



ICT ACCEPTABLE USE and E-SAFETY POLICY

(Junior School)

(This document is available on the school website or on request)

Reviewed May 2018

ICT Acceptable Use Policy for Staff and Pupils

1. Introduction

The internet is a valuable resource that can raise educational standards by offering both pupils and teachers opportunities to search for information from a very wide range of sources based throughout the world. However, some of the information to be found on the internet will be inappropriate for pupils and we feel it is important to have a policy in place that takes this issue into account.

The school has a duty to ensure that before using the internet with pupils, staff have had the opportunity to discuss how they will deal sensitively with inappropriate use. The following policy helps to define appropriate and acceptable use by both staff and pupils.

2. The Internet in School

The internet is a powerful technology, and we realise that it must play an important role in any learning environment, both for staff and pupils.

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 of safety.

The ICT system at QEH is designed to keep staff and pupils safe when accessing the Internet. The school's filtering system will block websites that contain any material that isn't suitable for children.

3. School Website and Facebook page

QE Junior School has a website and there are photographs, which contain images of the children included in the content. Children in photographs are not to be identifiable by name (ie. there will not be any captions containing the children's names alongside photographs). If a child's name is mentioned elsewhere (for example, because of some work that is displayed on the website), only the first name will be used and it will not be linked to any photograph of the child or any other personal details. This same protocol applies to posting images and videos of pupils on the Junior School Facebook page.

4. Seesaw Digital Learning Journals

Pupils at QEH Juniors all have their own Seesaw digital learning journals. Seesaw provides a powerful way of collating and celebrating the achievements of our pupils and sharing them with our parents. Pupils are able to post images, videos and audio recordings related to their classwork to their journals. All uploads, including comments, have to be approved by the class teacher/form tutor.

Parents, via the Seesaw Family app and website, only have access to their own child's journal content. Parents sign a school Seesaw consent form before being provided access to their child's learning journal. (See Appendix 1).

Seesaw is compliant with the GDPR in how it stores data. [Information link.](#)

5. Roles and responsibilities

E-safety is recognised as an essential aspect of strategic leadership in this school and the Headteacher, with the support of Governors, aims to embed safe practices into the culture of the school. The Headteacher ensures that the policy is implemented and compliance with the policy monitored.

All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following school e-safety procedures. Central to this is fostering a 'No Blame' culture so pupils feel able to report any bullying, abuse or inappropriate materials.

Pupils will be made aware of unacceptable use of the internet without teachers being too explicit (as this may encourage some children to disobey the rules). The rules for using the internet will be made clear to all pupils and children will have to sign the Rules for Responsible Internet Use (see appendix 2) prior to using the internet.

6. Monitoring

It is the role of the ICT coordinator to monitor and evaluate the overall effectiveness of internet use throughout the school. Each teacher will be responsible for monitoring the use of the internet within their classroom and ensure that unacceptable material is not accessed. The Coordinator has responsibility for checking that no inappropriate material is on the school system and the children are made aware that teachers have access to all their folders of work.

Appendix 1:

Seesaw Parental Consent Form

Dear Parent/Carer,

I am delighted to share with you that this school year our class will be using Seesaw (<http://seesaw.me>), a secure online journal where students can document and reflect on what they are learning in class. Your child will be able to add the things we work on (including photos, videos, worksheets, drawings and voice recordings) to their Seesaw journal and we can share them privately with you and other family members to view and comment on throughout the school year.

In order for your child to use Seesaw, the app needs your child's name in order to be able to associate work like their photos, videos or voice recordings with their account. Seesaw only uses this information to provide the service and doesn't advertise in Seesaw, create profiles of students, or share or sell your child's personal information or journal content. You can read more about their strong privacy promises here: <https://web.seesaw.me/privacy>.

Under an EU law called the General Data Protection Regulation (GDPR), in order for your child to use Seesaw, the school must get your consent. For more information on GDPR, please visit <https://ec.europa.eu/info/law/law-topic/data-protection/reform/rights-citizens>.

I hope that your child will enjoy using Seesaw to document and share their learning this year. Please sign below and return this permission slip so that your child can use Seesaw.

Please sign below and return the form.

I give consent for my child, listed below, to use Seesaw for class activities.

Student Name: _____

Parent Printed Name: _____

Parent Signature: _____ Date: _____

Appendix 2:

QEH Juniors – ICT Use, Pupil Agreement

The ICT system at QEH is designed to keep you safe when accessing the Internet. The school's systems will block websites that contain any material that isn't suitable for children.

Pupils at QEH Juniors are also expected to use the ICT equipment in the school responsibly and correctly. These guidelines will help you to understand what we expect from you:

- Be a good 'digital citizen'. Use the computers, ipads and other ICT equipment in school positively to learn, research, develop your skills and to celebrate your work and the work of others.
- Ask permission from a member of staff before using the Internet.
- Don't access other people's folders without permission.
- Use ICT systems in school, including the internet, email, digital video, mobile technologies, etc, for school purposes only.
- Do not use the computers or ipads to write and record unpleasant comments about other people e.g. in comments on Seesaw about another pupil's work or when writing a caption about a photograph of other pupils in a Powerpoint presentation. Remember, everything you post on Seesaw has to be approved by your teacher, so unpleasant comments will be seen.
- Don't record or write rude or offensive words and language when using the computers or ipads.
- Treat the ICT equipment in school respectfully and carefully. Tell an adult in school if something isn't working properly or is damaged. Don't try and fix or move any of the equipment yourself.
- Do not eat or drink in the ICT Suite or when using the ipads.
- Don't try to search for, access, download or upload inappropriate material and websites on the Internet e.g. websites that should only be looked at by adults. The websites will be blocked and the school systems will make a record of your activity.
- If you accidentally come across any inappropriate material, you must report it immediately to your teacher.
- If you want to use a video or photo that includes other pupils and/or teachers, you should ask them first if you can use it e.g. in a presentation or to post on your Seesaw journal. These images should only be related to school activities and purposes.
- Do not copy other people's work and say that it is your own.
- Do not give out any personal information such as name, phone number or address on the Internet. Do not arrange to meet someone unless this is part of a school project approved by my teacher.
- Ensure that your online activity, both in school and outside school, will not cause your school staff, pupils or others distress or bring the school into disrepute.
- Please keep your password to the school network secret and don't use anyone else's account to log on to the network. If you think your password needs to be changed because another pupil knows it or you have forgotten it, please tell your form tutor straight away.

Dear Parent/ Carer,

ICT including the internet, learning platforms (e.g. Seesaw), email and mobile technologies have become an important part of learning in our school. We expect all pupils to be safe and responsible when using any ICT. It is essential that pupils are aware of e-safety and know how to stay safe when using any ICT.

Pupils are expected to read and discuss this agreement with their parent or carer and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with the School.

Please return the bottom section of this form to school for filing.

Pupil and Parent/ carer signature

We have discussed this document and

..... (pupil name) agrees to follow the ICT Use Pupil Agreement rules and to support the safe and responsible use of ICT at QEH Junior School.

Parent/ Carer Signature: _____

Pupil Signature: _____

Class: _____

Date: _____