Roman Road Primary School

The Acceptable Use of the Internet/Technologies Supplementary Policy:

How we manage e-mail
Managing the Internet Safely
Use of digital and video images
Parent / Pupil Acceptable Use Policy
Parent / Pupil Acceptable Use Agreement

John Gordon / Kim Eldridge October 2014

To Review: October 2015

How we manage email

Students are encouraged to use their school approved email account only when communicating about school related issues. They should regard this as their professional profile; the school email address should only be used for educational purposes.

Students must immediately tell a teacher if they receive offensive email. Students must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission from an adult. Excessive social email use can interfere with learning and is an abuse of the system. Email sent to external organisations should be written carefully and authorised by the relevant member of staff before sending, in the same way as a letter written on school headed paper. The forwarding of chain messages is not permitted.

Managing the internet safely

The Internet is an essential element in 21st century life for education, business and social interaction. ICT skills and knowledge are vital to access life-long learning and employment; indeed ICT is now seen as a functional, essential life-skill along with English and mathematics. The statutory curriculum requires pupils to learn how to locate, retrieve and exchange information using technology including the Internet. All pupils should be taught to use the Internet efficiently and safely, and to develop a responsible and mature approach to accessing and interpreting information. The Internet provides many benefits to pupils and the professional work of staff through, for example:

☐ access to world-wide educational resources, including museums and art galleries;
☐ access to experts in many fields for pupils and staff;
☐ educational and cultural exchanges between pupils world-wide;
☐ collaboration between pupils, professionals and across sectors;
☐ access to learning wherever and whenever convenient.

The Internet enhances the school's management information and business administration systems through, for example:

☐ communication systems;
☐ improved access to technical support, including remote management of networks and
automatic system updates;

☐ online and real-time 'remote' training support;
☐ secure data exchange between local and government bodies.
network.

The Internet is an open communications channel, available to all. Anyone can send messages, discuss ideas and publish material with little restriction. These features of the Internet make it both an invaluable resource used by millions of people every day as well as a potential risk to young and vulnerable people.

Use of digital and video images

Developing safe school web sites

The school website is an important, public-facing communication channel. Many prospective and existing parents find it convenient to look at the school's website for information and it can be an effective way to share the school's good practice and promote its work. Procedures and practice need to ensure website safety. A senior member of staff needs to oversee / authorise the website's content and check suitability. It should be clear who has authority to upload content into sections of the website.

Take care when using photographs or video footage of pupils on the school website. Consider using group photographs rather than photos of individual children. Do not use the first name and last name of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people outside the school. An easy rule to remember is:

· If the pupil is named, avoid using their photograph / video footage.
· If the photograph /video is used, avoid naming the pupil.

If the school website is using a webcam – then this must be checked and monitored to ensure misuse does not occur accidentally or otherwise. If showcasing school-made digital video work, take care to ensure that pupils aren't referred to by name on the video, and that pupils' full names aren't given in credits at the end of the film. If showcasing examples of pupils work consider using only their first names, rather than their full names.

Only use images of pupils in suitable dress to reduce the risk of inappropriate use.

In many cases, it is unlikely that the Data Protection Act will apply to the taking of images e.g. photographs taken for personal use, such as those taken by parents or grandparents at a school play or sports day. However, photographs taken for official school use, which are likely to be stored electronically alongside other personal data, may be covered by the Data Protection Act. As such, pupils and students should be advised why they are being taken. Parental permission should be obtained before publishing any photographs, video footage etc of pupils on the school website, in a DVD or in any other high profile public printed media. This ensures that parents are aware of the way the image of their child is representing the school; a printed copy of the specific image should be attached to this form. A Parental Permission Form is an appropriate way of achieving this.

Procedures: Use excerpts of pupils' work such as from written work, scanned images of artwork or photographs of items designed and made in technology lessons. This allows pupils to exhibit their work to a wider audience without increasing the risk of inappropriate use of images of pupils.

Links to any external websites should be thoroughly checked before inclusion on a school website to ensure that the content is appropriate both to the school and for the intended audience. Remember that the content of websites can change substantially, even in a short space of time. Check all links regularly, not only to ensure that they are still active, but that the content remains suitable too.

Text written by pupils should always be reviewed before publishing it on the school website. Make sure that the work doesn't include the full name of the pupil, or reveal other personal information, such as membership of after school clubs or any other details that could potentially identify them. Although it may seem obvious, check that pupils' work doesn't contain any statements that could be deemed defamatory.

Ensure also that the school is not infringing copyright or intellectual property rights through any content published on the website. For example, using images sourced through Google, or using a Trademark for which copyright permission has not been sought.

If the school's website contains any guestbook, noticeboard or blog, they need to be monitored to ensure they do not contain personal details of staff or pupils.

