



# Online Policy

## Ashmole Primary School

### Online Policy Overview

Online encompasses Internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences. The school's online policy will operate in conjunction with other policies including those for Pupil Behaviour, Bullying, Curriculum, Data Protection and Security.

### Good Habits

Online depends on effective practice at a number of levels:

- Responsible Computing use by all staff and pupils; encouraged by education and made explicit through policies.
- Sound implementation of online policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband from the London Grid for Learning including the effective management of content filtering.
- The school will work with the Ashmole Academy Trust, DfES and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- Any material that the school believes is illegal must be reported to appropriate agencies such as IWF (Internet Watch Foundation) or CEOP (Child Exploitation & Online Protection Centre).

## Contents

School online Policy.....	1
Why is Internet Use Important? .....	1
How does Internet Use Benefit Education? .....	1
How can Internet Use Enhance Learning?.....	2
Authorised Internet Access.....	2
World Wide Web .....	2
Email .....	2
Social Networking.....	2
Filtering .....	3
Video Conferencing .....	3
Managing Emerging Technologies .....	3
Published Content and the School Web Site .....	3
Publishing Pupils' Images and Work .....	3
Information System Security.....	3
Protecting Personal Data .....	3
Assessing Risks .....	4
Handling online Complaints .....	4
Communication of Policy .....	4
Pupils.....	4
Staff.....	4
Parents .....	4
Appendix A: Flowchart for responding to online incidents in school .....	5
Appendix B: Online Rules .....	7
Appendix C: Staff Information Systems Code of Conduct .....	8

## **School Online Policy**

Ashmole Primary School's Child Protection Officer will also act as the Online Coordinator as the roles overlap. Our online Policy has been written by the school. It has been agreed by the senior management team and approved by the Ashmole Trust. The online Policy will be reviewed annually by the Computing Coordinator or other senior member of staff.

### **Why is Internet Use Important?**

The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and administration systems.

Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the Internet is therefore an entitlement for pupils who show a responsible and mature approach to its use. Our school has a duty to provide pupils with quality Internet access

Pupils will use the Internet outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

### **How does Internet Use Benefit Education?**

Benefits of using the Internet in education include:

- access to world-wide educational resources including museums and art galleries;
- inclusion in the National Education Network which connects all UK schools (The NEN is the UK collaborative network for education, providing schools with a safe, secure and reliable learning environment and direct access to a growing range of online services and content);
- educational and cultural exchanges between pupils world-wide;
- access to experts in many fields for pupils and staff;
- professional development for staff through access to national developments, educational materials and effective curriculum practice;
- collaboration across support services and professional associations;
- improved access to technical support including remote management of networks and automatic system updates;
- exchange of curriculum and administration data; access to learning wherever and whenever convenient.

## **How can Internet Use Enhance Learning?**

- The school Internet access will be designed expressly for pupil use and includes filtering appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities.
- Staff should guide pupils in on-line activities that will support learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

## **Authorised Internet Access**

- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.

## **World Wide Web**

- If staff or pupils discover unsuitable sites, the URL (address), time, content must be reported to the Ashmole Academy IT technicians helpdesk via the online coordinator or other senior member of staff.
- Pupils should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.

## **Email**

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- Access in school to external personal e-mail accounts may be blocked.
- E-mail sent to external organisations should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

## **Social Networking**

- Schools should block/filter access to social networking sites and newsgroups unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location
- Pupils should be advised not to place personal photos on any social network space.
- Pupils should be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Pupils should be encouraged to invite known friends only and deny access to others.

## **Filtering**

The school will work in partnership with the Ashmole Academy Trust and the Internet Service Provider to ensure filtering systems are as effective as possible.

## **Video Conferencing**

- IP videoconferencing should use the educational broadband network to ensure quality of service and security rather than the Internet.
- Pupils should ask permission from the supervising teacher before making or answering a videoconference call.
- Videoconferencing will be appropriately supervised for the pupils' age.

## **Managing Emerging Technologies**

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones will not be used for personal use during school time. The sending of abusive or inappropriate text messages is forbidden.

## **Published Content and the School Web Site**

- The contact details on the Web site should be the school address, e-mail and telephone number. Staff or pupils personal information will not be published.
- The headteacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.

## **Publishing Pupils' Images and Work**

- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- Pupils' names will not be used anywhere on the Website or a Blog in association with photographs.
- There is a statement in the school prospectus referring to our policy on digital images of children.

## **Information System Security**

- School Computing systems capacity and security will be reviewed regularly.
- Virus protection is installed and updated regularly.
- Security strategies will be discussed with the Ashmole Academy Trust.

## **Protecting Personal Data**

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

## **Assessing Risks**

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school the Trust can accept liability for the material accessed, or any consequences of Internet access.
- The school should audit Computing use to establish if the online policy is adequate and that the implementation of the online policy is appropriate.

## **Handling online Complaints**

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the Headteacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Parents wishing to complain about online issues should use the established school complaints procedure.
- Discussions will be held with the Police Youth Crime Reduction Officer to establish procedures for handling potentially illegal issues.

## **Communication of Policy**

### **Pupils**

- Rules for Internet access will be posted in all networked rooms.
- Pupils will be informed that Internet use will be monitored.

