Acceptable use *policy*
for Hollins Grundy Primary School

Reviewed September 2016

Acceptable use policy for Hollins Grundy

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1. Introduction

Use of the Internet by schools is growing rapidly. The problems and issues that have been highlighted by parents, teachers and in the media concern most schools. It is important that we consider issues carefully before allowing pupils access to the Internet.

The resources used by pupils in school are carefully chosen by the teacher and determined by curriculum policies. However, use of the Internet, by its nature, will provide access to information which has not been selected by the teacher. Whilst pupils will be directed to sites which provide reviewed and evaluated sources, at times, they will be able to move beyond these, to sites unfamiliar to the teacher.

At Hollins Grundy we use Bury council's actively monitored and 'filtered' Internet Service, which minimises the chances of pupils encountering undesirable material by blocking access to sites which are considered to be inappropriate. The school has also chosen to purchase additional filtering software which aims to block unsuitable images and text. However, it is our belief that there is no present technical solution that can completely guarantee that pupils will not have access to unwanted Internet material. To this end we build internet safety lessons into our teaching for all year groups.

Pupils are not allowed to bring mobile phones into school so internet access should only occur via the school networks. Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils, on a regular basis, the expectation we have of them. Teachers will have access to pupils' emails and workspaces, and will make periodic checks these on a regular basis to ensure expectations of behaviour are being met.

We feel that the best recipe for success lies in a combination of site-filtering, of supervision and by fostering a responsible attitude in our pupils in partnership with parents.

Pupil access to the Internet

Adopted September 2006 / Revised Nov 2009 / May 2012/April 2013/Sept2016

The school encourages use by pupils of the rich information resources available on the Internet, together with the development of appropriate skills to analyse and evaluate such resources. These skills will be fundamental in the society our pupils will be entering.

On-line services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. In the past, teaching and library materials could usually be carefully chosen. All such materials would be chosen to be consistent with national policies, supporting and enriching the curriculum while taking into account the varied teaching needs, learning styles, abilities and developmental levels of the pupils. Internet access, because it may lead to any publicly available site in the world, will open classrooms to electronic information resources which have not been selected by teachers as appropriate for use by pupils.

Electronic information research skills are now fundamental to preparation of citizens and future employees during the coming information age. The school expects that staff will begin to investigate possibilities and blend use of such information as appropriate within the curriculum and that staff will provide guidance and instruction to pupils in the appropriate use of such resources. Staff will consult the ICT co-ordinator for advice on content, training and appropriate teaching levels consistent with the school's ICT programme of study.

Access to on-line resources will enable pupils to explore thousands of libraries and databases. The school believes that the benefits to pupils from access to information resources and increased opportunities for collaboration exceed the disadvantages.

Online Learning

As our school moves towards greater use of online learning, it is important to note that any user who accesses this provision will be expected to adhere to the certain guidelines. As online reporting and parental engagement develops, our e-safety guidelines will be reviewed.

The school's Headteacher and ICT co-ordinator will prepare appropriate procedures for implementing this policy and for reviewing and evaluating its effect on teaching and learning.

3. School Procedures

Resource Development

In order to match electronic resources as closely as possible to the national and school curriculum, teachers need to review and evaluate resources in order to offer menus of materials that are appropriate to the age range and ability of the group being taught.

All pupils will be informed by staff of their rights and responsibilities as users, before their first use, either as an individual user or as a member of a class or group.

School Rules

The school has developed a set of guidelines for Internet use by pupils. These rules will be made available to all pupils, and kept under constant review.

All members of staff are responsible for explaining the rules and their implications.

All members of staff need to be aware of possible misuses of on-line access and their responsibilities towards pupils.

E-safety lessons are in place for all year groups, supplemented by assemblies if deemed appropriate

Mobile Phones

The school does not allow children to be in possession of a mobile phone during school time because of Internet, video and photographic capabilities which these devices have. In certain circumstances teachers may ask children to bring their mobile phones for use in specific tasks. If at any time one of these devices is found in school, it will be immediately confiscated and returned only to the parent or guardian at a suitable time.

Safe and appropriate use of digital video, cameras, webcams .

The use of these devices should be appropriate and not cause harm or embarrassment to another person.

These devices should not be used to bully or intimidate others.

4. Pupil guidelines for Internet use

General

Pupils are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. General school rules apply.

The Internet is provided for pupils to conduct research and communicate with others. Parents' permission is required. Remember that access is a privilege, not a right and that access requires responsibility.

Computer storage areas such as pen drives and CDs will be treated like school trays/drawers. Staff may review files and communications to insure that users are using the system responsibly. Users should not expect that files stored on servers or disks would always be private.

