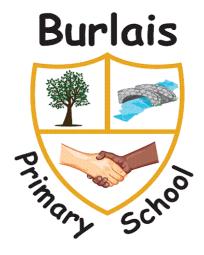# BURLAIS PRIMARY SCHOOL

Acceptable Use of ICT Policy

'Working Together, Learning Forever'

The United Nations Convention on the Rights of the Child (UNCRC) is at the heart of our school's planning, policies, practice and ethos. As a rights respecting school we not only teach about children's rights but also model rights and respect in all relationships.

Article 13: You have the right to information.
Article 17: You have the right to honest information from newspapers, television and media sources that you can understand.

Introduction

This policy outlines our purpose in providing e-mail facilities and access to the Internet at Burlais Primary School and explains how the school is seeking to avoid the potential problems that unrestricted internet access could give rise to.

Internet access in school

Providing access to the internet in school will raise educational standards and support the professional work of staff.

Teachers and pupils will have access to web sites world-wide offering educational resources, news and current events. In addition, staff will have the opportunity to access educational materials, to communicate with advisory and support services, professional associations and colleagues; exchange curriculum and administration data with the LA, receive up-to-date information and participate in government initiatives such as Hwb.

In the longer term the internet may also be used to enhance the school's management information and business administration systems.

Staff, including supply staff, will not be expected to take charge of an internet activity without training. Staff should be given opportunities to discuss the issues and develop good teaching strategies.

Parents' attention will be drawn to the Policy by letter in the first instance and thereafter, in our school prospectus. Childnet's SMART RULES will be available for parents and others to read on the school website or on demand.

Appropriate Use – Pupils

The internet is a communications medium, freely available to any person wishing to send e-mail 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 pupils. Pupils in school are unlikely to see inappropriate content in books due to selection by publisher and teacher. The school will take every practical measure to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the Internet. The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- Our internet access is delivered by the county's wireless/broadband provider which provides a service designed for pupils including a 'firewall' filtering system intended to prevent access to material inappropriate for children.
- Children using the internet will normally be working in the classroom, during lesson time and will be supervised by an adult (usually the class teacher) at all times.
- Children will be taught how to be safe and responsible online and with other technologies.
- Staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils.
- Staff will be particularly vigilant when pupils are undertaking their own research and will check that the children are following the agreed search plan.
- Pupils will not be allowed to access social media networking sites on school equipment or in school.
- Pupils will be taught to use e-mail and the internet responsibly in order to reduce the risk to themselves and others.
- Our SMART Rules will be posted near computer systems.
- The Digital Competence Lead will monitor the effectiveness of internet access strategies.
- The Head teacher will ensure that the policy is implemented effectively.
- Methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in consultation with colleagues from our cluster schools and advice from the LA and our Internet Service Provider (ISP).

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 school nor City and County of Swansea can accept liability for the material accessed, or any consequences thereof.

The most important element of Childnets 'SMART Rules' is that pupils 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 the school will respond to the situation quickly and on a number of levels. Responsibility for handling incidents involving children will be taken by the LA's Safeguarding Officer in consultation with the Head Teacher and the pupil's class teacher. All the teaching staff will be made aware of the incident at a staff meeting if appropriate.

If one or more pupils 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 school has taken. The school aims to work with parents/carers and pupils to resolve any issue.

If staff or pupils discover unsuitable sites the Digital Competence Lead will be informed. The Digital Competence Lead will report the URL (address) and content to the Internet Service Provider and the LA; if it is thought that the material is illegal, after consultation with the Internet Service Provider (ISP) and LA, the site will be referred to the appropriate authorities.

Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying Childnet's SMART Rules, which have been designed to help protect them from exposure to internet sites carrying offensive material. If pupils abuse the privileges of access to the internet or use of e-mail facilities by failing to follow the rules they have been taught or failing to follow the agreed search plan when given the privilege of undertaking their own internet search, then sanctions consistent with our School Behaviour Policy will be applied. This may involve informing the parents/carers. Teachers may also consider whether access to the internet may be denied for a period of time

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Maintaining the security of the school ICT network

We are aware that connection to the internet significantly increases the risk that a computer or a computer network may be infected by a virus or accessed by unauthorised persons.

The Digital Competence Lead will liaise with the Headteacher to ensure that virus protection is updated regularly, will keep up-to-date with ICT news developments and work with the LA and Internet Service Provider to ensure system security strategies to protect the integrity of the network are reviewed regularly and improved as and when necessary.

