

Ringway Primary School

Responsible Internet & Mobile phone use Policy

The Future
The Future
starts here

Our aim is to provide the foundations for a positive future for our pupils.

A future where pupils learn to stay safe, to understand the importance of a healthy lifestyle , and to enjoy all they do.

A future where they are money smart & make a positive & respectful contribution to their culturally diverse community - at a local, national & global level.

A future where they aspire to be the best they can be & achieve their full potential.

Created.....Sept 15.....

Reviewed.....Sept 18.....

Ringway Primary School

Responsible Internet & Mobile Phone Use Policy

Internet use in Primary Education

- The Internet is an essential element in 21st Century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience and is part of our vision to create an e-Confident School
- The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

The Internet as a Tool

- The Internet allows access to world-wide educational resources including museums and art galleries; the National Grid for Learning (NGfL), and school virtual learning environment for both pupils and staff
- Fast communication links to support services, professional associations and colleagues.
- Fast exchange of data with the LEA and DoE.

Enhancing Learning

- Use of the Internet will be built into Curriculum Planning for all subjects to specifically enrich and extend the learning process.
- Staff will guide pupils in on-line activities that are planned to support the learning outcomes for the pupils' age and ability.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location and retrieval. There will also be a focus on e-safety.

- Pupils and staff will use the school's virtual learning environment on a daily basis to enrich their learning, allow greater communication between pupils and staff and to encourage regular assessment for learning.

Evaluation of Internet content

- Ringway uses safety filters and if staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the ICT Coordinator.
- Ringway ensures that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils should be taught to be critically aware of the materials they read and know that material is not necessarily valid just because it is on the Internet.
- Pupils will be taught to acknowledge the source of information and to respect copyright when using Internet material in their own work.

Virtual Learning Environment

- The point of contact on the VLE should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.
- Photographs on the VLE that include pupils will be selected carefully and will not enable individual pupils to be identified.
- Pupils' full names will not be used on areas of the VLE that are accessible to the public.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school VLE.
- The ICT Coordinator will take overall editorial responsibility and ensure content is accurate and appropriate.
- The VLE should comply with the school's guidelines for publications.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.
- All year groups are to embed Internet Safety into their ICT curriculum and all pupils are to be familiar with the CEOP Think U Know Website

- Pupils are responsible for any content they upload to the school's virtual learning environment. Other pupils are taught to report any material they are unsure of and individual class teachers are responsible for ensuring that all content on their sections of the VLE are appropriate.
- Pupils and staff are aware of the importance of keeping their passwords secure and private when using the school VLE.

E-mail Management

- Staff should only use the school e-mail account to e-mail external organisations.
- Only the class e-mail account may be used under supervision of the class teacher
- The class teacher has responsibility to ensure that no abuse of the e-mail facility occurs

Social Networking sites

- Pupils will not be allowed access to public or unregulated chat rooms or Newsgroups, such as MSN, Facebook, etc. There is due to concerns that young people may upload content that is inappropriate, offensive or even illegal to their online spaces, posting material that could damage their reputations or the reputations of others. Equally they may post inappropriate comments to the profiles of others, which can result in the bullying, slander or humiliation of others. The school computer filter system will not allow such websites.

We strongly advise that parents do not allow their children to use such sites at home to protect their children and keep them safe.

- Ringway is aware that bullying can take place through social networking. Ringway doesn't tolerate any form of bullying through social networking sites. Any incidents are referred to the ICT Coordinator, Headteacher and parents are notified.
- The school implores all teachers to discuss e-safety with children during ICT sessions. The school discusses E-safety during ICT based assemblies. E-Safety posters are displayed in the ICT suite.
- Pupils will be advised never to give out personal details of any kind which may identify them and / or their location. Examples would include real name, address, mobile

or landline phone numbers, school attended, IM and e-mail addresses, full names of friends, specific interests and clubs etc.

- Pupils should be advised not to place personal photos on any social network space at school or outside of school. They should consider how public the information is and consider using private areas. Advice should be given regarding background detail in a photograph which could identify the student or his/her location eg. house number, street name or school.
- Pupils can leave blogs and create their own profiles on the school VLE, which is a safe and controlled environment,
- Pupils are not permitted to have Mobile phones in school.

Risk assessment

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate 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 school computer. Neither the school nor the LA can accept liability for the material accessed, or any consequences of Internet access.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- Any unauthorised loss of sensitive or personal data must be reported to the Headteacher immediately.
- The ICT Coordinator / Headteacher will ensure that the Internet Use Policy is implemented and compliance with the policy monitored.

