



Acceptable Use Policy for Internet Usage

Statement:

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner.

Internet use and access is considered a school resource and privilege. Therefore, if our Acceptable Use Policy is not adhered to this privilege will be withdrawn and appropriate sanctions as outlined will be imposed.

This policy should be read carefully to indicate that the conditions of use are accepted and understood. It is envisaged that the school will revise this policy as deemed necessary by the school. This version of Acceptable Use Policy was revised in October 2022.

Sharon Love
I.C.T. Co-ordinator

Linda McMahon
Principal

School Strategy:

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General:

- Internet usage will always be supervised by a teacher.
- Pupils will not have access to passwords.
- Filtering software provided by the Schools Broadband Programme is used in order to minimise the risk of exposure to inappropriate materials.
- The school will regularly monitor pupil's Internet safety.
- Pupils will be provided with training in the area of Internet Safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal CD-ROMs, memory sticks, or other digital storage media is prohibited.
- Pupils will observe good "netiquette" (etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.
- Online safety training will be provided to teachers and will be taught to all pupils.

The Internet:

Pupils:

- Pupils will use the internet in school for educational purposes only.
- Pupils will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- In the event of accidentally accessing any of the above sites, the pupil will immediately minimise the page and report the incident to the teacher without attracting the attention of other pupils.
- Pupils will use, where possible, search engines that have been designed for pupils with internet safety in mind.
- Pupils will be familiar with copyright issues relating to online learning.
- Pupils will never disclose or publicise personal information.
- Pupils will not examine, change or use another person's file, usernames or passwords.
- Pupils will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

School Staff:

- School staff may only use the Internet for professional planning during school hours.
- School staff is strictly forbidden to access inappropriate materials on the internet at any time.
- School staff will use an email account assigned by the school for school-related business only. When signing up for school-related programmes, staff members will use their school email account.

E-mail:

- Pupils will use only approved class e-mail accounts under supervision and with permission from a teacher.
- Pupils will not send or receive material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Pupils will never arrange a face-to-face meeting with someone.
- Pupils will note that sending and receiving e-mail attachments is subject to permission from their teacher.

Internet Chat:

- Discussion forums, approved by the teacher, will only be used for educational purposes and will be supervised.
- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet and this is forbidden.

School Website:

- The School's website is www.carburyschool.com, hosted by School Web Design.
- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web.
- The publication of pupil work will be co-ordinated by the website administrators. Teachers will have access to the dashboard using their school email address.
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- Digital photographs, audio or video clips of individual pupils (where the pupil can be identified) will not be published on the school website. Instead photographs, audio and video clips will focus on group activities.
- The school website will avoid the publishing the names of individuals in a photograph.
- The school will ensure that the image files are appropriately named and will not use pupils' names in image file names or ALT tags if published on the web.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.

Distance Learning

- In circumstances where teaching cannot be conducted on the school premises teachers may use online learning platforms (Seesaw, Google Classroom) approved by the principal to assist with remote teaching where necessary.
- The school has signed up to the terms of service of the online platform in use by the school and all platforms are GDPR compliant. [Click here](#) for Seesaw's privacy statement. And [here](#) for Google Classroom's privacy policy.
- In the case of Google Classroom, parents/guardians must grant access to their child to have a Gmail address.
- Parents/guardians will be provided with the password and will be expected to monitor their child's use of the Gmail address and online platforms.
- Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the online platform and to ensure any content which they are submitting to their teacher is appropriate.
- Staff members can communicate with pupils and their families via telephone, email and the approved online learning platform.
- Any electronic forms of communication will be for educational purposes.
- Staff members will communicate with pupils and families during school hours, where possible.
- Recording, copying or using material from online platforms, for any other purpose than the teacher has intended, is strictly prohibited.
- Recording of video/telephonic teacher/parent conferences is strictly prohibited.

Personal Devices

Pupils are not permitted to use their own technology in school. This includes, and is not limited to, leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorised taking of images with a mobile phone camera, still or moving, as it is in direct breach of the school's acceptable use policy. Smart devices such as smart watches are also not permitted. Pupils are provided with school devices such as laptops and iPads to use for educational purposes.

Legislation:

The school will provide information on the following legislation relating to use of the Internet which teachers, pupils and parents should familiarise themselves with:

- EU General Data Protection Regulations 2018
- Anti-Bullying Guidelines for Primary Schools 2013
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography (Amendment) Act 2004
- 1993 Interception Act
- Video Recordings Act 1989

Support Structures:

The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

On an annual basis, the school will run a programme on acceptable internet usage for pupils. This will cover several topics including cyber-bullying and internet safety.

The following guides/manuals are available in school:

- Be Wise on the Net ...Information and Advice for Schools NCTE
Internet Safety Awareness Education Programme Teachers' Handbook SAFT Project (NCTE)
- HTML Heroes Webwise
- My Selfie and the Wider World Webwise

Sanctions:

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to appropriate authorities.

Communication, Monitoring and Review:

This policy will be available to staff and the school community on the school website and in the school office. It will be subjected to regular review in accordance with the systematic cycle of review of policies adopted in Carbury School.

Signed: Linda McMahon Date: 20th October 2022
Principal

Derek Whitcroft
Chairperson of the Board of Management