St Peters CofE Primary Academy

Executive Principal: Laura Hopley

Head of School: David Castledine

Chair of Local Academy Committee: Zoe Heath

ACCEPTABLE USE POLICY

St Peter's CofE Academy, Stonnall

Acceptable Use Policy 2022-23

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 Academy 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 and has been further discussed with Governors and pupils themselves.

The implementation of this policy is the responsibility of all members of staff.

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. Through the internet, teachers are able to find information on topics they may be teaching, worksheets that have been written by other teachers and newsgroups of a particular interest to the school, and they will be able to share ideas with teachers around the region, nationally and internationally too. It aids planning and collaboration between schools. It provides an e-mail address to members of staff to enable them to keep in ready contact with other schools.

3. 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.

4. School Website

St Peter's CofE Primary Academy has a website and there are photographs which contain images of the children included in the content. Children in photographs are not be identifiable by name (i.e. 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.

The Academy does not publish personal email addresses of pupils or staff on the school website.

5 Roles and responsibilities

E-safety is recognised as an essential aspect of strategic leadership in this school and the Principal, with the support of Governors, aims to embed safe practices into the culture of the school. The Executive Principal 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.

As the children progress through the school there is a gradual progression in access to the internet. 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.

6. Monitoring

It is the role of the ICT coordinator to monitor and evaluate the overall effectiveness of internet use throughout the school and s/he will do this on a regular basis. 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. The coordinator also ensures that the computer system is regularly checked for computer viruses, taking advice from the school's provider of technical support.

7. Personal Use

The computers, electronic media and services provided by the school are primarily for educational use to assist staff in the performance of their job. Limited or incidental use of electronic media for personal purposes is acceptable, and all such use should be done in a manner that does not negatively affect the system's use for their educational purposes. However, staff are expected to demonstrate a sense of responsibility and not abuse this privilege. No personal devices should access the school's wireless internet.

St Peters CofE Primary Academy expects any staff using social media sites to ensure that their use is conducive to their professional status. They should not mention the Academy by name or in passing, or discuss individuals or groups within the school, or compromise the school values. In addition, staff must ensure that any private blogs, bulletin boards, websites etc. which they create, or actively contribute to, do not compromise, and are not confused with, their professional role.

Staff must ensure that any engagement in any online activities does not compromise their professional responsibilities.

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