ACCEPTABLE USE OF TECHNOLOGY BY PUPILS POLICY

The aim of this policy is to ensure that technology, namely the internet and email, is used safely by all pupils and monitored vigilantly by staff members in order for it to support and facilitate pupil learning. We also aim for pupils to have an understanding of the potential dangers of internet usage and to know the correct procedures for ensuring safe online access.

Internet use is part of the curriculum and is a necessary tool for pupils. It raises educational standards; promotes pupil achievement; supports the professional work of staff and enhances the school's information management and business administration systems. Specifically, the use of the internet allows for access to world-wide education resources for both pupils and staff; access to expert up-to-date resources for both pupils and staff and fast communication links to support services, professional associations and colleagues as well as efficiently archived communication with parents.

The School ensures that pupils remain safe when using the internet in a variety of ways :

Physical Safety :

Pupils are taught about the dangers of electricity as part of the science and Computing programmes of study. They are advised how to behave appropriately when near electrical sockets and appliances and taught that they should not look directly at strong light sources such as the Sun, lasers or projectors. Similarly, they are taught not to look directly into the light beam when working on the interactive whiteboards.

Pupils are taught the correct posture for sitting at a computer and that sitting for too long can be unhealthy.

They are taught the correct way to use equipment and advised that they should refrain from taking food and/or any liquids anywhere near the computers or other electronic device. Correct handling of an iPad is also taught with pupils to avoid breakage or damage to the units.

Network Safety :

Pupils are taught that they can only access the internet when supervised by an adult and should not make any changes to network settings to the computers in the ICT Suite or elsewhere in school. Similarly, they are taught that they are not allowed to install other software or other programs on to the computers as this may affect the correct functioning of the network. They are shown how to save and access their work securely and how to only print work when necessary to save resources for financial and environmental reasons and upon staff instruction.

Computers in the ICT Suite, Library and any classrooms are all protected by Google Safe Search and a notice provided on-screen to alert pupils of incorrect usage, should it occur. A further add-on is purchased annually by the school to ensure that the web router filters out inappropriate websites, in line with safeguarding guidance, and blocks their access. It is explained to the pupils that their use of the network can be and is regularly monitored by the network administrators.

Teaching Internet Safety and Correct Procedure :

Pupils are taught via the PSHE and the Computing programmes of study that the internet contains many websites which are not child-friendly and can be offensive and inappropriate to them and also harmful to the network. Pupils should make no attempt to access a website that they know to contain unsuitable material. Examples of such material include those websites which:

(i) contains offensive language, images, games or other media;

(ii) is pornographic or indecent in any degree;

(iii) depicts scenes of explicit violence, degradation, humiliation or suffering;

(iv) is abusive;

(v) encourages or supports the commission of a criminal offence;

(vi) is unlawfully discriminatory;

(vii) is intended or likely to harass or intimidate another person;

(viii) represents terrorist or extremist material.

Pupils must not use school equipment (desktop, laptop or tablet) to post, copy, share, forward or display material of the type referred to above. Members of staff in charge of pupils who have access to the internet ensure that they are closely supervised at all times and every computer or other electronic device used by a pupil has the parental control facility at its maximum setting.

Pupils must not :

(iii) access material which is inappropriate for their age;

(iv) access **any** social media websites, newsgroups or any website which allows them to interact with third parties;

(v) should only access those websites which are related to their studies;

(vi) use the internet to access terrorist and extremist material

Pupils must :

(vii) report any filtering issues immediately to a member of staff

They will also be taught that people who put their work on the internet may not want others to copy their work and they are advised to check that they have permission to copy work in line with copyright laws. Older pupils are taught about copyright, how to paraphrase, extract information or make it clear when something is quoted from another source as well as how they should not present the work of others as their own. Guidance for keeping safe online is differentiated by the age of the pupil and a copy of guidance appears at the end of this policy.

Pupils accessing the internet at home are subject to the controls placed upon them by their parents. However, any home use of the internet made in connection with the school or school activities by any of its pupils will be subject to this policy and any breach dealt with as if the

event took place in school. We expect all members of the school community to behave as positive ambassadors of the school in all school-related activities made through the internet.

Email Safety :

Some pupils will have their own webmail accounts at home. As these are independent of the school, they do not necessarily come with the safeguards that we set for email usage. Therefore, the school does not allow the use of personalised email accounts by pupils at school or at home for school purposes. Pupils are taught that using a personalised webmail account in school or for school use is not permitted.

Digital Image Safety :

Pupils' images are only used for school purposes if parents have specified their consent as part of an annual pupil information update form. Digital, still and video cameras may be used as tools for everyday learning experiences across the curriculum and some images celebrating the work of pupils in special events may be shown on the school website. However, the school will happily remove any image of a child on the school website at the parents' request.

