

# LEICESTER GRAMMAR JUNIOR SCHOOL

## Acceptable Use Policy on Use of Information Technology

*This is a policy concerned with both Welfare and Curriculum. It should be read in conjunction with other policies: IT & Computing Curriculum, Safeguarding, Anti-bullying, Use of Pupil Images, Use of Mobile Phones and Cameras. It should also be read in line with the Prevent Duty.*

*This is a whole school policy and as such also applies to EYFS.*

### ICT IN THE CURRICULUM

Technology has played a significant role in the entire process of teaching at Leicester Grammar Junior School. It is a crucial component of every subject and is also taught as a subject in its own right. All of the school's classrooms are equipped with electronic whiteboards, projectors and computers. The school is progressively introducing tablet devices. Such devices are only used in the classrooms with the explicit permission of the member of staff. Leicester Grammar Junior School has its own ICT suite as well as 10 PCs in the Learning Zone which are used for classwork and research and during Prep.

As the children progress through the school they are introduced to the skills to research on the internet and understand their sources. They are educated into the importance of evaluating the integrity of different websites and why some apparently authoritative sites need to be treated with caution. Some websites that appear to be serious, impartial, historical sites, actually masquerade as sources of racist, homophobic, jihadist or other propaganda. Some free online encyclopaedias do not evaluate or screen the material posted on them. Children are, therefore, taught about internet safety as an integral part of their ICT learning.

As a school we support and promote the British Values of democracy, the rule of law, individual liberty, and mutual respect and tolerance for those of different faiths and beliefs. This is in line with the Prevent Duty (2015).

## THE ROLE OF TECHNOLOGY IN OUR PUPILS' LIVES

Technology plays an enormously important part in the lives of all children. Unlimited access to the internet is possible via a range of devices including games consoles, (portable and fixed), PCs, Tablets and mobile phones using both wifi and cellular data connections (3G/4G). Once connected children have access to a breadth of technologies and applications to share and receive information which can enrich life both academically and socially. These technologies and applications are constantly changing, often with young people leading the way as early adopters. At the time of writing they include:

Person to person and group messaging; including SMS but also wifi based message services such as i-message, whatsapp and Kik, Snapchat. Facebook Messenger.

Video calling including; Skype and Facetime

Social Media and Networking applications such as Twitter and Facebook

Video and Photo sharing applications such as Youtube and Instagram

On-line gaming; including Minecraft, Fortnite, Roblox, Overwatch

The communication revolution gives children unrivalled opportunities. It also brings risks. It is an important part of the school's role to teach children how to engage in its correct usage and stay safe in the environment and how to avoid making themselves vulnerable to a range of risks, including identity theft, bullying, harassment, grooming, stalking and abuse. They also need to learn how to avoid the risk of exposing themselves to subsequent embarrassment.

## ROLE OF THE TECHNICAL STAFF

With the explosion in technology, the school recognises that blocking and barring sites is no longer adequate, although we must be mindful that the children only have access to age appropriate materials. The school e-mail service is also protected by filtering and antispam measures.

Leicester Grammar Junior School needs to teach all of its children to understand why they need to behave responsibly if they are to protect themselves. This aspect is a role for the school's designated safeguarding lead and all members of staff who work with the children. The school's technical staff have a key role in maintaining a safe technical infrastructure at the school and in keeping abreast with the rapid succession of technical developments. They

are responsible for the security of the school's hardware system, its data and for training the school's teaching and administrative staff in the use of ICT. They monitor the use of emails and will report any inappropriate usage to the Head of the Junior School.

## ROLE OF OUR DESIGNATED SAFEGUARDING LEADS (DSLs)

Leicester Grammar Junior School recognises that internet safety is a child protection and general safeguarding issue.

The Headteacher (DSL) Deputy Head Academic of LGJS (DSL), Deputy Head Pastoral/Head of Infants (DSL for EYFS) have all been trained in the safety issues involved with the misuse of the internet and other mobile electronic devices. They work closely with the Local Safeguarding Children Board (LSCB) and other agencies in promoting a culture of responsible use of technology that is consistent with the ethos of Leicester Grammar Junior School. All other academic staff who work with the children have also received training in e-safety issues. E-safety forms an integral part of both the IT and PHSEE Curricula. This is monitored by the LGJS SMT who will ensure that all year groups in the school are educated in the risks and the reasons why they need to behave responsibly online. It is the responsibility of the DSLs to handle allegations of misuse and the internet.

