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mail and the deletion of inappropriate materials in circumstances 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 text or imagery which is unauthorised or unlawful.

AYSCOUGHTEE HALL SCHOOL



General Data Protection Regulation – Parental Consent Form

Name of Child:.....**Class**

Occasionally, we may take photographs of the children at our school. We may use these images in our School's prospectus or in other printed publications that we produce, as well as on our website. We may also make video recordings for school performances.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other interesting event. Pupils will often appear in these images, which may appear in local newspapers, or on televised news programmes.

To comply with the General Data Protection Regulation 2018, we need your permission before we can photograph or make any recordings of your child. Please answer the questions below then sign and date the form where shown. If there are any queries please do not hesitate to contact the school.

Please circle your answer

The Infant and Junior productions are held at the end of the Summer and Autumn terms respectively. We seek your permission for your child to be filmed on video/photographed during the production and at other times throughout their school career at Ayscoughfee.	Yes / No
Your child may also be photographed at other times including at sporting events, on outings and sometimes whilst doing special activities in the classroom. They may feature in Press Publications and on our School Website for which your permission is also sought.	Yes / No
May we use your child's image to post on our official Facebook page 'Ayscoughfee Hall School Life'?	Yes / No

Conditions for use of these videos/photographs are on the back of this form. I have read and understood the conditions of use on the back of this form.

Signature: _____ (Parent/Carer)

Print name: _____

Date: _____

Conditions of School Use

- This form is valid for the period of time your child attends this school. The consent will automatically expire after this time. It is your responsibility to let us know if you want to withdraw or change your agreement at any time which you have every right to do.
- We, the school, will not use the personal details or full names (which means first name and surname) of any child in a photographic image or video, on our website, in our school prospectus or in any of our other printed publications used outside of the school.
- We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, Facebook page in our school prospectus or in other printed publications.
- If we wish to identify an individual child in a caption in any printed material used outside of the school, or on our website, we will seek your permission first.
- We may include pictures of pupils and teachers that have been drawn by the pupils.
- We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.
- We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
- As the child’s parents/guardian, we agree that if we take photographs or video recordings of our child/ren which includes other pupils, we will use these for personal and family use only. I/we will not post any photographs or video recordings of our child/ren which include other pupils on any form of Social Media (for example Facebook, Instagram, Snapchat).

AYSCOUGHTEE HALL SCHOOL



Dear Parents,

Year 1 and 2 - Acceptable Use Agreement

The School has access to the Internet and it is used from Year 1 upwards. For our own protection and that of the children in our care, it has been necessary to draw up an official Acceptable Use Agreement and Parent's Statement relating to the Internet. Would you please read the attached Agreement carefully and sign the relevant part of the Parent's document.

Signed statements should be returned to the main school office. Failure to do so will automatically disqualify your child(ren) from using this facility until they are returned. Access to the Internet for assessment is unaffected.

Yours sincerely

Mrs C E M Ogden
Headteacher

AYSCOUGHLEE HALL SCHOOL

PUPILS' ACCEPTABLE USE AGREEMENT

Children in the Infants will be accompanied when using the computers, they may do individual research using the internet in Year 2.

When using the computers, all children are required to:

- Only go on to the computer by logging on as themselves.
- Not go on to other people's files.
- Only use the computers for schoolwork and homework.
- Ask permission from a member of staff before using the Internet for topic work.

If any of these rules are broken the children must report to their teacher as soon as possible and realise that they may be disciplined, but that their honesty will be recognised.

PARENTS' STATEMENT

As the parent/guardian of I acknowledge that I have read the Acceptable Use Agreement about student use of the Internet and have discussed it with my child. I understand that this access is designed for educational purposes. I recognise that whilst every effort will be made to monitor student use of the Internet it is impossible for Ayscoughfee Hall School to continually monitor and restrict access to all controversial materials. I further acknowledge that whilst questionable materials exist on the Internet, the user must actively seek it and therefore is ultimately responsible for bringing such material into the school. I therefore do not hold Staff, Headteacher or Governors of Ayscoughfee Hall School responsible for any such materials acquired from the Internet.

My child may use the Internet as part of their school studies.

Signed Date

Parents/guardian of Class Teacher

Please return to the main school office as soon as possible.

AYSCOUGHTEE HALL SCHOOL



Dear Parents,

Year 3 - Acceptable Use Agreement

The School has access to the Internet and it is used from Year 1 upwards. As you are aware, for our own protection and that of the children in our care, the School has drawn up an official Acceptable Use Agreement and Parent's Statement relating to the Internet, which you will have signed in the past. From Year 3 upwards all children are requested to read carefully and then sign for themselves the attached Agreement before returning it to their teacher.

We would ask if the attached could be completed and returned to the School office as soon as possible. Failure to do so will automatically disqualify your child(ren) from using this facility until they are returned. Access to the Internet for assessment is unaffected.

Yours sincerely

A handwritten signature in black ink that reads 'Mrs C E M Ogden'.

Mrs C E M Ogden
Headteacher

AYSCOUGHFEE HALL SCHOOL

PUPILS' ACCEPTABLE USE AGREEMENT

When using the computers, I(enter name) will:

- Only access the system by logging on as myself.
- Not access other people's files.
- Only use the computers for schoolwork and homework.
- Not bring in CD ROMs, data sticks, personal iPads or Laptops in from home (work completed at home can be sent in via email to work@ahs.me.uk. All work should be marked for the attention of your class teacher).
- Ask permission from a member of staff before using the Internet.
- Only E-mail people I know or whom my teacher has approved.
- Only open E-mails from people that I know.
- Ask an adult to deal appropriately with E-mails from unknown addresses.
- I will not use internet chat.
- Not give my home address, or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission.
- Report any unpleasant material or messages sent to me. I understand my report would be confidential and would help protect other pupils and myself.
- The messages I send will be polite and responsible.
- I understand that the school can check my computer files and may monitor the Internet sites that I have visited.

If I break any of these rules I will report it to my teacher as soon as possible and realise that I could be stopped from using the internet or computer, but that my honesty will be recognised.

Pupils signature Date

Parents signature Date