



Firfield

Primary School

Acceptable use ICT (Pupils)

Date Reviewed and amended: 12.01.2023

Review date: January 2024

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1. Introduction

Computing in the 21st Century has an all-encompassing role within the lives of children and adults. New Internet and online technologies are enhancing communication and the sharing of information. We believe it is our responsibility to prepare pupils for their lives in the modern world, and ICT is an integral part of that world. As a school, we are committed to teaching pupils to use the ICT effectively and appropriately in all aspects of their education. The school's Computing resources are essential to the effective delivery of learning for children in their Computing lessons and across the curriculum, and to raise educational standards.

It is the duty of the school to ensure that every child in our care is safe, and the same principles should apply to the 'virtual' or 'digital' world as would be applied to the school's physical buildings.

Our acceptable use policy for pupils has been discussed with staff, agreed by the senior management and approved by Governors. It will be reviewed annually. This policy should be read in conjunction with our Acceptable use and online safety for staff policy (September 2022).

The designated member responsible for Internet Safety in the school is Carol Lawson. Our Computing Lead, Chris Mundy, also ensures that e-safety is embedded within the Computing Curriculum.

2. Aims

The aims of this Acceptable Use Policy for children are to:

- Ensure that all pupils benefit from all learning opportunities offered by the computing and Internet resources provided by the school in a safe and controlled manner.
- To give pupils clear guidance on safe and acceptable use of these resources.
- Make pupils are aware that Internet use in school is a resource and a privilege. If the resource is abused, then the privilege will be taken away.

3. Using the Internet for learning

The Internet is an invaluable resource for learning for all our pupils, and we use it across the curriculum both for researching information and a source of digital learning materials. We teach all of our pupils how to find appropriate information on the Internet, and how to ensure as far as possible that they understand who has made this information available, and how accurate and truthful it is. Internet access is carefully controlled by teachers according to the age and experience of the pupils, and the learning objectives being addressed. Pupils are always actively supervised by an adult when using the Internet, and computers with Internet access are carefully located so that screens can be seen at all times by all who pass by. However, it is unrealistic to suppose that the teacher's attention will always be directed toward the computer screen. Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils, the expectation we have of pupils.

- Teachers carefully plan all Internet-based teaching to ensure that pupils are focused and using appropriate and relevant materials
- Children are taught how to use search engines and how to evaluate Internet-based information as part of the Computing curriculum, and in other curriculum areas where necessary.
- They are taught how to recognise the difference between commercial and non-commercial web sites, and how to investigate the possible authors of web-based materials.
- They are taught how to carry out simple checks for bias and misinformation
- They are taught that web-based resources have similar copyright status as printed and recorded materials such as books, films and music, and that this must be taken into consideration when using them.

4. Teaching safe use of the Internet and ICT

We think it is crucial to teach pupils how to use the Internet safely, both at school and at home, and we use the Kidsmart safety code to support our teaching in this area:

Kidsmart has been developed by the Childnet charity, and is endorsed by the DfES <http://www.kidsmart.org.uk>

The main aspects of this approach include the following five SMART tips:

- Safe - Staying safe involves being careful and not giving out your name, address, mobile phone no., school name or password to people online...
- Meeting someone you meet in cyberspace can be dangerous. Only do so with your parents'/carers' permission and then when they are present...
- Accepting e-mails or opening files from people you don't really know or trust can get you into trouble - they may contain viruses or nasty messages...
Remember someone online may be lying and not be who they say they are. If you feel uncomfortable when chatting or messaging end the conversation...
- Tell your parent or carer if someone or something makes you feel uncomfortable or worried...

Online safety is also embedded through our Computing scheme of work.

5. Access for all pupils

In line with our inclusion policies across the school, we want to ensure that all our pupils have access to the Internet, particularly where this will directly support their learning.

6. Out of Hours Provision

There will be no unsupervised access to the Internet at any time during Out of Hours provision.

7. Suitable material

We encourage pupils to see the Internet as a rich and challenging resource, but we also recognise that it can be difficult to navigate and find useful and appropriate material. Where possible, and particularly with younger children, we provide pupils with suggestions for suitable sites across the curriculum, and staff always check the suitability of websites before suggesting them to children, or using them in teaching.

8. Non-Education materials

We believe it is better to support children in finding their way around the Internet with guidance and positive role modeling rather than restrict Internet use to strict curriculum based research. As well as Internet material directly related to the curriculum, we encourage children to visit appropriate entertainment and child-oriented activity sites that have interesting and relevant activities, games and information, in free time at out-of-school-hours provision, and at home. When in school, pupils are supervised by an adult when using the Internet.

9. Unsuitable material

Our Internet Provider uses a sophisticated content filter to ensure that as far as possible, only appropriate content from the Internet finds its way into school. Whilst this filtering technology is robust and generally effective at blocking unsuitable material, it is still possible for unsuitable material to occasionally get past the filter. Despite the best efforts of Firfield Primary School and school staff, occasionally pupils may come across something on the Internet that they find offensive, unpleasant or distressing. All pupils and staff have been issued with clear guidelines on what to do if this happens, and parents will be informed where necessary. Pupils or staff who deliberately try and access unsuitable materials will be dealt with according to the rules outlined elsewhere in this document.

Pupils are taught to always report such experiences directly to an adult at the time they occur, so that action can be taken.

The action will include:

1. Making a note of the website and any other websites linked to it.
2. Informing the ICT Administrator
3. Logging the incident – ICT Incident Log Book in the school office
Discussion with the pupil about the incident, and how to avoid similar experiences in future.

10. Expectations of Pupils using the Internet

- At Firfield, we expect all pupils to be Ready, Respectful and Safe. This applies to responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and the language they use.
- Pupils using the Internet are expected to avoid deliberately seeking out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher.
- Pupils are expected to use inoffensive language in their online communications and only contact only people they know or those the teacher has approved.
- Pupils must ask permission before accessing the Internet.
- Pupils should not access other people's files unless permission has been given.
- No program files may be downloaded to the computer from the Internet. This is to prevent corruption of data and avoid viruses.
- No programs on disc or other portable media should be brought in from home for use in school.

Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources.

Sanctions

- Persistent misuse of the Internet by pupils will result in reducing access to the Internet.
- Misuse of other technologies will result in a complete ban and/or confiscation. Both of these actions will take place for a set period of time agreed by the Head Teacher. Parents will always be notified.

11. School Website and Class Dojo

- The website is regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publications of children's learning on the web or Class Dojo will be decided by a teacher.
- Photographs and video focusing on individual children will not be published on the school website without parental permission.
- The school website will avoid publishing the full names of individuals in a photograph.