### **Staff**

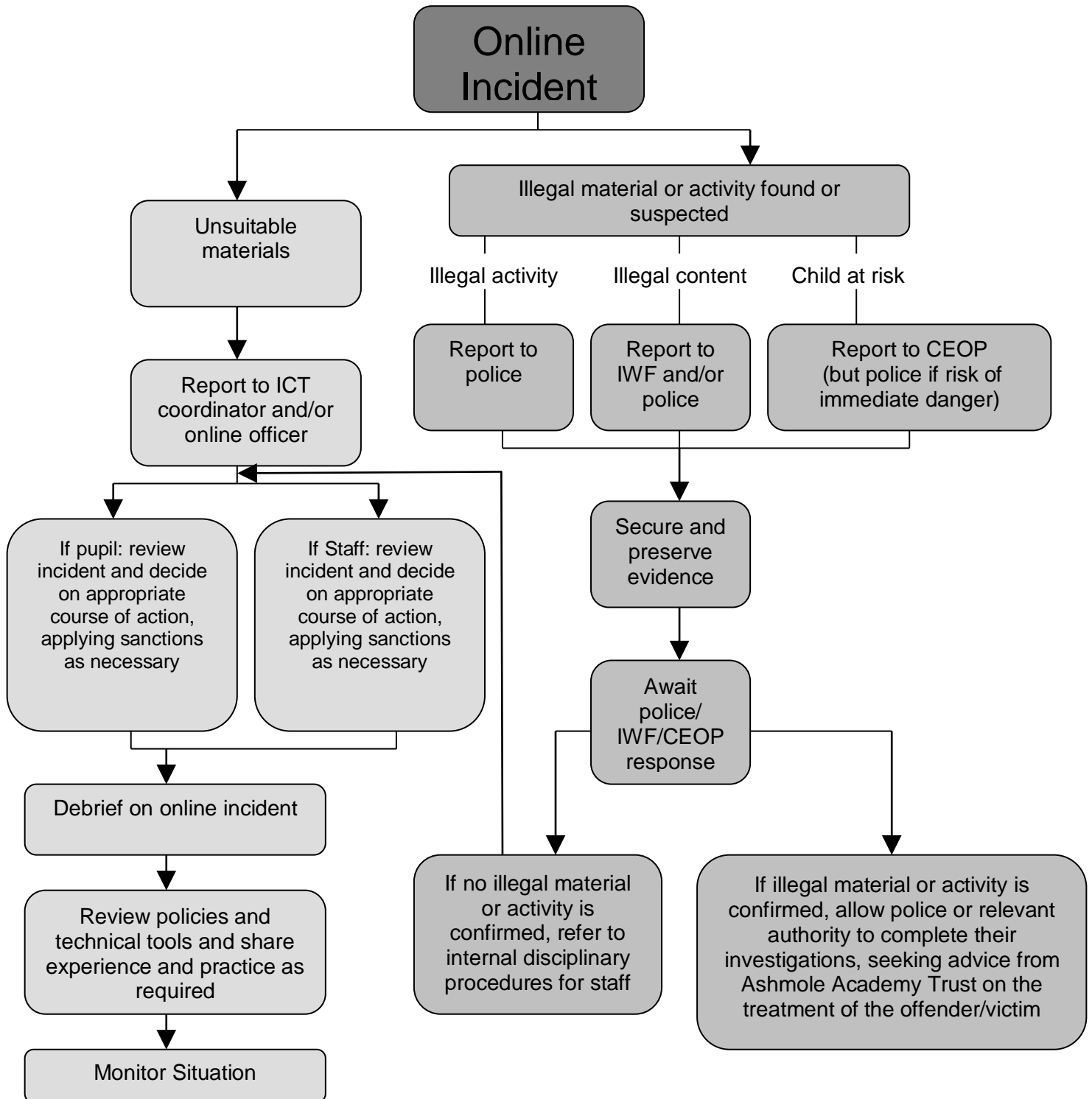
- All staff will be informed about and given access to the School Online Policy and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

### **Parents**

- Parents' attention will be drawn to the School Online Policy in newsletters, the school prospectus and on the school Website.

# Appendix A

## Flowchart for responding to online incidents in school



Key Stage 2

# Think then Click

## online Rules for Key Stage 2

- We ask permission before using the Internet.
- We only use websites that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any webpage we not sure about.
- We only e-mail people an adult has approved.
- We send e-mails that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know.
- We do not use Internet chat rooms.

# Online Rules

These online Rules help to protect pupils and the school by describing acceptable and unacceptable computer use.

- The school owns the computer network and can set rules for its use.
- It is a criminal offence to use a computer or network for a purpose not permitted by the school.
- Irresponsible use may result in the loss of network or Internet access.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- All network and Internet use must be appropriate to education.
- Copyright and intellectual property rights must be respected.
- Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers.
- Anonymous messages and chain letters are not permitted.
- Users must take care not to reveal personal information through email, personal publishing, blogs or messaging.
- The school Computing systems may not be used for private purposes, unless the Headteacher has given specific permission.
- Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Edit this poster for display near computers.

### Staff Information Systems Code of Conduct

**To ensure that staff are fully aware of their professional responsibilities when using information systems, they are asked to sign this code of conduct. Staff should consult the school's online policy for further information and clarification.**

- The information systems are school property and I understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.
- I will ensure that my information systems use will always be compatible with my professional role.
- I understand that school information systems may not be used for private purposes, without specific permission from the headteacher.
- I understand that the school may monitor my information systems and Internet use to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an appropriate system manager.
- I will not install any software or hardware without permission.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to the school online Coordinator or the Designated Child Protection Coordinator.
- I will ensure that any electronic communications with pupils are compatible with my professional role.
- I will promote online with pupils in my care and will help them to develop a responsible attitude to system use and to the content they access or create.

The school may exercise its right to monitor the use of the school's information systems, including Internet access, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Sep 2025

Next review due: Sep 26