



ST. JAMES' CATHOLIC PRIMARY SCHOOL

ACCEPTABLE USE OF ICT, SAFE INTERNET USAGE AND E-SAFETY POLICY

(1) <https://www.legislation.gov.uk/ukpga/2003/21/section/127>

(2) <https://webarchive.nationalarchives.gov.uk/20101008164914/http://www.dcsf.gov.uk/byronreview/actionplan/index.shtml>

ACCEPTABLE USE OF ICT, SAFE INTERNET USAGE AND E-SAFETY POLICY

OVERVIEW

ICT equipment and the Internet offer incredible opportunities for promoting and extending learning. In this school we will make best use of these tools to promote excellence and enjoyment. With the use of ICT and the Internet comes the risk that learners could find, and view, material that is unsuitable for them, or the risk that they could be put at risk of cyber-bullying or unwanted and inappropriate contacts. We will do all we can to ensure that the internet and ICT is used safely and acceptably by all in school, for the purposes that we intend. Staff and learners will be trained in acceptable use and the school will monitor usage.

INTENT

1. To ensure that on site and off site, ICT equipment and the internet are used in line with our E-safety and Safe Internet Usage Guidelines contained within this policy.
2. To ensure that all staff and learners understand what acceptable use of ICT and the Internet is.
3. To monitor devices to ensure that they have not been put to unacceptable use.
4. To protect children from harm and upset that could be caused by them accessing inappropriate sites, materials, images and contacts.
5. To make learners and staff aware that there are inappropriate sites that are harmful and provide strategies on how to avoid these, whilst encouraging them to report immediately to a relevant adult, whether at school or home.
6. To ensure that all members of staff are personally responsible for acceptable use of any school equipment for which they are responsible.
7. To have a nominated member of the teaching staff who will have oversight of E-Safety, Acceptable Use of the Internet and Cyber Bullying.
8. To ensure that the school complies with Section 127 of the Communications Act 2003⁽¹⁾ and the recommendation of the Byron Review 2008⁽²⁾
9. To take immediate and prompt action to prevent misuse of ICT and keep a log of any e-safety issues or unacceptable usage.

IMPLEMENTATION

1. Appropriate firewalls must always be put in place and enabled on all school computers.
 2. To train staff and learners in acceptable use of ICT and the Internet.
 3. To monitor and supervise learners when they use ICT and the internet.
 4. Learners must be told to notify staff if they come across unsuitable material on any ICT equipment or if they feel threatened by any form of cyber bullying.
 5. Staff must notify the headteacher immediately if they find unsuitable or inappropriate material on ICT equipment or if they find that a learner is the subject of cyber bullying. This should be recorded by the headteacher.
 6. To monitor staff usage of ICT equipment and the internet.
 7. To ensure that all learners understand that the school's ICT equipment must only be used for its intended purpose and not for personal use.
 8. To only allow authorised persons to have use of the school's equipment.
 9. School equipment must not be used for accessing personal and social networking sites by learners.
- (1) <https://www.legislation.gov.uk/ukpga/2003/21/section/127>
- (2) <https://webarchive.nationalarchives.gov.uk/20101008164914/http://www.dcsf.gov.uk/byronreview/actionplan/index.shtml>

10. Use of personal, portable storage devices should be avoided where possible but, if used, must be virus checked prior to each use when using school equipment, as well as being checked for suitability or information before being accessed.
11. To take disciplinary action where this policy is breached and to take appropriate sanctions against those who breach it.
12. To act promptly if a discovery of inappropriate use found or if a disclosure is made.
13. To involve parents and any appropriate authorities where there is evidence of unacceptable use of ICT.
14. To ensure that passwords, ICT security and confidentiality are not breached and that all ICT is secure.
15. Staff must not use ICT to make social contact with pupils in this school or any other, nor should they allow any pupil to access to their personal or social websites in or out of school hours.
16. Pupils will not be allowed to have mobile ICT devices switched on whilst they are on school premises.
17. Any cyber bullying of staff or pupils, in or out of school, must be reported and then investigated rigorously, in conjunction with any relevant authority including the police if appropriate.

IMPACT

In this school we will do all that we can to ensure the acceptable use of ICT and the Internet to promote teaching, learning, excellence and enjoyment. This policy is written to promote the safety of all in our school.

Adopted by the Governing Body

(1) <https://www.legislation.gov.uk/ukpga/2003/21/section/127>
(2) <https://webarchive.nationalarchives.gov.uk/20101008164914/http://www.dcsf.gov.uk/byronreview/actionplan/index.shtml>