

Honeybourne Primary Academy



Turning Potential
into Success

Acceptable Use Policy 2022/2023 with Covid-19 amendments

This policy is reviewed at least annually by the Governing Body	
Co-Ordinator	Rachel Evans-Cook
Reviewed	01.09.22
Review Date	31.08.23
Governor Link	All Governors

Purpose

This policy relates to the school's use of the internet. The purpose of the policy is to protect children from undesirable materials on the Internet, to protect them from undesirable contacts and to prevent unacceptable use by adults or children. It will also serve as protection for both children and staff in the use of online video and other contact apps, platforms and the school website.

Definitions

Undesirable materials

- pornographic images or obscene text on Internet Web Sites
- language that is abusive, profane, inflammatory, coercive, defamatory, blasphemous or otherwise offensive
- racist, exploitive or illegal materials or messages.
- Any personal information or images relating to staff or children and their families

Undesirable contacts

- e-mail messages or online messages via games/apps from unknown or unverified parties, who seek to establish a child's identity and/or communicate with them, such as for advertising or potentially criminal purposes

Unacceptable use

- deliberate searching for, and accessing of, undesirable materials
- creating and transmitting digital messages that contain unacceptable language or content
- creating and publishing on the Internet materials that contain unacceptable language or content

Adults

- school teaching staff
- non-teaching school staff
- visitors and guests of staff
- parents

Unintentional Exposure of Children to Undesirable Materials

It is the school's policy that every reasonable step should be taken to prevent exposure of children to undesirable materials on the Internet. It is recognised that this can happen not only through deliberate searching for such materials but also unintentionally when a justifiable Internet search yields unexpected results.

To prevent such occurrences, the School has adopted the use of an Internet Service Provider who offers protection by a "walled garden" of approved sites and the filtering of sites by a site grading process. However, no system is fool proof and the onus is on the staff and families teaching the children how to be safe in the event of any issues on line.

In the event of children being unintentionally exposed to undesirable materials the following steps will be taken:

1. The IT co-ordinator should be notified (Mr Dean Ryan)
2. The Head Teacher/DSL (Mrs E Huntington/Mrs Rachel Evans-Cook/Mrs Kate Drew) will be notified and take any further action if necessary

3. Parents will be informed.

Home use of online content – during any extended home learning period

As access to online resources at pupils' homes will not necessarily have the same filters and supervision, extra care must be taken when setting and reviewing pupils' work.

The following guidance is specifically in place to protect all parties.

When using email, phone or video contact with pupils at home, staff should try as far as possible to observe the following:

- Be transparent about the nature of the contact, ie for education or pastoral support that would normally be given in school
- Where possible, the pupil should have an adult with them at home during the conversation/contact.
- Staff should log all phone calls, stating date, numbers called, duration of the call, pupil's name and nature of the call, plus any follow up needed or if the head or DSL needs to be contacted.
- Video calls should be offered to pupils to support their learning or well-being and limited to a reasonable level, to allow the staff to work on plans and with other pupils. Video calls should also be recorded, where ever possible, and logged as for phone calls. Beware that any personal effects are not shown, ie photos, and that a suitable back ground can be seen by the pupil. Similarly, the pupils' backgrounds should be suitable and staff must flag up any issues with the family immediately.
- Internet content sent to pupils, must be done with parental consent and only where staff are confident that the content/sites are suitable. However, staff should state that the adult in charge of the pupils should supervise internet use and any online content and make their own checks.
- Email contact is allowed, to strictly cover educational support. Teachers may give their school email addresses during any exceptional closure.
- Any request from pupils or parents on Facebook or similar online social media sites, should be denied. NO PUPIL should ever be a 'friend' on Facebook. Parents may also know staff out of school and in this case, extreme caution must be exercised and any conversation should NOT involve school. It is strongly advised that parents of pupils at Honeybourne School Academy are NOT added as friends of staff.

Deliberate Access to Undesirable Materials by Adults

Deliberate access to undesirable materials by adults is unacceptable and will be treated as a disciplinary issue. If abuse is found to be repeated, flagrant or habitual the matter will be treated as a very serious disciplinary issue. The Governors will be advised and the LA will be consulted.

Receipt and transmission of e-mails by children

It is recognised that e-mail messages received or transmitted by children, if unsupervised, may contain language or content that is unacceptable. It is also recognised that some people may try to use e-mail to identify and contact children for unacceptable reasons.

To avoid these problems pupils should never read or send e-mail messages unless an adult is present. To avoid children revealing their identification within e-mail messages the child's address is never revealed and only the child's forename is used.

If staff believe that children have been targeted with e-mail messages by parties with criminal intent the message will be retained, the incident recorded and the Governors and the child's parents informed. Advice may be taken regarding further steps.

Transmission of e-mails by adults

No email messages will be transmitted which contain any unacceptable language, images or content.

Publishing of Materials on the Internet

It is recognised that staff and children may produce and publish materials on an Internet Web Site associated with or approved by the School or Local Authority.

- No materials will be published which contain any unacceptable images, language or content. Infringement of this rule will be taken as a serious disciplinary issue.
- No materials will be published on the Internet which reveals the identity of any child.
- Photographs of children will not be published on the Internet without parental approval.
- Any material posted for children or parents, must be for strictly for educational value.
- The use of the Seesaw app, to allow two way contact between class teachers and children and their families, is a good way to maintain educational communication. The app generates a QR code, and once agreed to protocols on its use, parents will be sent the QR code. Anyone mis-using Seesaw will be removed by the administrator of that class and use denied. Pupils should not give out personal details on the app.

Use of School Internet by Visitors and Guests

Members of staff will take responsibility for the actions of any adult guests or visitors who they allow or encourage to use the school Internet facilities. The essential "dos and don'ts" will be explained prior to use. Unacceptable use will lead to immediate withdrawal of permission to use the facility.

Copyright Issues

It is recognised that materials on the Internet are copyright unless it is specifically waived. It is the School's policy that this will be respected.

Where materials are published on the Internet as part of the teacher's professional duties, copyright will remain with the companies providing the materials or Honeybourne School Academy's leadership team. Published materials will contain due copyright acknowledgements for any third party materials contained within them.