If the school website is using a webcam – then this must be checked and monitored to ensure misuse does not occur accidentally or otherwise.

If showcasing school-made digital video work, take care to ensure that pupils aren't referred to by name on the video, and that pupils' full names aren't given in credits at the end of the film.

Digital images - photographs and video clips - can now readily be taken using mobile phones. Extreme abuse is the so called 'happy slapping' incidents sent to others or posted onto a website, e.g. a recent case of a posting on YouTube. It is therefore important to ensure that the risk of inappropriate use is minimised. Are camera/video phones allowed in the school? How is this monitored and enforced? Staff should be advised not to use their personal phone or camera without permission e.g. for a school field trip. If personal equipment is being used it should be registered with the school and a clear undertaking that photographs will be transferred to the school network and will not be stored at home or on memory sticks and used for any other purpose than school approved business.

Technical:
Digital images / video of pupils need to be stored securely on the school network and old images deleted after a reasonable period, or when the pupil has left the school. When saving pictures, ensure that the image file is appropriately named. Do not use pupils' names in image file names or in <ALT> tag references when published on the web. [An ALT tag is the HTML text describing a displayed image, used mostly for reasons of accessibility, since the tag can be voiced by screen readers] Many schools are now using video as part of their Visual Literacy work. It is important that staff do not use software to 'rip-out' sections of copyrighted movies without permission.
There are safe online environments for publishing, such as the LGfL portal or Learning Platform and School 'Book Publishing' websites.

Education:
Ensure staff and pupils know who to report any inappropriate use of images to and understand the importance of safe practice. Staff and pupils also need to

understand how to consider an external 'audience' when publishing or presenting work.

Policy statements:

In this school:

* The Headteacher takes overall editorial responsibility to ensure that the website content is accurate and quality of presentation is maintained;
* Uploading of information is restricted to X administration officer / X Teaching Assistant / all class teachers in their class areas
* The school web site complies with the school's guidelines for publications;
* Most material is the school's own work; where other's work is published or linked to, we credit the sources used and state clearly the author's identity or status;
* The point of contact on the web site is the school address and telephone number. Home information or individual e-mail identities will not be published;
* Photographs published on the web do not have full names attached;
* We gain parental / carer permission for use of digital photographs or video involving their child as part of the school agreement form when their daughter / son joins the school;
* Digital images /video of pupils are stored in the teachers' shared images folder on the network and images are deleted at the end of the year – unless an item is specifically kept for a key school publication;
* We do not use pupils' names when saving images in the file names or in the <ALT> tags when publishing to the school website;
* We do not include the full names of pupils in the credits of any published school produced video materials / DVDs;
* Staff sign the school's Acceptable Use Policy and this includes a clause on the use of mobile phones / personal equipment for taking pictures of pupils;
* Pupils are only able to publish to their own 'safe' web-portal on the LGfL in school;
* Pupils are taught to publish for a wide range of audiences which might include governors, parents or younger children as part of their ICT scheme of work;

 Pupils are taught about how images can be abused in their eSafety education programme;

Parent / Pupil Acceptable Use Policy

Social Networking - The school wishes to remind its parents that Facebook and other Social Medias are only intended for users aged over 13.The school also understands that it is very easy for young people (or indeed adults) to enter an incorrect date of birth or false information to open an account. In fact, according to Ofcom's UK Media Literacy report (April 2011) "social networking continues to increase and 47% of 10 – 12 year olds have a active profile".Concerns have been raised over some of the possible issues including:

• Interaction between teachers and pupils or parents.
• Inappropriate communications between colleagues.
• Unpleasant or abusive postings about teachers or pupils.
• Criticism of the school (not personally abusive).
• The setting up of fake profiles

Any form of misuse directed at the school, its employees, the pupils or anyone associated with the school will be taken very seriously. If any illegal activity or content is suspected the school will inform the necessary authorities Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work

The school advices:
- You should ensure that adequate parental control settings are applied to your home Internet
- It is important to talk to your children about staying safe on line and that they know they can turn to you if they get in any difficulty
- Social media sites have reporting facilities to report misuse or abuse
- Monitor the amount of time and which web sites your child is accessing
- Situate the technology devises in a family area
- Be aware that if your child is taking their devise out of the home they could connect to public wifi
- Look out for the friendly wifi symbol which shows that the wifi has filters in place to limit access to inappropriate content

Parent / Pupil Acceptable Use Agreement

As the parent / carer of the above pupils, I give permission for my son / daughter to have access to the internet and to ICT systems at school.

My son / daughter has also signed this Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of ICT – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies

I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

Date:

Signed by parent

Signed by pupil

John Gordon / Kim Eldridge

Ratified by Governors

To Review