

Inspiring Primaries Academy Trust

ICT and Internet Acceptable Use Policy – Pupils

This policy applies to all the academies in Inspiring Primaries Academy Trust

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Introduction and aims

This policy outlines our purpose in providing access to the Internet, e-mail and other communication technologies at Inspiring Primaries Academy Trust and all its academies and explains how the Trust is seeking to avoid the potential problems that unrestricted access could create.

Internet Access in Schools

- All staff and any other adults involved in supervising children accessing the Internet, will be provided with the Trust's ICT and Internet Acceptable Use Policy, and will have its importance explained to them.
- The Trust's ICT and Internet Acceptable Use Policy for Pupils is available for parents on each school's website.

Using the Internet to Enhance Learning

Access to the Internet is a planned part of the curriculum that will enrich and extend learning activities and is integrated into schemes of work. As in other areas of their work, we recognise that pupils learn most effectively when they are given clear objectives for Internet use.

Different ways of accessing information from the Internet will be used depending upon the nature of the material being accessed and the age of the pupils:

- access to the Internet may be by teacher demonstration
- pupils may be given a suitable web site to access using a link from their year group links page on the school website or by clicking on a link in a teacher-prepared document
- pupils may be provided with lists of relevant and suitable web sites which they may access
- older pupils may be allowed to undertake their own Internet search having agreed a search plan with their teacher; pupils will be expected to observe the Rules of Responsible Internet Use and will be informed that checks can and will be made on files and the sites they access.

Pupils accessing the Internet will be supervised by an adult, normally their teacher, at all times. They will be taught the Rules of Responsible Internet Use and the reasons for these rules. Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor the children using the Internet.

Using Information from the Internet

In order to use information from the Internet effectively, it is important for pupils to develop an understanding of the nature of the Internet and the information available on it:

- pupils will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on television
- teachers will ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the Internet (as a non-moderated medium)
- when copying materials from the Web, pupils will be taught to observe copyright;

- pupils will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed.

Using E-mail

It is important that communications are properly managed to ensure appropriate educational use and that the good name of the school is maintained. Therefore:

- pupils may send e-mail as part of planned lessons but will not be given individual e-mail accounts at present
- incoming and outgoing e-mail is accessed via webmail and not downloaded onto school computers
- pupils will only be allowed to use class webmail once they have been taught the Rules of Responsible Internet Use and the reasons for these rules
- teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor children using e-mail
- children will have the e-mail messages they compose checked by a member of staff before sending
- incoming e-mail to class e-mail addresses will not be regarded as private
- pupils will not be permitted to use e-mail at school to arrange to meet someone outside school hours
- the forwarding of chain letters will not be permitted.

Maintaining the Security of the School ICT Network

Connection to the Internet significantly increases the risk that a computer or a computer network may be compromised or accessed by unauthorised persons. Ekte will check that virus protection is up-to-date during their maintenance visits. They will keep up-to-date with ICT developments and work with the Trust to ensure system security strategies to protect the integrity of the network are reviewed regularly and improved as and when necessary. Users should not expect that files stored on servers or storage media are always private.

Ensuring Internet Access is Appropriate and Safe

The Internet is freely available to any person wishing to send e-mail or publish a web site. In common with other media such as magazines, books and video, some material available on the Internet is unsuitable for pupils. Pupils in school are unlikely to see inappropriate content in books due to selection by publisher and teacher and the school will take every practical measure to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the Internet. The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- To safeguard and promote the welfare of children and provide them with a safe environment to learn, the Trust reserves the right to filter and monitor the use of its ICT facilities and network.;
- children using the Internet will normally be working during lesson time and will be supervised by an adult (usually the class teacher) at all times;
- staff will check that the sites pre-selected for pupil use are appropriate to the age of the pupils;

- staff will be particularly vigilant when pupils are undertaking their own search and will check that the children are following the agreed search plan;
- pupils will be taught to use the Internet responsibly in order to reduce the risk to themselves and others;
- the Computing lead will monitor the effectiveness of Internet access strategies;
- the Computing lead will ensure that random checks are made on files to monitor compliance with the school's ICT Acceptable Use Policy;
- the headteacher will ensure that the policy is implemented effectively;
- methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in accordance with guidance provided by the DfE.

Generally, the above measures have been highly effective. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that particular types of material will never appear on a computer screen. Neither the school nor Trust can accept liability for the material accessed, or any consequences of this.