Filter Management

- The school will work in partnership with the LA 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 LA via the ICT co-ordinator.
- Filtering strategies will be selected by the school in discussion with the LA/filtering provider where appropriate. Where possible, the filtering strategy will be selected to suit the age and curriculum requirements of the pupils.

Policy Roll-out to Pupils

- Rules for Internet access will be posted near all computer systems.
- Pupils will be informed that Internet use will be monitored.
- Instruction in responsible and safe use should precede Internet access.

Staff Consultation.

- All staff must accept the terms of the 'Responsible Internet Use' statement before using any Internet resource in school.
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the School Internet Policy, and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- The monitoring of Internet use is a sensitive matter. Staff who operate monitoring procedures should be supervised by senior management.
- Staff development concerning safe and responsible Internet use and on school Internet policy will be provided as required.

ICT system security

- There will be a regular review of ICT security.
- Virus protection will be installed, monitored and updated regularly.
- Security strategies will be discussed with the LA, particularly where a wide area network connection is being planned.
- Personal data sent over the Internet will be encrypted or otherwise secured.
- Use CD's / USB drives will be reviewed. Personal disks may not be brought into school without specific permission and a virus check.
- Staff laptops and any portable mass storage devices (including Pen Drives) are to be encrypted
- Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to e-mail.
- Files held on the school's network will be regularly checked by the ICT Coordinator.
- The ICT co-ordinator / network manager will ensure that the system has the capacity to take increased traffic caused by Internet use.

Complaints Procedure

- The Headteacher has responsibility for handling incidents/complaints
- Any complaint about staff misuse must be referred immediately to the headteacher.
- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils will need to work in partnership with staff to resolve issues.

Parental Support

- Parents' attention will be drawn to the School Internet Policy in newsletters, the school prospectus and on the school Web site.
- Internet issues will be handled sensitively to inform parents without undue alarm.

- A partnership approach with parents will be encouraged. This could include demonstrations, practical sessions and suggestions for safe Internet use at home.
- Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parents.

Internet use across the school community

- Adult users will need to sign the acceptable use policy.
- Parents/carers of children under 18 years of age will generally be required to sign an acceptable use policy on behalf of the child.

Mobile Phones

Children are not allowed to bring mobile phones to school if they do so the phones will be confiscated & put in the safe . An adult must then come to pick them up.

Staff should never have their phone out in class NOR should they be using their phone while working with the children.

Staff phones should be switched off during class time or when supervising children.

Photographs should ideally only be taken on school cameras & school ipads. You should not photograph or film children on your OWN equipment.

Ringway Primary 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 Web site, unless my teacher has already approved that site.
- On a network or on the school VLE, I will use only my own login and password, which I will keep secret.
- I will not look at or delete other people's files.
- I will only e-mail people I know, or my teacher has approved.
- I will always be **kind and responsible** when communicating with others on the Internet.
- When sending e-mail, I will not give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment.
- I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher or responsible adult immediately.
- I know that the school may check my computer files and may monitor the Internet sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers and denied access to the school VLE.

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 .

Dear Parents,

Responsible Internet Use

As part of your child's curriculum and the development of ICT skills, Ringway Primary School is providing a new Virtual Learning Environment - supervised access to the Internet. We believe that the use of the World Wide Web, E-mail and the school's Virtual Learning Environment are essential skills for children as they grow up in the modern world. Please would you read the attached Rules for Responsible Internet Use, sign and return the consent form so that your child may use the Internet at school.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in school. Our school Internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe Internet access if you wish. We also have leaflets from national bodies that explain the issues further and the E-Safety button on the school VLE can direct you to many useful websites.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials inappropriately accessed through the Internet.

Yours sincerely,

N. Forkan

Headteacher

Consent Forms

Gaining pupils' and parents' agreement to the Rules for Responsible Internet Use is important & essential. We need to obtain parent's permission to publish pupil's work and to publish pupil's photographs, subject to strict safeguards, on the school Web site.

Ringway Primary School

Responsible Internet Use

Please complete, sign and return to the school secretary

Pupil:

Class:

Pupil's Agreement

I have read and understand the school Rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

Signed on behalf of the pupil:

Date:

Parent's Consent for Internet Access

I have read and understood the school rules for responsible Internet use and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed:

Date:

Parent's Consent for Web Publication of Work , Photographs & Video footage

I agree that, if selected, my son/daughter's work may be published on the school Web site. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.

Signed:

Date:

Parent's Consent for VLE Publishing

I understand that my child will use the school's Virtual Learning Environment as a regular part of their school life. I understand that my child will read and publish material on the VLE and will be able to communicate with other pupils in the school. I understand that it is each child's responsibility to communicate with kindness and respect and to only publish appropriate materials to the VLE.

Signed:

Date: