



Pashley Down Infant School

Learning at Pashley is an amazing adventure

ACCEPTABLE USE POLICY

Reviewed/Adopted: **April 2022**

Next Review: **April 2024**

Following the Lockdown that began in March 2020 this policy should be read with the understanding that should the school need to initiate safety procedures to reduce the risk of spreading the virus it will do so as the first priority. Therefore there may be adjustments that need to be made within this policy and every other policy that is held by the school. Please read the school's risk assessment for further details and liaise with the Senior Leadership team if the crisis has affected part or parts of this policy implementation and you have concerns or queries about its impact.

1. POLICY STATEMENT

At Pashley we encourage children to make use of the rich information resources available on the Internet, together with the development of appropriate skills to analyse and evaluate such resources. However, we recognise that, under certain circumstances, the Internet can give children to access undesirable information and images. We aim to ensure that our children are protected from such information and use a filtering system provided by our ISP, have devised a set of internet rules for staff and children and teach the children to use this resources sensibly and safely. No children will have access to the Internet or send and receive e-mails, unless they are supervised by a member of staff.

2. PRINCIPAL AIMS

We have identified three principal aims for educational use of the Internet within our school;

- 2.1 For staff to enhance their professional activities including teaching, administration and management.
- 2.2 For the children to develop their ICT skills and to enrich their curricular experiences.
- 2.3 To raise educational standards across the curriculum.

3. SKILLS TAUGHT

Children need to be taught ICT skills in using the Internet responsibly and effectively. We aim to develop these three main skills;

- 3.1 Use the Internet to find out.
 - Search for information collectively
 - Guide children to research for themselves
- 3.2 Teach the children how to search for information
 - The skills for effective searching
 - Discuss the nature and validity of the information found
- 3.3 Teach the children about e-mail as a form of communication
 - Demonstrate the skills to send and receive messages
 - Class group e-mails addresses in Key Stage 1

4. RULES

The school has developed a set of rules for Internet use by staff and pupils. Members of the staff are responsible for explaining the rules and their implications to the children in their classes. Pupils are responsible for good behaviour on the Internet just as they are within school, general school rules apply.

5. SANCTIONS

- Violations of the rules will result in temporary or permanent ban on Internet use

- Letter home informing parents of the nature and breach of the rules
- Further action may be decided by the head/Governors of the school.

6. WEB PAGES Safe and Secure

- Children are only referred to by their first names or year group on web pages
- Any image of children will not be labelled with their name.
- No personal information will be posted to our website
- Only work related to school activities will be published on the web
- Parental permission will be obtained before work is published on the site

Parents are asked to sign an Internet Consent form upon entry to the school.

7. PUPIL RULES for Responsible Internet Use

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

- I will only use the tablet for school work
- I will ask permission from a member of staff before using the Internet
- I will not share any personal information on the Internet
- I will report to my teacher (immediately!) any unpleasant material or messages sent to me.
- The messages I send will be polite and responsible

8. STAFF RULES for Responsible Internet Use

- Monitor the children in your class – ensuring that the children are aware of, and comply with, the Internet Use rules
- Report any appearances of offensive material or Inappropriate Internet use to the ICT Manager Immediately
- Only allow children to use the Internet when they are being supervised
- DO NOT give out any personal information i.e. addresses or phone numbers
- Download any material that is copyright
- View or download any material that is unsuitable for children
- Enter the file areas of other staff without their express permission.
- Staff may bring mobile phones into school but only to be used in break times away from the classrooms. No photographs of children can be taken on staff mobile phones except for the following members of staff who manage social media: *Emma Lewis, Helen Thomas, Clair Browning, Nicki Williams*
- Staff to have mobile phones with them while on the break duty on Muga and Trim trail playground only and phone the school office in case of an emergency.
- The official school email service may be regarded as safe and secure.
- Only official school email addresses should be used to communicate with members of staff, and school contacts, partner agencies
- Users need to be aware that email communications may be monitored.
- Users must immediately report to Senior Managers, any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature. Staff must take care not to respond to any such email.

- Staff should refer to the staff handbook for any queries arising on Internet use.