A most important element of our Rules of Responsible Internet Use is that pupils will be taught to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

If there is an incident in which a pupil is exposed to offensive or upsetting material, responsibility for handling incidents involving children will be taken by the Designated Safeguarding Lead in consultation with the Head Teacher and the pupil's class teacher. All the teaching staff will be made aware of the incident if appropriate.

- If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue.
- If staff or pupils discover unsuitable sites ekte will be informed. Ekte will report the URL and content to the ISP; if it is thought that the material is illegal, after consultation with the ISP, the site will be referred to the Internet Watch Foundation <http://www.iwf.org.uk> and the police.

Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying the Rules of Responsible Internet Use that have been designed to help protect them from exposure to Internet sites carrying offensive material. If pupils abuse the privileges of access to the Internet by failing to follow the rules they have been taught or failing to follow the agreed search plan when undertaking their own Internet search, then sanctions consistent with our School Behaviour Policy will be applied. This will involve informing the parents/carers. Access to the Internet may also be denied for a period.

Photographs

Prior permission is sought from all parents regarding the use of images for printed publications, media, website and videos. Staff should check the relevant year group permission list before using images of children.

Inspiring Primaries Academy Trust Website and school websites

Our Trust and school websites are intended to:

- provide accurate, up-to-date information about the Trust and our schools
- enable pupils' achievements to be published for a wide audience including pupils, parents, staff, governors, members of the local community and others
- promote the Trust and the schools.

All classes may provide items for publication on the school website. Class teachers will be responsible for ensuring that the content of the pupils' work is accurate, the quality of presentation is maintained and that photo permission forms are checked before uploading. All material must be the author's own work, crediting other work included and stating clearly that author's identity and/or status.

The point of contact on the website will be the school address and telephone number. We do not publish pupils' full names or identify individuals on our web pages. Home information or individual e-mail identities will not be published.

Internet access and home/school links

Parents will be informed that pupils are provided with supervised Internet access as part of their lessons.

We will keep parents in touch with future ICT developments both on the website and by newsletter.

Cyberbullying

Cyberbullying can be defined as the use of Information and Communications Technology (ICT) deliberately to upset someone else and may involve email, virtual learning environments, chat rooms, social networking sites, mobile and landline telephones, digital camera images and game and virtual world sites.

Through Computing lessons, assemblies and PSHE, children will be taught the **SMART** rules:

SAFE	Keep safe by being careful not to give out personal information online.
MEETING	Never agree to meet anyone that you chat to on the internet; they may not be who you think they are. You can't be sure who you're talking to on the Internet.
ACCEPTING	Do not accept unusual e-mails. They may be trying to tempt you into opening them. They could contain viruses that can damage your computer. If this happens to you, tell an adult.
RELIABLE	Information on the internet may not be true – anyone can upload material to the internet. Always double check any information on a more reliable website.

TELL	If anything makes you feel worried tell your parents, teachers or an adult that you trust. They can help you to report it to the right place or call a helpline like ChildLine on 0800 1111 in confidence.
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Access to ICT facilities

ICT facilities are available to pupils in the following circumstances:

- Computers and equipment in the Trust's ICT suite are available to pupils only under the supervision of staff
- Specialist ICT equipment, such as that used for music, or design and technology, must only be used under the supervision of staff
- Pupils will be provided with a Google account linked to the Trust's Google workspace, which they can access from any device

Search and deletion

Under the Education Act 2011, the headteacher, and any member of staff authorised to do so by the headteacher/head of school, can search pupils and confiscate their mobile phones, computers or other devices that the authorised staff member has reasonable grounds for suspecting:

- Poses a risk to staff or pupils, **and/or**
- Is identified in the Trust rules as a banned item for which a search can be carried, **and/or**
- Is evidence in relation to an offence

This includes, but is not limited to:

- Pornography
- Abusive messages, images or videos
- Indecent images of children
- Evidence of suspected criminal behaviour (such as threats of violence or assault)

Before a search, if the authorised staff member is satisfied that they have reasonable grounds for suspecting any of the above, they will also:

- Make an assessment of how urgent the search is, and consider the risk to other pupils and staff. If the search is not urgent, they will seek advice from the designated safeguarding lead
- Explain to the pupil why they are being searched, and how and where the search will happen, and give them the opportunity to ask questions about it
- Seek the pupil's co-operation (if the pupil refuses to co-operate, you should proceed according to your behaviour policy. A failure to cooperate may result in sanctions, up to and including expulsion).

The authorised staff member should:

- Inform the DSL (or deputy) of any searching incidents where they had reasonable grounds to suspect a pupil was in possession of a prohibited item. A list of prohibited items is available in the behaviour policy
- Involve the DSL (or deputy) without delay if they believe that a search has revealed a safeguarding risk

Authorised staff members may examine, and in exceptional circumstances erase, any data or files on a device that they have confiscated where they believe there is a 'good reason' to do so.

