St Chad's C of E Primary and Nursery School Policy	
Title of Policy:	Acceptable Use Policy
Date Policy adopted:	May 2023
Written by/Author: (Job Title and name)	Catherine Speed Headteacher
Review Cycle:	Every 4 years
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For surely, I know the plans I have for you, says the Lord, plans for your welfare and not for harm, to give you a future with hope. Jeremiah 29:11

Vision and Values at St Chad's CE Primary and Nursery School
Our Christian Values are at the heart of our school and create a loving environment that promotes the care and nurture of the whole community. Our school vision is at the core of this policy: *With God's guidance and love for us, we provide a Christian family ethos, where everyone matters and all are encouraged to reach their full potential. In a welcoming, inclusive and nurturing environment, we lead everyone to a future with hope.*

Our core values underpin this policy and are reflected in all our work and relationships in school: Truthfulness, Hope, Thankfulness, Forgiveness, Courage, and Justice. These values support our pupils and underpin our approach to using the internet and computing devices.

Our School is committed to creating an environment where exemplary behaviour is at the heart of productive learning. Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same. As members of our community, we adhere to the values of being: 'Respectful, Ready, and Safe.'

Using the Internet to Enhance Learning
Access to the Internet is a planned part of the curriculum that will enrich and extend learning activities and is integrated into schemes of work. 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

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• pupils may be given a suitable web site to access using Purple Mash or a Word document provided by the teacher
• pupils may be provided with lists of relevant and suitable web sites which they may access
• older pupils may be allowed to undertake their own Internet search having agreed a search plan with their teacher; pupils will be expected to observe the Rules of Responsible Internet Use and will be informed that checks can and will be made on files and the sites they access.

The Internet in the Curriculum
The use of the Internet in the curriculum needs careful planning, and it should not be assumed that the children have the skills and knowledge of how to work safely in an online environment – for example, how to use search engines safely. Therefore, if the internet is to be used, the teacher should ensure that these points are covered in the interests of accessibility, and also of safety.

Pupils accessing the Internet will be supervised by an adult, normally their teacher, at all times. They will be taught the Rules of Responsible Internet Use and the reasons for these rules. Teachers will endeavor 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

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 on it:

• 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 television
• 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.

Photographs

Prior permission is sought from all parents regarding the use of images for printed publications, media, website and videos. Staff should check the relevant year group permission list before using images of children.

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Website

Our school website is intended to:

• provide accurate, up-to-date information about our school

• enable pupils' achievements to be published for a wide audience including pupils, parents, staff, governors, members of the local community and others

• promote the school.

All classes may provide items for publication on the school website. Class teachers will be responsible for ensuring that the content of the pupils' work is accurate, the quality of presentation is maintained and that photo permission forms are checked before uploading. All material must be the author's own work, crediting other work included and stating clearly that author's identity and/or status. The point of contact on the website will be the school address and telephone number. We do not publish pupils' full names or identify individuals on our web pages. Home information or individual e-mail identities will not be published.

Cyberbullying

Cyberbullying can be defined as the use of Information and Communications Technology (ICT) deliberately to upset someone else and may involve email, virtual learning environments, chat rooms, social networking sites, mobile and landline telephones, digital camera images and game and virtual world sites.

Through Computing lessons and PSHE, children will be taught the SMART rules.

E-Safety Education - Pupils

To equip pupils as confident and safe users of ICT the school will undertake to provide:

a) A planned, broad and progressive e-safety education programme that is fully embedded for all children, in all aspects of the curriculum, in all years.

b) Regularly auditing, review and revision of the computing curriculum

c) E-safety resources that are varied and appropriate and use new technologies to deliver e-safety messages in an engaging and relevant manner

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d) Opportunities for pupils to be involved in e-safety education e.g. through peer mentoring, e-safety committee, parent presentations etc

Additionally,

a) Pupils are taught in all lessons to be critically aware of the materials/content they access on-line and are guided to validate the accuracy of information

b) There are many opportunities for pupils to develop a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations

c) The school actively provides systematic opportunities for pupils/students to develop the skills of safe and discriminating online behaviour

d) Pupils are taught to acknowledge copyright and intellectual property rights in all their work.

Mobile Phones and Other Devices

St Chad's CE Primary School recognises that staff may need to have access to mobile phones on-site during the working day. However, there have been a number of queries raised within the local authority and nationally regarding the use of mobile phones and other devices in educational settings. The concerns are mainly based around these issues:

● Staff being distracted from their work with children

● The use of mobile phones around children

● The inappropriate use of mobile phones

Ensuring Safe and Appropriate Use of Mobile Phones

Staff are allowed to bring their personal phones to school for their own use but will limit such use to non-contact time when pupils are not present. Staff members' personal phones will remain in their bags or cupboards during contact time with pupils.

Staff will not take pictures or recordings of pupils on their personal phones or cameras.

We will follow the General Data Protection Regulation and Data Protection Act 2018 when taking and storing photos and recordings for use in the school.

Ipads and tablets are used across the school to capture development or activities. These photos or videos are for assessment purposes only and remain the property of the school.

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Children are allowed to bring their personal phones to school if they walk home alone in UKS2, however, they are not allowed to use personal phones during school hours or have them in their bags, classroom or playground. Phones need to be handed into the teacher at the beginning of the school day and can be collected at the end of the school day. If children use their personal phones during school hours, the phones will be confiscated.

Signed   Date

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