



ICT Acceptable Use Policy for Children/Young People

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| Author/Owner (Name and Title) | Strategic Safeguarding Lead |
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| | 2 | Academy specific appendices |
| | 3 | Academy personalisation required (in highlighted fields) |



Summary of Changes from Previous Version

| Version | Date | Author | Summary of Updates |
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| V1 | 04/09/2023 | Dawn Slater | New Policy |
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1. Introduction

This policy outlines our purpose in providing access to the Internet, e-mail and other communication technologies across the Exceed Learning Partnership Trust and explains how the academy is seeking to avoid the potential problems that unrestricted access could create.

- 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 children/Young People is available for parent/carers on the academy website.

2. 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 children/young people 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 children/young people:

- access to the Internet may be by teacher demonstration
- children/young people 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
- children/young people may be provided with lists of relevant and suitable web sites which they may access
- children/young people may be allowed to undertake their own Internet search having agreed a search plan with their teacher; children/young people 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. Screening of IT access is conducted at all times.

Children/young people accessing the Internet will 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 their minds as they monitor the children/young people using the Internet.

3. Using Information From the Internet

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

- children/young people 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 children/young people 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, children/young people will be taught to observe copyright;
- children/young people will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed.

4. Using Email

It is important that communications are properly managed to ensure appropriate educational use and that the good name of the academy is maintained. In the secondary phase, each child will be allocated an academy email to assist in academic work. They will be expected to use it responsibly and safely to support additional learning and not to use it for social media accounts or external purposes that may bring the academy into disrepute.

5. 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 Network Manager will update virus protection regularly, will keep up-to-date with ICT developments and work with the Designated Safeguarding Lead (DSL) and Trust Internet Service Provider to ensure system security strategies that 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.

6. Ensuring Internet Access is Appropriate and Safe

The Internet is freely available to any person wishing to send email 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 children/young people.

Children/young people in the 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/young people do not encounter upsetting, offensive or otherwise inappropriate material on the Internet.

The following key measures have been adopted to help ensure that our children/young people are not exposed to unsuitable material:

- our Internet access is purchased from Adept/in house which provides a service designed for children/young people including a filtering system intended to prevent access to material that is inappropriate for children/young people;
- our Rules for Responsible Internet Use should be regularly discussed with children/young people during lesson time
- staff will check that the sites pre-selected for pupil use are appropriate to the age of the children/young people;
- staff will be particularly vigilant when children/young people are undertaking their own search and will check that the children/young people are following the agreed search plan;
- children/young people will be taught to use the Internet responsibly in order to reduce the risk to themselves and others;
- the DSL will monitor the effectiveness of Internet access strategies;
- the DSL 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 children/young people 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 children/young people 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/young people will be taken by 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 children/young people 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 children/young people to resolve any issue.
- If staff or children/young people discover children/young people trying to access unsuitable sites or any filtering issues the DSL will be informed. The DSL will report the URL and content to Adept/in house provider 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.

Children/young people 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 children/young people abuse the

privileges of access to the Internet or use of email 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.

7. 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/young people.

Our academy website and twitter is intended to:

- provide accurate, up-to-date information about our academy
- enable children/young peoples' achievements to be published to a wide audience including children/young people, 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 children/young peoples' 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 children/young peoples' full names or identify individuals on our web pages. Home information or individual email identities will not be published.

8. Internet Access and Home/Academy Links

Parents will be informed that children/young people are provided with supervised Internet access as part of their lessons. There may be independent study that will involve unsupervised research elements. Secondary phase students will be provided with an academy email.

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



9. 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.

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| 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 emails. 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 September 2023

To be reviewed September 2024

Signed: 
Beryce Nixon, Chief Executive Officer

Signed:

John Blount, Chair of Directors