## MISUSE: STATEMENT OF POLICY

Leicester Grammar Junior School will not tolerate any illegal material and will always report illegal activity to the police and/or the LSCB. If the school discovers that a child is at risk as a consequence of online activity, it may seek assistance from the Child Exploitation and Online Protection Unit (CEOP). The school will impose a range of sanctions to any child who misuses technology to bully, harass to abuse another pupil in line with the anti-bullying policy.

## INVOLVEMENT WITH PARENTS AND GUARDIANS

Leicester Grammar Junior School seeks to work closely with the parents and guardians in promoting a culture of e-safety. The school will always contact the parents if it has concerns about pupils' behaviour in this area and likewise it hopes that parents will feel able to share any concerns with the school. The school recognises that not all parents and guardians may feel equipped to

protect their son or daughter with they use electronic equipment at home. The school, therefore, endeavours to inform parents through the electronic newsletters and information evenings about the potential hazards of this exploding technology and the practical steps that parents can take to minimise the potential dangers to their sons and daughters without curbing their natural enthusiasm and curiosity.

## CHARTER FOR THE SAFE USE OF INTERNET AND ELECTRONIC DEVICES AT LEICESTER GRAMMAR JUNIOR SCHOOL

“Children and young people need to be empowered to keep themselves safe – this isn’t just about a top-down approach. Children will be children – pushing boundaries and taking risks. At a public swimming pool we have gates and put up signs, have lifeguards and shallow ends, but we also teach children how to swim.”

Dr Tanya Byron – “Safer children in a digital world: the report of the Byron Review”.

E-safety is a whole school responsibility and at Leicester Grammar Junior School, the staff and pupils have adopted the following charter for the safe use of the internet inside the school:

### Cyberbullying

- Cyberbullying is a particularly pernicious form of bullying because it can be so pervasive and anonymous. There can be no safe haven for the victim who can be targeted at any time or place. The school's anti-bullying policy describes the preventative measures and the procedures that will be followed when the school discovers cases of bullying.
- Proper supervision of pupils plays an important part in creating a safe ICT environment at school, but everyone needs to learn how to stay safe outside the school.
- Leicester Grammar Junior School values all of its pupils equally. It is part of the ethos of Leicester Grammar Junior School to promote considerate behaviour and to value diversity.

Bullying and harassment in any form should always be reported to a member of staff. It is never the victim's fault, and he or she should not be afraid to come forward.

## Treating Other Users with Respect

- The school expects pupils to treat staff and each other online with the same standards of consideration and good manners as they would in the course of face-to-face contact. They should always follow the school's R-Time Rules [copies of which are in the homework diary and in the Parent Information Handbook].
- The school expects a degree of formality in communications between staff and pupils/parents and would not normally expect them to communicate with each other by text or mobile phones. The school's policy on educational visits explains the circumstances when communication by mobile phone may be appropriate (a school mobile phone is issued in these events). In these circumstances, parents' mobile numbers are deleted at the end of the visit.
- Everyone has a right to feel secure and to be treated with respect, particularly the vulnerable. Harassment and bullying will not be tolerated. The school's anti-bullying policy is also made available on the school's website. The school is strongly committed to promoting equal opportunities for all, regardless of race, gender, gender orientation or physical disability.
- All pupils are encouraged to look after each other and to report any concerns about the misuse of technology or worrying issue to a member of the pastoral staff.
- The use of cameras should only be with the explicit permission of the member of staff.

## Keeping the School Network Safe

- The school adheres to best practice regarding e-teaching and the internet.
- Certain sites are blocked by the school's filtering system and the school's IT department monitors pupils' use of the network.
- The IT department monitors email traffic and blocks SPAM and certain attachments. The IT Department monitors accounts of students who have been found to previously to be involved in, for example, cyberbullying.
- The school issues all pupils with their own personal school Office 365 account address. Access is via personal LOGIN, which is password protected. The school gives guidance on the reasons for always logging off and for keeping all passwords securely.

