DUNKIRK PRIMARY SCHOOL

INTERNET ACCESS POLICY and ACCEPTABLE USE STATEMENT

Adopted by the Governing Body of Dunkirk Primary School:	
Approval:	Head Teacher: September 2019
Review:	September 2020
To be reviewed by:	Heidi Hollis
Committee responsible:	SDC

Acceptable Use Statement

The computer system is owned by the school. "The computer system" means all computers and associated equipment belonging to the school, whether part of the school's integrated network or stand-alone, or taken offsite.

Professional use of the computer system is characterised by activities that provide children with appropriate learning experiences; or allow adults to enhance their own professional development. The school recognises that technologies such as the internet and e-mail will have a profound effect on children's education and staff professional development in the coming years and the school's Internet Access Policy has been drawn up accordingly.

The purpose of internet access within the school is to raise educational standards, to support the professional work of staff and to enhance the school`s management information and business administration systems.

The installation of software or hardware unauthorised by the school, whether legitimately licensed or not is expressly forbidden.

The school reserves the right to examine or delete any files that may be held on its computer systems or to monitor any internet sites visited.

All members of staff, students on placement, supply teachers etc must be given a copy of this policy statement before a system login password is granted. All children must be made aware through class discussion of all the important issues relating to acceptable use, especially the monitoring of internet use.

Internet Access Policy Statement

All internet activity should be appropriate to staff professional activities or the children's education;

- Access is limited to the use of authorised accounts and passwords, which should not be made available to any other person;

- The internet may be accessed by staff and children throughout their hours in school;

- Activity that threatens the integrity of the school's computer systems, or that attacks or corrupts other systems, is prohibited;

- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received. Due regard should be paid to the content. The same professional levels of language should be applied as for letters and other media;

- Use of the school's internet for personal financial gain (including the use of online auction sites), gambling, political purposes or advertising is excluded;

- Copyright of materials must be respected. When using downloaded materials, including free materials, the Intellectual Property rights of the originator must be respected and credited. All material saved on the school's network is the property of the school and making unauthorised copies of materials contained thereon maybe in breach of the Data Protection Act, Individual Copyright or Intellectual Property Rights;

- Use of materials stored on the school's network for personal financial gain is excluded;

- Posting anonymous messages and forwarding chain letters is excluded;

- The use of the internet, e-mail, or any other media to access inappropriate materials such as pornography, racist or any other offensive material is forbidden;

- Children must not be given unsupervised access to the internet. For the purposes of this policy, "supervised" means that the user is within direct sight of a responsible adult;

- The teaching of internet safety is included in the school's Computing Scheme of Work, but all teachers within all year groups should be including e-safety issues as part of their discussions on the responsible use of the school's computer systems;

- All children must understand that if they see an unacceptable image on a computer screen, they must turn the screen off and report immediately to a member of staff;

- Staff who use email and social networking sites must be vigilant to ensure that any information they post to these sites does not reflect on the school either by casual comment or in a defamatory way. Staff should not conduct email contact with children at the school unless this has been specifically authorised by the head teacher in conjunction with the child's parents / guardians

Internet and System Monitoring

The school's access to the internet is controlled through the LA servers and associated filter system. Attempts to bypass this filter are not allowed.

Breaches of Internet Access Policy by staff will be reported to the Headteacher and will be dealt with according to the school's and LA's disciplinary policy, or through prosecution by law.

Internet Publishing Statement

The school aims for its website to reflect the diversity of activities, individuals and education that can be found at Dunkirk Primary School as well as fulfilling current government requirements.

However, the school recognises the potential for abuse that material published on the internet may attract, no matter how small this risk may be. Therefore, when considering material for publication on the internet, the following principles should be borne in mind:

- On admission to the school, it is explained to parents, carers and guardians that we make regular use of photos and film to support children's learning and we may publish these on the school's website. Parents, carers and guardians have the right to "opt out" and withdraw consent for their child to be photographed and/or filmed. If this choice is made, then they complete a form which is shared with appropriate staff and held by the school until the child leaves. Parents, carers and guardians are reminded at least annually about the school's use of photos and films.

- For any external use or publishing of photos and films, written consent of the parents, carers and guardians of the child concerned, and the child's own verbal consent is required by the school;

- Surnames of children should not be published, especially in conjunction with photographic or video material;

- No link should be made between an individual and any home address (including simply street names);

- Where the person publishing material suspects that there may be child protection issues at stake then serious consideration must be taken as to whether that material may be published or not. In the case of a simple piece of artwork or writing, this may well be fine, but images of that child should not be published. If in any doubt at all, refer to the person responsible for child protection.

Use of Portable Equipment

The school provides portable IT equipment such as tablets, laptops, hard-drives and digital cameras to enhance the children's education and to allow staff to make efficient use of such equipment to enhance their own professional activities.

Exactly the same principles of acceptable use apply as in the Acceptable Use Statement above.

- Equipment may be in the care of a specific individual, but it is expected that all staff may wish to benefit from the use of this equipment and access should be negotiated with the individual concerned. Any difficulties should be referred to the subject leader;

- Certain equipment will remain in the care of the Computing Co-ordinator and may be booked out for use according to staff requirements. Once equipment has been used, it should be returned to the appropriate storage area;

- Equipment such as tablets, cameras and laptop computers are encouraged to be taken offsite for use by staff in accordance with the Acceptable Use Statement and Internet Access Policy and that the equipment is fully insured from the moment it leaves the school premises. Please check the current insurance arrangements for the school if staff need to take their laptop away from home;

- Any costs generated by the user at home, such as phone bills, printer cartridge etc. are the responsibility of the user;

- Where a member of staff is likely to be away from school through illness, professional development (such as secondment etc.) or maternity leave, arrangements must be made for any portable equipment in their care to be returned to the school;

- In the event of illness, it is up to the school to collect the equipment if the individual is unable to return it;

- If an individual leaves the employment of the school, any equipment must be returned;

- The use of hard drives or USBs to transfer files from home to school is allowed but staff must ensure that they have up to date and adequate virus protection at home and that these drives are scanned regularly;

- Staff may install software on laptops to connect to the internet from home. If in doubt seek advice;

- No other software, whether licensed or not, may be installed on laptops in the care of teachers as the school does not own or control the licences for such software – unless prior permission is obtained from the head teacher.