Using the internet to enhance learning

Pupils will learn how to use a web browser. Older pupils will be taught to use suitable web search engines. Staff and pupils will begin to use the internet to find and evaluate information. Access to the internet will become a planned part of the curriculum that will enrich and extend learning activities and will be integrated into cross-curricular activities.

As in other areas of their work, we recognise that pupils 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 pupils:

- Access to the internet may be by teacher demonstration.
- Pupils may access teacher-prepared materials, rather than the open internet.
- Pupils may be given a suitable web page or a single web site to access.
- Pupils may be provided with lists of relevant and suitable web sites which they may access.
- Older, more experienced, pupils may be allowed to undertake their own internet search having agreed a search plan with their teacher; pupils will be expected to observe Childnet's SMART rules and will be informed that checks can and will be made on files held on the system and the sites they access.

Pupils accessing the internet will be supervised by an adult, normally their teacher, at all times. They will only be allowed to use the internet once they

have been taught Childnet's SMART Rules and the reasons for these rules. Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor the children using the internet.

Using information from the internet

We believe that in order to use information from the internet effectively it is important for pupils to develop an understanding of the nature of the internet and the information available. In particular, they should know that, unlike the school library for example, most of the information on the internet is intended for an adult audience, much of the information on the internet is not properly audited/edited and most of ICT is copyright.

- Pupils will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV.
- Teachers will ensure that pupils 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, pupils will be taught to observe copyright.
- Pupils will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed.

Using e-mail

Staff and pupils will begin to use e-mail to communicate with others, to request information and to share information.

It is important that communications with persons and organisations are properly managed to ensure appropriate educational use and that the good name of the school is maintained. Therefore:

- Pupils will only be allowed to use e-mail once they have been taught Childnet's SMART Rules and the reasons for these rules.
- Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor children using e-mail.
- KS2 pupils may send e-mail using their Hwb accounts as part of planned lessons.

- Incoming e-mail to pupils will not be regarded as private.
- The forwarding of chain letters will not be permitted.
- Pupils will not be permitted to use e-mail at school to arrange to meet someone outside school hours.

Our school web site is intended to:

- Provide accurate, up-to-date information about our school.
- Celebrate the achievements of our pupils.
- Give an insight into our learning community.
- Providing information on policies and practices at our school.
- Promote the school.

All phase groups will provide information for publication on the school web site. Class teachers will be responsible for ensuring that the content of the information is accurate and the presentation is appropriate.

The point of contact on the web site will be the school address, telephone number and e-mail address. We do not publish pupils' names or photographs that identify individuals on our web pages. Home information or individual e-mail identities will not be published. Staff will be identified by their title, initial and surname unless they request otherwise. Permission will be sought from other individuals before they are referred to by name on any pages we publish on our web site.

Internet access and home/school links

Parents will be informed in our school prospectus that pupils are provided with supervised internet access as part of their lessons. We will keep parents updated with future ICT developments by letter, newsletter and the school website. Parents are also invited to attend e-safety workshops throughout the academic year, these workshops aim to offer advice and suggest alternative sources of information on the understanding that _neither the facilitator, the school nor the LA can be held responsible for the consequences of such advice_.

Rules for Responsible Internet Use

- The school has installed laptops, computers and iPads with internet access to help our learning.

- These rules will help keep us safe and help us be fair to others.

- Pupils will sign this agreement at the start of every year. The class teacher will keep them on hand to refer to if necessary.

Using the laptops, computers and iPads

I will only access the computer system with the login and password I have been given.

I will not access other people's files.

I will not bring in CDs or memory sticks from outside school and try to use them on the school computers without the teacher's permission.

I will take the utmost care when handling devices and not damage it in any way or remove labels.

Using the internet

I will ask permission from a teacher before using the internet.

I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself.

I understand that the school may check my computer files and may monitor the internet sites I visit.

I will not complete and send forms without permission from my teacher.

I will not give my full name, my home address or telephone number when completing forms.

Using e-mail

I will ask permission from a teacher before opening the e-mail.

I will immediately report any unpleasant messages sent to me because this would help protect other pupils and myself.

I understand that e-mail messages I receive or send may be read by others.

The messages I send will be polite and responsible.

I will only e-mail people I know, or my teacher has approved.