When deciding whether there is a 'good reason' to examine data or files on a device, the staff member should only do so if they reasonably suspect that the data has been, or could be, used to:

- Cause harm, **and/or**
- Undermine the safe environment of the Trust or disrupt teaching, **and/or**
- Commit an offence

If inappropriate material is found on the device, it is up to the staff member in conjunction with the DSL / headteacher / other member of the senior leadership team to decide on a suitable response. If there are images, data or files on the device that staff reasonably suspect are likely to put a person at risk, they will first consider the appropriate safeguarding response.

When deciding whether there is a good reason to erase data or files from a device, staff members will consider whether the material may constitute evidence relating to a suspected offence. In these instances, they will not delete the material, and the device will be handed to the police as soon as is reasonably practicable. If the material is not suspected to be evidence in relation to an offence, staff members may delete it if:

- They reasonably suspect that its continued existence is likely to cause harm to any person, **and/or**
- The pupil and/or the parent refuses to delete the material themselves

If a staff member **suspects** a device **may** contain an indecent image of a child (also known as a nude or semi-nude image), they will:

- **Not** view the image
- **Not** copy, print, share, store or save the image
- Confiscate the device and report the incident to the DSL (or deputy) immediately, who will decide what to do next. The DSL will make the decision in line with the DfE's latest guidance on [searching, screening and confiscation](#) and the UK Council for Internet Safety (UKCIS) et al.'s guidance on [sharing nudes and semi-nudes: advice for education settings working with children and young people](#)

Any searching of pupils will be carried out in line with:

- The DfE's latest guidance on [searching, screening and confiscation](#)
- UKCIS et al.'s guidance on [sharing nudes and semi-nudes: advice for education settings working with children and young people](#)
- Our behaviour policy / child protection and safeguarding policy

Any complaints about searching for, or deleting, inappropriate images or files on pupils' devices will be dealt with through the Trust complaints procedure.

Unacceptable use of ICT and the internet outside of Trust

The Trust will sanction pupils, in line with the behaviour policy, if a pupil engages in any of the following **at any time** (even if they are not on Trust premises):

- Using ICT or the internet to breach intellectual property rights or copyright
- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination
- Breaching the Trust's policies or procedures
- Any illegal conduct, or making statements which are deemed to be advocating illegal activity
- Accessing, creating, storing, linking to or sending material that is pornographic, offensive, obscene or otherwise inappropriate
- Consensual or non-consensual sharing of nude and semi-nude images and/or videos and/or livestreams (also known as sexting or youth produced sexual imagery)
- Activity which defames or disparages the Trust, or risks bringing the Trust into disrepute
- Sharing confidential information about the Trust, other pupils, or other members of the Trust community
- Gaining or attempting to gain access to restricted areas of the network, or to any password-protected information, without approval from authorised personnel
- Allowing, encouraging, or enabling others to gain (or attempt to gain) unauthorised access to the Trust's ICT facilities
- Causing intentional damage to the Trust's ICT facilities or materials
- Causing a data breach by accessing, modifying, or sharing data (including personal data) to which a user and/or those they share it with are not supposed to have access, or without authorisation
- Using inappropriate or offensive language.

Rules for Responsible Internet Use

The school has computers with Internet access to help you with your learning. These rules need to be signed before you use the Internet and will help you to keep safe and be fair to others.

Using the computers:

- I will only access the school network with the login I have been given.
- I will not try to access files in other people's folders.
- I will close all programs and sign out before leaving the computer.
- I will ensure that any files that I bring in from outside school have been virus-checked before using

them on the school computers.

Using the Internet:

- I will ask permission from a teacher before using the Internet.
- I will only search the Internet in ways that my teacher has approved.
- I will check who owns an image I may want to use on the Internet and will only use those with permission for re-use.
- I will minimise the web page if I find any unpleasant material and will report this 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.

Using e-mail / messaging / forms:

- I will not give my personal information e.g. full name, date of birth, home address or telephone number on any website.
- I will not share anyone else's personal information online.
- I will not use the Internet to arrange to meet someone outside school hours.
- I will ask permission from a teacher before sending any messages on the Internet and will only send messages to people / sites that my teacher has approved
- The messages I send will be polite and responsible.
- I will immediately report any unpleasant messages sent to me because this will help protect other pupils and myself.

Signed(Child)

.....(Parent)

Date