ST JOHN LLOYD RC PRIMARY SCHOOL ICT POLICY including Acceptable use & e-safety policy 2024

St John Lloyd School

This policy should be read in conjunction with the mission statement and aims of the school.

E-Safety relates to the safe and responsible use of information communication technology (ICT), including computers, the internet, mobile and communication devices, and technological tools that are designed to hold, share, or receive information, for example mobile phones and digital cameras.

Introduction-Definition of E-Safety

The purpose of this policy is to ensure that all staff parents and governors understand and agree the school's approach to e-safety (electronic).
E-safety relates to the education of using new technology responsibly and safely, focusing on raising awareness of the core messages of safe content, contact and commerce when using technology. This can include accessing websites and online content, email, online chat rooms, mobile phones, gaming and games consoles, social networking sites, instant messaging (IM) and viruses and

spam. The purpose of this policy is to ensure that all staff parents and governors understand and agree the school's approach to e-safety.

There are a number of key risks to using new technologies, including:

- Physical danger
- Sexual abuse
- Bullying
- Identity theft
- Illegal behaviour
- Exposure to inappropriate content
- Obsessive use of ICT
- Copyright infringements

The importance of internet and digital communications

The internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide pupils with quality Internet access as part of their learning experience. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

Other Related Policies

The school's e-safety policy will operate in conjunction with other policies including:

- Behaviour
- Learning and Teaching
- Anti-Bullying
- Child Protection
- RSE Policy
- ICT/Curriculum
- Data Protection
- Security
- Health and Safety.

These policies are set out in separate documents and are reviewed regularly by the governing body. Sanctions for the misuse of technology are consistent with sanctions for other inappropriate behaviours.

The purpose of this policy is to:

- Through consultation with pupils and staff establish the ground rules we have in St John Lloyd Primary School for using the Internet and electronic communications such as mobile phones, collaboration tools and personal publishing. It highlights the need to educate pupils about the

benefits and risks of using technology and provides safeguards and awareness for users, to enable them to control their online experience.
- Describe how these fit into the wider context of our discipline and RSE policies.
- Demonstrate the methods used to protect children from sites containing pornography, racist or politically extreme views and violence.
- *Understand that accessing inappropriate sites accidentally is not something to feel guilty about and that any such incident should be reported to staff immediately.*

The role of Technologies in Teaching and Learning
Benefits of using internet in education include:

- access to world-wide educational resources including museums and art galleries; educational and cultural exchanges between pupils world-wide; vocational, social and leisure use in libraries, clubs and at home; access to experts in many fields for pupils and staff;
- Staff professional development through access to national developments and training opportunities.
- materials and effective curriculum practice ;communication and collaboration with support services, professional associations and colleagues; improved access to technical support including remote management of networks and automatic system updates; exchange of curriculum and administration data with the Cardiff Local Authority Access to learning wherever and whenever convenient.

Internet use will enhance learning

- The school Internet access is designed by LA/ I teach and it includes filtering appropriate to the content and age of pupils.
- Pupils will be taught what internet use is acceptable and what is not and given clear objectives for Internet use.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- Pupils will be shown how to publish and present information to a wider audience.
- It is a requirement of the DCF framework that ICT is used across other subjects.

Evaluation of internet content

- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils will be taught the importance of cross checking information before accepting its accuracy.
- Pupils will be taught how to report internet content they find unpleasant.

HOW E SAFETY WILL BE TAUGHT

Introducing the e-Safety policy to pupils

Cyber Safety- Being Safe online

As part of our ICT scheme we cover a module called "Digital Literacy"
In this module pupils will learn about going online and searching for information safely, using email in the correct way, keeping their personal information private, and are introduced to the concept of having ownership of their creative work. This module is in line with current WA guidelines. We work in collaboration with both parents and our local community Police link.

MANAGING INTERNET ACCESS AND TECHNOLOGIES

Information system security

- School ICT systems security will be reviewed regularly.
- Virus protection will be updated regularly.
- Portable media, such as memory sticks, may not be used by pupils without specific permission followed by a virus check.
- Portable media, such as memory sticks may not be used to save information on individual pupils.
- Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to e-mail.
- Files held on the school's network will be regularly checked.

E-mail (Hwb)

E-mail is an essential means of communication for both staff and pupils. Directed email use can bring significant educational benefits and interesting projects. However, un-regulated e-mail can provide a means of access to a pupil that bypasses the traditional school boundaries. In the school context, therefore, e-mail is not considered private and is monitored by staff, whilst trying to achieve a balance between monitoring that is necessary to maintain the safety of pupils and the preservation of human rights, both of which are covered by recent legislation.

- Pupils will only use approved e-mail accounts on the school system where contacts have been made and approved between organisations such as partner schools. Pupils may not access personal email accounts in school.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- In e-mail communication, pupils must not reveal their personal details or those of others, or arrange to meet anyone without specific permission.
- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.
- Teachers to use their school e-mail accounts
- The sending of abusive or inappropriate email messages is forbidden.