I will not give my full name, my home address or telephone number.

I will not use e-mail to arrange to meet someone outside school hours.

_____ Signature of pupil

_____ Printed name of pupil

Appropriate Use – staff

To remain competitive, better serve our pupils and provide our employees with the best tools to do their jobs Burlais Primary School for and on behalf of Swansea City Council (hereinafter called 'the school') makes available to our workforce access to one or more forms of electronic media and services, including computers, iPads, e-mail, telephones, voicemail, fax materials, external electronic bulletin boards, wire services, online services, intranet, Internet and the World Wide Web.

The school encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information about educational issues, ideas, technology, and new products and services. However, all employees and everyone connected with the organisation should remember that electronic media and services provided by the school are school property and their purpose is to facilitate and support school business. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

To ensure that all employees are responsible, the following guidelines have been established for using e-mail and the Internet. No policy can lay down rules to cover every possible situation. Instead, it is designed to express the philosophy of the school and set forth general principles when using electronic media and services.

Prohibited Communications

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

1. Discriminatory or harassing.
2. Derogatory to any individual or group.
3. Obscene, sexually explicit or pornographic.
4. Defamatory or threatening.
5. Use of social media networking sites is not allowed on school equipment.
6. In violation of any license governing the use of software.
7. Illegal or contrary to the school policy or interests.

Personal Use

The computers, electronic media and services provided by the school are primarily for educational use to assist employees in the performance of their jobs. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their educational purposes. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

Access to employee communications

Generally, electronic information created and/or communicated by an employee using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and similar electronic media is reviewed by the school.

The school reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other school policies.

Employees should not assume electronic communications are completely private. Accordingly, if they have sensitive information to transmit, they should use other means. Staff should avoid sending pupil-named data over the Internet or email. The school office has use of encrypted data systems for this purpose.

Software

To prevent computer viruses from being transmitted through the school's computer system, unauthorised downloading of any unauthorised software is strictly prohibited. Only software registered through the school or has been thoroughly virus checked may be downloaded and installed. Employees should use virus trapping software on any home computer that is used to download planning or other information onto the school computers. Employees should contact the Headteacher if they have any questions.

Security

Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorisation has been granted by school management, employees are prohibited from engaging in, or attempting to engage in:

1. Monitoring or intercepting the files or electronic communications of other employees or third parties.
2. Hacking or obtaining access to systems or accounts they are not authorised to use.
3. Using other people's log-ins or passwords.
4. Breaching, testing, or monitoring computer or network security measures.

No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

Computers and other technologies that are password protected are to be logged off or turned off when they are to be left unattended.

Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.

Participation in Online Forums

Employees should remember that any messages or information sent on school-provided facilities to one or more individuals via an electronic network for example, Internet mailing lists, bulletin boards, and online services are statements identifiable and attributable to the school.

The school recognises that participation in some forums might be important to the performance of an employee's job. For instance, an employee might find the answer to a technical problem by consulting members of a news group devoted to the technical area.

The school follows LA guidance regarding social networking sites.

Violations

Any employee who abuses the privilege of their access to e-mail or the Internet in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

Staff Acceptable Use Agreement
Code of Conduct

- I will only use the my personal Hwb account, email, One Drive account, the school's Internet, Intranet, Learning Portal, school Twitter account and any related technologies for professional purposes or for uses deemed 'reasonable' by the Headteacher or Governing Body.

- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.

- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.

- I will not give out my own personal details, such as mobile phone number and personal e-mail address, to pupils.

- I will only use the approved, secure Hwb e-mail system for any school business.

- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body. Personal or sensitive data taken off site must be encrypted.

- I will not install any hardware or software. Any installation will be carried out by the Digital Competence Lead.

- I will not browse, download, upload or distribute any material that could be considered offensive, illegal, defamatory or discriminatory.

- Images of pupils and/or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the written consent of the parent/carer, member of staff or Headteacher.

- I understand that my use of the Internet and other related technologies may be monitored and logged and can be made available, on request to my Headteacher.

- I will respect copyright and intellectual property rights.

- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute including social networking sites for example Facebook and Twitter.

- I will support and promote the school's e-safety and acceptable use policies and help pupils to be safe and responsible in their use of ICT and related technologies.

User Signature

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout the school.

Signature _____

Full Name _____

Job Title _____

Date _____ / _____ / _____

Policy Updated: September 2025