During school, teachers will guide pupils toward appropriate materials. Outside of school, families bear responsibility for such guidance, as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Expectations of Pupils using the Internet
All pupils are expected to read and agree the Internet Agreement.

Pupils are only permitted to use school assigned email accounts. All email will be moderated and monitored by the class teacher. The use of unfiltered web-based email (such as Hotmail) is not permitted.Children must not to use any rude language in their email communications and contact only people they know or those the teacher has approved. They have been taught the rules of etiquette in email and are expected to follow them.

Pupils must ask permission before accessing the Internet and have a clear idea why they are using it.

Pupils using the Internet are expected not to deliberately seek out offensive materials. Should any such material be encountered accidentally, or if any child finds themselves uncomfortable or upset by anything they discover on the Internet, they will turn off the monitor immediately and report it immediately to the supervising adult. (Any adult should report it to the ICT coordinator or Head Teacher immediately. Arrangements can then be made to request that site is blocked/filtered.

Pupil Rules

- **Learning Online**
  I will show respect for myself through my actions. I will only access online learning via my own username. I will only use appropriate language and images on the Internet. I will not post inappropriate personal information about my life, experiences family or friends.

- **Respect Others**
  I will show respect to others. I will not use electronic media to bully, harass or stalk other people. I will not visit sites that are rude, racist or that are otherwise inappropriate. I will not abuse my access privileges and I will not enter other people's private spaces or work areas.

- **Protect Others**
  I will not forward any materials (including emails and images) that the school would deem inappropriate.

Cyberbullying Safety Rules For children and young people

Always respect others – be careful what you say online and what images you send.

Think before you send – whatever you send can be made public very quickly and could stay online forever.

Treat your password like your toothbrush – keep it to yourself. Only give your mobile number or personal website address to trusted friends.

Block the bully – learn how to block or report someone who is behaving badly.

Don't retaliate or reply!

Save the evidence – learn how to keep records of offending messages, pictures or online conversations.

Make sure you tell: an adult you trust, or call a helpline like ChildLine on 0800 1111 in confidence; the provider of the service; check the service provider's website to see where to report incidents; your school – your teacher or the anti-bullying coordinator can help you.

Finally, don't just stand there – if you see cyberbullying going on, support the victim and report the bullying. How would you feel if no one stood up for you?

Sanctions
- Violations of the above rules will result in a temporary or permanent ban on Internet use.

- Additional disciplinary action may be added in line with existing school policies on inappropriate language or behaviour.

- When applicable, police or local authorities may be involved.

School will…
- Inform pupils of their rights and responsibilities before use.

- Guide pupils toward appropriate materials.

- Report inappropriate websites to the LA in order for them to be blocked.

- Screen email content before they are sent and upon receipt.

5. Parents' permission letter

Dear Parent,

Internet Permission Form

As part of the school's ICT programme we offer pupils supervised access to the Internet**. Before being allowed to use the Internet, all pupils must obtain parental permission and both they and you must sign and return the enclosed form as evidence of your approval and their acceptance of the school rules on this matter**.

Whilst our aim for Internet use is to further educational goals and objectives, pupils may find ways to access other materials as well. We believe that the benefits to pupils from access to the Internet, in the form of information resources far exceed any disadvantages. Parents and guardians are jointly responsible with school for setting and conveying the standards that their children should follow when using the Internet. To that end, the school supports and respects each family's right to decide whether or not to allow internet access.

During school, teachers will guide pupils toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Access to the Internet will enable pupils to explore thousands of libraries and databases throughout the world. Families should be warned however that some material accessible via the Internet may be inappropriate, inaccurate or potentially offensive to some people.

Learning Online

As our school moves towards greater use of online learning, it is important to note that any user who accesses this provision will be expected to adhere to the following guidelines. As online reporting and parental engagement develops, our e-safety guidelines will be reviewed.

We would be grateful if you could read the enclosed guidance documents and then complete the permission form that follows.

Yours sincerely

H.Spencer   ICT co-ordinator

S. Waddington   Headteacher

Hollins Grundy Primary School - Internet Permission Form 2016/17

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- Guide pupils toward appropriate materials.
- Report inappropriate websites to the LA in order for them to be blocked.
- Screen email content before they are sent and upon receipt.

Cyberbullying and the law.

Education law: Bullying is never acceptable. The school community has a duty to protect all its members and provide a safe, healthy environment. A range of Education Acts and government initiatives highlight these obligations. The Education and Inspections Act 2006 (EIA 2006) outlines some legal powers which relate more directly to cyberbullying. Head teachers have the power 'to such an extent as is reasonable' to regulate the conduct of pupils when they are off site. The EIA also provides a defence for school staff in confiscating items such as mobile phones from pupils.