Avoidance of Cyber-Bullying

The school takes bullying very seriously and has robust procedures for identifying and dealing with it, as detailed in our Anti-Bullying Policy available on the school website or by request in hard copy. We expect all pupils to communicate with each other with respect and courtesy at all times. Pupils are taught that cyber-bullying is the use of any communication medium to offend, threaten, exclude or deride another person or their friends, family, gender, race, culture, ability, disability, age or religion. Teaching is delivered through topics in PSHE and Computing programmes of study on a regular basis throughout the school year and repeated as a spiral to develop awareness throughout their time at the school.

Pupils are issued with Pupil Handbooks at the outset of each academic year which offer guidance on how to deal with aspects of bullying, including cyber-bullying and are encouraged to speak to any member of staff in relation to any concerns. The Deputy Head will have responsibility for following up on bullying issues and note any trends in incidents arising.

Use of Mobile Phones by Pupils

Pupils are not allowed to have mobile phones in school, save in exceptional circumstances, (e.g. when a child travels to school unaccompanied). Prior permission must be granted in such cases by the Headmistress and the mobile phone must be handed to the Headmistress's Personal Assistant, who will lock it in an empty locker during the school day. During residential trips the use of mobile phones by pupils will not be allowed. Pupils may not use camera phones under any circumstances.

Use of Tablets by Pupils

Pupils have access to a set of iPads to support their learning. This usage is always supervised by teaching staff and an iPad Acceptable Use agreement is read with and explained to the pupils in Years 3 and above, then signed by each to ensure that they understand the terms for safe usage, both in the physical storage and use of the iPad, but also when accessing the internet. A copy of the agreement appears at the end of the policy. For pupils in Years 1 and 2, the teacher

discusses rules of usage with them. Pupils confirm that they will look after the iPad, use it appropriately and only access the camera or microphone on the iPad further to a teacher's instruction. They are taught that any misuse is to be reported immediately to the teacher in charge.

Inadvertently Accessing Inappropriate Material

In the event that inappropriate material is inadvertently accessed by a pupil, the pupil is taught to report this immediately to the member of staff supervising the session. The member of staff will then note the URL of the website in question, the time it was accessed, the name(s) of any pupil(s) who viewed the material, and which computer or device was being used. They will then follow up with the Head of ICT who will note it down in a log and refer any incident to the Deputy Head for further follow up with the pupils, families or from a safeguarding perspective. This may result in the pupil not being allowed to the access the internet until reassurances are given. The school reserves the right to monitor the websites visited on all devices, including computers owned by the school, without forewarning.

Signed : _____

       Mrs S Morris (Headmistress)

Signed : _____

       Mrs T Carver (Chair of Governors)

Date :   _____

iPad Acceptable Use Agreement for Pupils

The procedure and information within this document applies to all iPads or any other electronic hand-held device used in school. Teachers and other school staff may also set additional requirements for use within the classroom.

User Responsibilities
- I will take good care of any iPad I use.
- I will never leave any iPad I use unattended.
- I will keep food and drinks away from the iPad as they could cause damage to it.
- I will always use the protective covers provided for the iPads.
- I will protect the iPad by only carrying it whilst it is in its case.
- I will always use the iPad in ways which are appropriate.
- I will not drop or place heavy objects (book, laptops etc) on top of the iPad.
- I will always return the iPad to the area directed by the teacher at the end of the lesson.
- I will not hide the iPad so that others cannot use it.

Safeguarding and Maintaining as a Learning Tool
- I will only photograph people with their permission.
- I will follow teachers' advice when taking photographs in line with the Media Consent Form.
- I will only use the camera or the microphone when my teacher instructs me to.
- The whereabouts of the iPad should be known at all times.
- It is a user's responsibility to keep their iPad as safe and secure as possible.

Prohibited Uses
- I will not use the iPad for personal use, messaging or access social media <u>at any time</u>.
- I will not use the iPad to access inappropriate websites <u>at any time</u>. Further details relating to this is explained in the Acceptable Use of Technology Policy – Pupils on the school website.
- I will never share any images or movies of people.

Lost, Damaged or Stolen iPads
- If the iPad is lost, stolen or damaged, I will inform the teacher immediately.

This procedure will be discussed with you in class with your teacher. Please sign below to confirm that you have read, understand and agree to abide by the terms of the policy.

Name: _____

Year : _____ Date: _____

Rules for Keeping Safe Online

Birchfield School

Pupils up to Year 3

Think then Click	
These rules help us to stay safe on the Internet	
We only use the internet when an adult is with us.	
	We can click on the buttons or links when we know what they do.
We can search the Internet with an adult.	
	We always ask if we get lost on the Internet.
We can send and open emails together.	
	We can write polite and friendly emails to people that we know.

Pupils from Years 3 to 8

Think then Click
These rules help us to stay safe on the Internet

- We ask permission before using the Internet.
- We only use websites that an adult has chosen.
- We tell an adult if we see anything, we are uncomfortable with.
- We immediately close any web page we not sure about.
- We only e-mail people an adult has approved.
- We send e-mails that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know
- We never use chat rooms, messaging sites or other types of social media.