Policy: Acceptable Use Policy Children Sheep Dip Lane Academy

Responsible Governing Board	Local Governing Board
Responsible Persons	Principal/Academy Business Manager
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Version Control

Version	Revision Date	Revised by	Section Revised
V1			All sections – revised document
V2			

Sheep Dip Lane Academy: ICT Acceptable Use Policy - Pupils
Rewritten and ratified – February 2022

This policy outlines our purpose in providing access to the Internet, e-mail and other communication technologies at Sheep Dip Lane Academy and explains how the academy is seeking to avoid the potential problems that unrestricted access could create.

Internet Access in Academy

- All staff and any other adults involved in supervising children accessing the Internet, will be provided with the academy ICT Acceptable Use Policy, and will have its importance explained to them.

- Our academy ICT Acceptable Use Policy for Pupils is available for parents on the academy 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 academy website or by clicking on a link in a teacher-prepared Word 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 only be allowed to use the Internet 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 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 academy 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 academy is maintained. Therefore pupils are not permitted to use e-mail in academy.

Maintaining the Security of the Academy 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. The ICT co-ordinator will update virus protection regularly, will keep up-to-date with ICT developments and work with the ACS as Internet Service Provider 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 academy are unlikely to see inappropriate content in books due to selection by publisher and teacher and the academy 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:

- our Internet access is purchased from Adept which provides a service designed for pupils including a filtering system intended to prevent access to material that is inappropriate for children;
- our Rules for Responsible Internet Use should be regularly discussed with pupils during lesson time
- 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 leader will monitor the effectiveness of Internet access strategies;
- the computing leader will ensure that occasional checks are made on files to monitor compliance with the academy's ICT Acceptable Use Policy;
- the Principal 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 national guidance and that 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 academy nor the 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 computing leader and the designated safeguarding lead in consultation with the Principal 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 academy has taken. The academy aims to work with parents/carers and pupils to resolve any issue.

- If staff or pupils discover pupils trying to access unsuitable suits or any filtering issues the computing lead will be informed. The computing lead will report the URL and content to Adept to ensure that this is blocked fully; if it is thought that the material is illegal, after consultation with the safeguarding lead and Principal, 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 or use of e-mail facilities 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 Academy 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 consent email list before using images of children.

Our academy website and twitter is intended to:

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

All classes may provide items for publication on the academy website or twitter. 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 submitting items for publication.

All material must be the author's own work, crediting other work included and stating clearly that author's identity and/or status.

The computing lead is responsible for keeping the computing section of the academy website fully up to date, ensuring that the links work and are up-to-date, and that the site meets the requirements of the site host. The point of contact on the website will be the academy 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/academy 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.

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.

Date of Policy   February 2022   To be reviewed February 2024

Signed: Principal

Signed: Chair of Governors