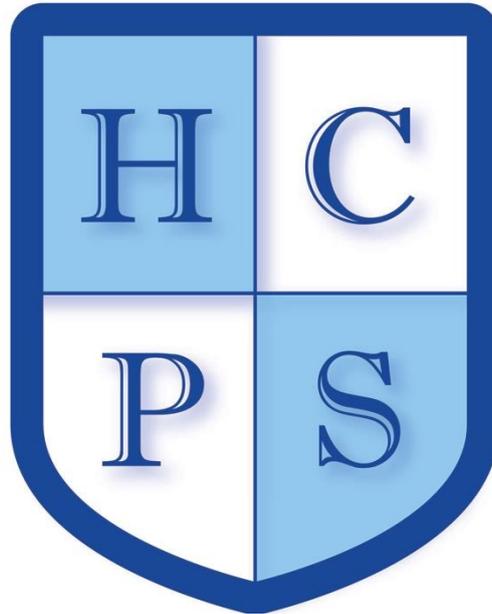




Hunslet Carr Primary School
Leeds



Leeds
CITY COUNCIL



Acceptable use of the Internet Policy **For School Based Staff**

High expectations
Caring
Positive attitude
Successful

Policy reviewed: March 2017

Next review: March 2019

*High expectations, Caring, Positive Attitudes
and Successful*

STRENGTHS OF OUR SCHOOL



The Children

- Are well behaved, calm and polite
- Are engaged, positive and resilient
- Are supportive and helpful towards others
- Have an input on important decisions
- Have a sense of belonging

The Community

- School supports the whole family not just the child
- Recognises the importance of attendance
- Spreads our growing reputation as a good school
- Helps celebrate the children's achievements
- Supports the school on improving behaviour

The Curriculum

- Is a fun curriculum that is engaging
- Maintains a strong focus on the basic skills
- Is enriched through extra-curricular activities
- Supports our most vulnerable children
- Provides a rich variety of experiences & opportunities

The Staff

- Develop nurturing relationships with children
- Provide good quality teaching and learning
- Support one another to help the children
- Are consistent in how they treat children
- Identify children's SEN needs early

THE CURRICULUM WE HOPE TO PROVIDE



Skills

Fluent and confident in Reading, Writing and Maths
Communicate with confidence
ICT skills fit for the future
Life skills – money, time, cooking
Safety skills – Swimming, healthy choices
Problem solving skills – Patience & Resilience

Attitudes

Confident and independent
The belief they can reach for the stars
Celebrate a range of cultures
Take responsibility for the environment
Be honest and learn from their mistakes
Children who are caring and helpful

Experiences

To have 1st hand experiences of...
Going away on a residential trip
Visiting a range of places of worship
A chance to look after an animal
Relevant trips to theatres/farms/beaches
Taking part in public performances
Work experiences & further education

Knowledge

High school ready English & maths
To know about local places of interest
To know where we are in the world
Life skills – money, time, cooking
Information about possible careers
To know major historical facts
To know their own strengths

Acceptable use of the Internet Policy

The guidance in this policy is intended to give everyone connected to **Hunslet Carr Primary School** a clear explanation of what is expected of them with regards to the acceptable use of the Internet in relation to their role in school.

This policy should be read in conjunction with the E Safety and Social Media Guidance to Staff as well as the Child Protection Policy.

Why is the Internet important?

ICT and the internet are essential tools for learning and communication that are used in **Hunslet Carr Primary School** to deliver the curriculum, and to support and challenge the varied learning needs of its students.

ICT is also used to support the professional work of staff and to enhance the school's management information and business administration systems.

As well as this **Hunslet Carr Primary School** uses ICT to share information and ideas with all sections of the school community through the school website and more recently our Twitter feed.

How will safety be assessed?

In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users only access appropriate material.

However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Therefore, children will be taught about keeping safe on the Internet and what to do if they see or hear something that they don't like as part of our curriculum.

What filtering is in place?

ICT for Leeds network has security in place that blocks sites unsuitable for school children. Children logging on with school accounts or their own passwords can access less of the internet than an adult in school can logging on with their password.

If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the Computing Subject Leader, Emma Reddaway.

Appendix 1

Purpose and use of Internet and E-mail for staff at Hunslet Carr Primary

Staff need to remember that they have a professional responsibility in terms of personal confidentiality; especially communication with parents i.e. social networking; email; instant messenger.

If anyone is concerned about privacy or doesn't know how privacy settings work on certain websites see the Computing Subject Leader, Emma Reddaway.

Staff use

The school internet (i.e. any internet usage on a school computer / laptop) can be used for:

- Any activity which supports the curriculum / teaching / learning
- Online educational resources
- LNN email
- Mysite and learning platform
- Personal e-mail/social networking **only in your own time**
- Search engines
- Other appropriate personal usage **only in your own time**

The school internet cannot be used for:

- Online gaming/gambling
- Pornography
- Online dating
- Other inappropriate personal usage
- Accessing material that incites hate through the promotion of extremist views

Our School email (@hunsletcarr.co.uk) system can be used for:

- Any activity which supports the curriculum
- To enable local, regional, national and international collaboration between staff and students
- To supply and share information with other schools, the LEA and parents
- To enable parents to contact staff at school and vice versa
- To enable homework to be submitted/collected
- To make contacts between governors
- To support school administration

Our school email system cannot be used for:

- Sending material which contains abusive or offensive language
- Sending messages which are bullying or threatening in nature
- Sending viruses, hoax letters or chain mail
- Sending personal emails (unrelated to school or work)
- Participating in news groups/chat rooms/social networks that require email address

Pupil use

Pupils will be taught to be critically aware of the materials they read on the internet and shown how to validate information before accepting its accuracy.

Pupils will be taught Internet 'Resilience' in school and will know how to report access of inappropriate material to their teacher. Teachers will work to create a culture where this is expected and nothing for pupils to hide. This will include being taught the icons and buttons to click in order to report concerns on websites.

Pupils will also be taught how to use information on the internet and how cutting and pasting information that you then suggest is your own is not acceptable.

How will e-mail be managed?

Children and staff will only use (@hunsletcarr.co.uk) addresses provided and use of other personal email addresses (e.g. hotmail) will not be allowed in school time.

How should Web site content be managed?

- The point of contact on the Web site should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.
- Web site photographs that include pupils will be selected carefully and parental permission granted.
- The head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

How will Internet access be managed?

Children and parents/guardians will be asked to read and sign the school's 'Home/School Agreement' each year that will set out the schools expectations around the use of the internet.

Staff will adhere to the guidance in this document, E safety and Social Media guidance and Child Protection Policy. Further guidance is also given within the Staff Handbook.

How will the staff & children be made aware of this policy?

- Rules for Internet access will be discussed by teachers within the curriculum.
- Children will have modules of Internet use/safety/e-mail use during curriculum time. The modules will vary according to pupil age.
- As part of their curriculum all children will take part in Safer Internet Week and learn about various aspects of the Internet.
- As part of their induction all staff will receive a copy of this policy and all related document. Anyone who doesn't understand all

or part of what is written should speak to their Phase Leader or Bridget Pickthall, the Computing subject leader.

How will complaints regarding Internet use be handled?

- Responsibility for handling incidents will be delegated to a senior member of staff.
- Any complaint about staff misuse must be referred to the headteacher.