Published content and the school website

- The school website http://www.stjohnlloydrcprimaryschool.co.uk/celebrates the life of the school and the achievements of pupils. The point of contact on the Website is the school address, school e-mail and telephone number.
- Staff or pupils' personal information is not published.
- The Headteacher and the ICT Lead take overall editorial responsibility and try to ensure that content is accurate and appropriate.

Publishing pupil's images and work

- Parents will be clearly informed of the school policy on image taking and publishing.
- Staff will not use personal cameras or mobile phones.
- Permission from parents or carers is obtained before photographs or work is published (Admission forms)
- Photographs that include pupils are selected carefully so that individual pupils cannot be identified and their image misused.
- Pupils' full names are not used anywhere on the Web site or other online space.
- The copyright of all material is held by the school, or is attributed to the owner where permission to reproduce has been obtained.
- Pupil image file names will not refer to the pupil by name.

Social networking and personal publishing

- Pupils will not be allowed to access social networking sites but the school will consider how to educate pupils in their safe use.

- Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location.
- Pupils and parents will be advised that the use of social network sites outside school brings a range of dangers for primary aged pupils.

Managing filtering

- The school works in partnership with parents, ITeach to ensure that systems to protect pupils are reviewed and improved.
- If staff or pupils come across unsuitable on-line materials, the URL address and content must be reported to the Internet Service Provider via the ICT/ safety Coordinator.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing video conferencing and web cam use

Video Conferencing and web cam use will not be available for pupils to use.

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Technologies such as mobile phones are not allowed in school.
- The appropriate use of 'Learning Platforms' such as the HWB+ will be discussed as the technology becomes available within the school.

Protecting personal data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

The mis-use of Technology- E-Safety complaints

Prompt action is required if a complaint regarding the inappropriate use of the internet is made. The facts of the case need to be established, for instance whether the Internet use was within or outside school.

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the headteacher.
- Complaints of a child protection nature must be referred to the DSP and dealt with in accordance to school child protection procedures
- Pupils and parents will be informed of consequences for pupils misusing the Internet.

- A minor transgression of the rules may be dealt with by the teacher as part of normal class discipline. Other situations could potentially be serious and a range of sanctions are in place, linked to the school's learning and behaviour policy.
- As with other safeguarding issues, there may be occasions when the police must be contacted.

Staff and the e-Safety policy
All staff (or persons not employed by the school who are likely to have access to the school's ICT systems) must read and use the e-safety policy.

Staff should be aware that network and internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential. A list of users is recorded by the school.
Staff should also be aware that at home use of social networking sites requires selected contacts between adults and no contact with pupils attending St John Lloyd School. The monitoring of Internet use is a sensitive matter.

Staff will not use personal digital cameras or mobile phones to take images of pupils, but use the IPad allocated to each class.
Staff should be aware of the danger of using home gaming networks, such as PlayStation which do not require a password as information can unwittingly be passed to strangers.

Parent and Carer Responsibilities

- The school will ask new parents to sign the parent/pupil agreement when they register their child within school and a partnership in safety approach with parents encouraged.
- Internet use in pupils' homes is increasing rapidly, encouraged by offers of free access and continual media coverage. Unless parents are aware of the dangers, pupils may have unrestricted access to the Internet. The school will offer advice to parents on strategies available to control and monitor internet use at home.
- Parents are also advised to check if pupils' use elsewhere, such as libraries, is covered by an appropriate use policy.
- Parents'/Carers' attention will be drawn to the school's e-safety Policy in newsletters, the school prospectus and on the school website.
- Internet issues will be handled sensitively, and parents/carers will be advised accordingly.

Legislation

-racial and religious hatred act 2006
-Criminal Justice Act 2003
-Sexual offences act 2003
-Communications Act 2003 (section 127)
-Data Protection Act 1998
-The computer Misuse Act 1990 (sections 1-3)
-Malicious Communications Act 1998
Copyright, Design and Patents Act 1988

Education And Inspections Act 2006

- Headteachers have the power "to such an extent as is reasonable" to regulate the conduct of pupils off site.
- School staff are able to confiscate items such as mobile phones etc when they are being used to cause a disturbance in class or otherwise contravene the school behaviour/anti-bullying Policy.

Monitoring Evaluation and Review
The school will take all reasonable precautions to prevent access to inappropriate material. However due to the international scale of Internet content, it is not possible to guarantee that unsuitable material will never appear on a computer connected to our school network. Neither the school nor Cardiff Council can accept liability for any material accessed, or any consequences of Internet access.

Methods to identify assess and minimise risks will be reviewed regularly. The headteacher will ensure that the e-safety policy is implemented and compliance with the policy monitored.