

*Training for this life...*



*And the Hereafter.*

# **ACCEPTABLE USE AND INTERNET ACCESS POLICY**

## **Summary**

This policy sets out the school's expectations in terms of any user of the internet whilst on school premises

## **Recommendation**

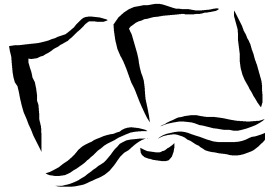
Governors to read and agree the policy.

**SIGNED BY CHAIR OF GOVERNORS:**

A handwritten signature in black ink, appearing to read 'Boatman', written in a cursive style.

**Date: 1 October 2023**

**Review date: October 2024**



## **IQRA VA SCHOOL ACCEPTABLE USE STATEMENT, INTERNET ACCESS POLICY AND SAFE INTERNET USE POLICY**

### **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 students 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 student's education and staff's professional development in the coming years and the school's Internet Access Policy has been drawn up accordingly.

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.

### **Internet Access Policy Statement**

All Internet activity should be appropriate to staff professional activities or the students' 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 students 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 for personal financial gain, gambling, political purposes or advertising is prohibited.

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. Posting anonymous messages and forwarding chain letters is forbidden.

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.

Students 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 ICT Scheme of Work, but all teachers within all year groups should be including Internet safety issues as part of their discussions on the responsible use of the school's computer systems.

All students 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.

Transgressions of Internet Policy and use of inappropriate language will be dealt with in a range of ways, including removal of Internet access rights; computer system access rights; meetings with parents or even exclusion; in accordance with the severity of the offence and the school's Behaviour Policy.

Breaches of Internet Access Policy by staff will be reported to the Headteacher and may be dealt with according to the prescribed disciplinary procedures as laid down by the Governing Body and LEA.

Any Internet activity which is deemed to be illegal may be reported to the police

Internet Publishing Statement.

### **School Website**

The school wishes the school's web site to reflect the diversity of activities, individuals and education that can be found at Iqra School. 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:

No video recording may be made or published without the written consent of the parents/legal carer of the child concerned, and the child's own verbal consent.

Surnames of students 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 doubt, refer to the person responsible for child protection.

### **Use of Portable Equipment**

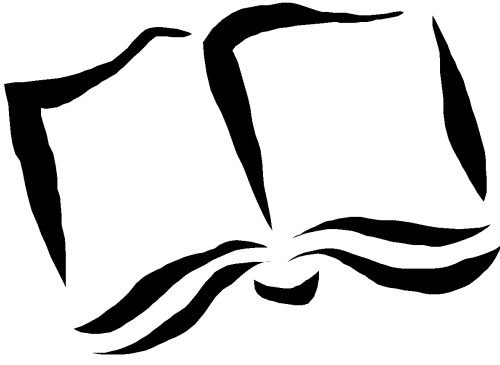
The school provides portable ICT equipment such as ipads, laptop computers and digital cameras to enhance the students' education and to allow staff to make efficient use of such equipment to enhance their own professional activities. Exactly the same principles of acceptable use apply as above. Certain equipment (e.g. digital video camera, stand alone laptops, projectors etc) will remain in the ICT suite, and may be booked out for use according to staff requirements. Once equipment has been used, it should be returned to the ICT department.

The use of USB pens, re-writeable CDs, floppy disks etc. to transfer data from external computer systems is forbidden for students.

USB pens shall be scanned by class teachers at the end of each term. They then shall sign a log. This is to ensure that the system stays clear of viruses.

### **Information on Use of Mobile Phones**

The use of mobile phones by pupils in school hours is forbidden. This includes the use of phones for text messages, recording images or sound. Any pupil found using a phone during school hours will have it confiscated and parent(s) will be asked to collect the phone at the end of school or when convenient.



## IQRA VA SCHOOL INTERNET SAFETY POLICY

### Pupils Safety when using the Internet

1. You have the right to feel safe all the time, when using ICT.
2. If anything makes you feel scared or uncomfortable online tell a responsible adult straight away. Don't be afraid you will get into trouble.
3. If you get a nasty message or get sent anything that makes you feel uncomfortable, do not reply. Show it to a responsible adult.
4. Only email people you know, or those whom a responsible adult has approved.
5. Messages you send should be respectful and never hurt a person's feelings.
6. The use of chatrooms and networking sites at school is forbidden. If using them at home please talk to a responsible adult before joining any chatrooms or networking sites.
7. Keep your personal details private when using ICT or a mobile phone. Your name, family information, journey to school, your pets and hobbies are all examples of personal details.
8. Don't show anyone photographs of yourself, friends or family without checking first with a responsible adult.
9. Never agree to meet an online friend in real life without checking with a responsible adult. Responsible adults include your teachers, parents and the carers with whom you live. If you have

any worries about using ICT safely at home or in school, please speak to them.

Make sure you never give out any user names or passwords to anyone! Accept to a responsible adult. For example your parents or class teacher.

**You are agreeing to follow the rules put in place to make sure that you stay safe. Can you sign and date below.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# IQRA VA SCHOOL

## INTERNET SAFETY POLICY

### Teachers & School Staff

1. If an inappropriate site or image is accessed, play the situation down. Always report the incident immediately to the Computing Co-ordinator, Network Manager or Headteacher. Ensure that it is recorded.
2. Don't assume it is the pupil's fault, once blamed a pupil may never confide again.
3. Do not allow pupils to access the internet unsupervised.
4. Encourage pupils to report inappropriate use of mobile phones, email or Internet by either bullies or adults.
5. Be vigilant when asking pupils to search for images. Always test an image search before demonstrating in class.
6. Remind pupils that all downloads must be linked to curriculum work.
7. Ensure that pupils cannot be individually identified in website images.
8. Ensure protection of teacher and administrator passwords. Never leave machines that are logged on unattended.
9. Regularly remind pupils of key e-safety messages such as "never give out personal details online".
10. Teach the children to go to an adult if they see something harmful or upsetting.
11. Whilst using iPads or laptops ensure children are browsing using child friendly search engines. Such as Kidzsearch.org
12. Whilst on YouTube ensure that you watch the entire clip before showing the class. LGFL provides a service similar to YouTube at [www.vidocentralhd.lgfl.net](http://www.vidocentralhd.lgfl.net)
13. Ensure that you do not publish any work that could be copyright infringing.
14. Use the provided email address for work purposes. This is currently LGFL mail.
15. Whilst using any social media i.e. Edmodo ensure that you moderate messages and establish acceptable use of the site.

## **User Signature**

I agree to abide by all the points above.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent e-safety policies.

I wish to have an email account; be connected to the Intranet & Internet; be able to use the school's ICT resources and systems.

Signature	Date
Full Name	(printed)
Job title	
School	

## **Authorised Signature (Head Teacher)**

I approve this user to be set-up.

Signature	Date
Full Name	(printed)