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ICT Policy

Policy Reference:	ICT1
Responsibility:	Curriculum and Standards Committee
Reviewed by:	Mrs Anne Mulholland
This Review:	March 2017
Next Review Due:	March 2020
Cycle:	Three Yearly
Ratified by Full Governing Body on:	
Signed:	
Ged Owens	Chair of Governors

***With Christ as our guide and example we celebrate the uniqueness of the individual.
Together we will try to:
Learn from Jesus;
Love like Jesus;
Live like Jesus.***

This policy supports the distinctive nature of Saint Patrick's School, which is based upon Gospel values and the commitment to the belief that each child and adult is unique and has the right to develop towards their full potential.

St Patrick's School recognises the importance of ICT to the whole school community and sees the Internet and related technologies as being a valuable resource.

This schools internet policy has been agreed by the governors and staff of the school.

The purpose of this revised policy is to define safe practice for the whole school community.

Pupils

In the interests of pupil safety and in an attempt to minimise the risk of pupils accessing unsuitable material the following provisions apply at school and are encouraged at home.

Internet Safety Lessons

Internet safety will be taught throughout the whole school.

The following rules are shared with the pupils. The rules have been devised for practice both at school and at home.

1. I will not give out personal information such as my or anyone else's address, telephone number, parents' work address/telephone number, or the name and location of my school without my parents' or teachers permission.
2. I will tell my parents or teacher right away if I come across any information that makes me feel uncomfortable.
3. I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother, father or guardian along.
4. I will never send a person or post on the internet my or any pupil or staff member's picture or anything else without first checking with my parents or teacher.
5. I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents or teacher right away so that they can take action on my behalf.
6. At home I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online, and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.
7. I will not give out my password(s) to anyone (even my best friends) other than my parents.
8. I will be a good online citizen and not do anything that hurts other people or is against the law.

In years 5/6 these rules are amplified and put into real situations allowing children to explore what they would do if approached on the web either at home or at school. This allows children to explore the rules in simulated "real" situations. Our aim is always to empower children with knowledge so that they can use the internet with confidence and safety

Pupil access to the Internet

The Internet is filtered by Hampshire LA who is our service provider. No filtering system is 100% reliable so children are encouraged to report any inappropriate material to a relevant adult (Teacher/Support Worker). This encourages a system of self-monitoring.

Pupils are provided with their own logon when they enter the school. It is the class teacher's responsibility to communicate the name and year group to the network manager and the Network manager's responsibility to add the logon.

Pupils are encouraged to use the network for work and educational play. The following guidelines will be shared with the children throughout their life in the school;

- Children must never logon as anyone else but themselves unless instructed to by a member of staff.
- No work produced on the network or comments on any social networking site will be derogatory about any other pupil or member of staff.
- Pupils must not knowingly damage school equipment; this includes the use of magnets on computer monitors.
- Pupils will only print once they have been given permission from a member of staff.
- Pupils will not use the network at lunch or break times outside of this agreed slot unless given permission by a member of staff to do a specific task.
- Pupils are training to whistleblow through DB Primary if they receive any inappropriate message or words from another child.

Pupils who break these rules will be dealt with according to the severity of the breach although the first three provisions carry a higher penalty.

Sanctions

Pupils who break the schools code of conduct as to the use of the Internet and e-mail will be dealt with according to the severity of the breach. Any further breaches could result in the withdrawal of logon rights and pupils would only be able to practise ICT through a much restricted pupil desktop at set times.

Staff

All staff can access and use the school network (which includes internet and e-mail access)

The school network can be used at any time that staff are on the premises. The schools internet access is on 24 hours a day and staff can access the internet and e-mail at any time.

Staff may use the Internet or e-mail service for professional or private use. Private use is encouraged as it leads to greater professional skills.

All staff internet and e-mail use is subject to the following provisions;

- There is no use of the school network to access inappropriate sites or information such as pornographic, racist or offensive materials
- Users are responsible for all e-mails sent and any contacts made that may result in e-mails being received
- In the case of spam e-mails being received of an offensive manner all such incidents should be reported to the network manager who will take appropriate action.
- No other user should have his or her system or data compromised through deliberate acts by any member of staff.
- No anonymous e-mail or chain e-mail will be forwarded.
- No use is made of e-mail or the internet service for mass advertising, political canvassing or gambling.
- Copyright of material is respected.
- Use of the internet and e-mail for personal reasons is limited to time when a member of staff is not teaching or supervising pupils.
- Downloading of data is permissible providing the user has a legal claim to it.

Any breach of these provisions will be dealt with according the severity of the breach. If the breach is a breach of law, the matter will be passed on to the police and relevant authorities and all evidence will be preserved even to

the non-use of the school network. If the breach is less severe school disciplinary action would result through established channels.

Use of social networking sites

Hampshire LA current restricts the use of some social network sites thus enabling children and staff to use them. However not all sites have restricted access so staff must ensure they do not do the following;

- Waste network and staff resources
- Allow time spent on social networking sites to interfere with the individual's work.
- Take part in illegal activities including breaching the Data Protection, Computer Misuse, Obscene Publications and Copyright, Design and Patents Acts
- Violate other people's privacy or cyberbully
- Bring the reputation of the school into disrepute.

Staff and governors must not use social networking sites as a media for discussing school business unless officially endorsed by the Headteacher.

Parental Queries

Staff will be available to address any parental concerns that could potentially arise as they are for any other matter within the school. Parents will be informed of the following website if they require further assistance and guidance.
<http://www.direct.gov.uk/en/Parents/Yourchildshealthandsafety/Internetsafety/index.htm>

Links to other policies:

- Confidentially Policy
- Behaviour Policy
- PSHE Policy
- Anti - Bullying Policy
- Home/School Agreement