Civil and criminal law: Although bullying is not a specific criminal offence in UK law, there are laws that can apply in terms of harassing or threatening behaviour, for example, or indeed menacing and threatening communications. In fact, some cyberbullying activities could be criminal offences under a range of different laws, including the Protection from Harassment Act 1997, which has both criminal and civil provision, the Malicious Communications Act 1988, section 127 of the Communications Act 2003, and the Public Order Act 1986.

✂_____

6. Parents' permission letter - Reply Slip

By signing this agreement, I agree to always act in a manner that is respectful to myself and others, in a way that will represent the school in a positive way. I understand that failing to follow the above will lead to appropriate sanctions being carried out.

Pupil Signature _____   Date: ___/___/2016

Parent

As the parent or legal guardian of the pupil signing above, I grant permission for my son or daughter to use electronic mail and the Internet. I understand that pupils will be held accountable for their own actions. I also understand that some materials on the Internet may be unacceptable and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing and exploring information and media.

Parent Signature _____   Date ___/___/2016

Name of Pupil _____   Date ___/___/2016

How is Technology Used to Bully?

Technology can be used both positively and negatively. The table below explores the range of ways today's technology can be used.

Technology:	Great for:	Examples of misuse:
Mobile phones	Keeping in touch by voice or text, taking and sending pictures and film, listening to music, playing games, going online and sending emails. Useful in emergency situations and for allowing children a greater sense of independence.	Sending nasty calls or text messages, including threats, intimidation, harassment. Taking and sharing humiliating images. Videoing other people being harassed and sending these to other phones or internet sites.
Instant Messenger (IM)	Text or voice chatting live with friends online. A quick and effective way of keeping in touch even while working on other things.	Sending nasty messages or content. Using someone else's account to forward rude or mean messages via their contacts list.
Chatrooms and message boards	Groups of people around the world can text or voice chat live about common interests. For young people, this can be an easy way to meet new people and explore issues which they are too shy to talk about in person.	Sending nasty or threatening anonymous messages. Groups of people deciding to pick on or ignore individuals. Making friends under false pretences – people pretending to be someone they're not in order to get personal information that they can misuse in a range of ways – e.g. by spreading secrets or blackmailing.
Email	Sending electronic letters, pictures and other files quickly and cheaply anywhere in the world.	Sending nasty or threatening messages. Forwarding unsuitable content including images and video clips, or sending computer viruses. Accessing someone else's account, e.g. to forward personal emails or delete emails.
Webcams	Taking pictures or recording messages. Being able to see and talk to someone live on your computer screen. Bringing far-off places to life or video conferencing.	Making and sending inappropriate content. Persuading or threatening young people to act in inappropriate ways. Using inappropriate recordings to manipulate young people.
Social network sites	Socialising with your friends and making new ones within online communities. Allowing young people to be creative online, even publishing online music. Personalising homepages and profiles, creating and uploading content.	Posting nasty comments, humiliating images / video. Accessing another person's account details and sending unpleasant messages, deleting information or making private information public. Groups of people picking on individuals by excluding them. Creating fake profiles to pretend to be someone else, e.g. to bully, harass or get the person into trouble.
Video hosting sites	Accessing useful educational, entertaining and original creative video content and uploading your own.	Posting embarrassing, humiliating film of someone.
Virtual Learning Environments (VLEs)	School site, usually available from home and school, set up for tracking and recording student assignments, tests and activities, with message boards, chat and IM.	Posting inappropriate messages or images. Hacking into someone else's account to post inappropriate comments or delete schoolwork.
Gaming sites, consoles and virtual worlds	Live text or voice chat during online gaming between players across the world, or on handheld consoles with people in the same local area. Virtual worlds let users design their own avatars – a figure that represent them in the virtual world.	Name-calling, making abusive / derogatory remarks. Players may pick on weaker or less experienced users, repeatedly killing their characters. Forwarding unwanted messages to other devices in the immediate vicinity.

8. How Can I Get More Information?

The following websites extremely useful to help ensure that children stay safe.

Childnet International is a non-profit organisation working to help make the Internet a great and safe place for young people. These sites are all created by this organisation

http://www.childnet-int.org   http://www.kidsmart.org.uk
http://www.chatdanger.com

You can find downloadable safety leaflets here:

http://www.childnet-int.org/downloads/parents-leaflet.pdf

http://www.childnet-int.org/downloads/musicLeaflet.pdf

Other useful sites include:

DCSF Cyberbullying leaflet   http://www.teachernet.gov.uk/publications

                                    (search for ref: DCSF-00685-2007)

CBBC   http://www.bbc.co.uk/cbbc/help/safesurfing
(aimed at KS1)

Bullying Online   http://www.bullying.co.uk

Think U Know   http://www.thinkuknow.co.uk

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