- The school has strong anti-virus protection on its network which is operated by the IT department.

### Promoting Safe Use of Technology

Pupils of all ages are encouraged to make use of the excellent online resources that are available from sites such as:

- UK Council for Child Internet Safety (<http://www.education.gov.uk/ukccis>)
- Child Exploitation Online Protection (CEOP) ([www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) )
- Childnet International ([www.childnet-int.org](http://www.childnet-int.org))
- Cyber Mentors ([www.cybermentors.org.uk](http://www.cybermentors.org.uk))
- Cyberbullying ([www.cyberbullying.org](http://www.cyberbullying.org))
- E-Victims ([www.e-victims.org](http://www.e-victims.org))
- Bullying UK ([www.bullying.co.uk](http://www.bullying.co.uk))
- Online safety for educators, parents and carers (<http://www.digizen.org> )

They prepare their own models of good practice which form the subject of presentations during assemblies and discussion in the meetings of the school council. They cover the different hazards on the internet, such as grooming, stalking, abuse, bullying, harassment and identity theft. Guidance covers topics such as saving oneself from future embarrassment explaining that any blog or photograph posted onto the internet is there permanently. Anything that has been deleted may be cached in a search engine, company server or internet archive and cause embarrassment years later.

### Safe Use of Personal Electronic Equipment

- The school's guidance is that pupils should always think carefully before they post any information online. Content posted should not be able to be deemed inappropriate or offensive, or likely to cause embarrassment to the individual or others.
- The school offers guidance on the safe use of social networking sites and cyberbullying in PHSEE lessons which covers blocking and removing contacts from 'friend lists'.
- The school's PHSEE lessons include guidance on how pupils can identify the signs of a cyber-stalker and what they should do if they are worried about being harassed or stalked online.

- The school offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe. Privacy is essential in the e-world.
- The school advises on the responsible use of applications such as Skype and Facetime. It appreciates that free video calls can provide children, with an invaluable means of maintaining contact with their families and friends.

#### Considerate Use of Electronic Equipment

- Children at Leicester Grammar Junior School are not permitted to bring a mobile phone into school. An exception to this may be for those children travelling on the school bus (the phone must be handed to the child's class teacher during the day).
- There may be other occasions where it is deemed necessary for children to carry a mobile phone and parents must seek permission from the Headteacher. These will be judged by a case by case basis

Leicester Grammar Junior School expects all pupils to adhere to this charter for the safe use of the internet.

Below is the AUP written for the children, which they all have to sign with their parents from Years 2-6.

# Leicester Grammar Junior School ICT Acceptable Use Policy



### ZIP IT

Keep your personal stuff private and think about what you say and do online.



### BLOCK IT

Block people who send nasty messages and don't open unknown links and attachments.



### FLAG IT

Flag up with someone you trust if anything upsets you or if someone asks to meet you offline.

**I agree to use the school ICT system sensibly for the safety of myself and for others.**

- ❖ I will only use ICT in school for school purposes.
- ❖ I will only use my own school email address and will only send sensible, appropriate emails.
- ❖ I will only open email attachments from people I know, or who my teacher has approved.
- ❖ I will always behave in an acceptable way and be polite when sharing work or contacting people using the computer.
- ❖ I will not tell other people my ICT password and only change it when instructed by a teacher.
- ❖ I will only open/delete my own files.
- ❖ I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- ❖ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will not delete it and will tell my teacher/adult immediately.
- ❖ I will never chat to strangers on the internet or give out my personal details, such as my name, phone number or home address.
- ❖ I will not use social networking sites unless permission is given by an adult.
- ❖ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- ❖ I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- ❖ I know that my use of ICT can be checked and that my parent/carer contacted if a member of school staff is concerned about my E-Safety.
- ❖ I understand that these rules apply to situations **both in and out of school** if involving another member of the school community, and that my actions out of school may have consequences in school and will have to be treated in the same way.

I understand that if I break any of the rules of the acceptable use policy for ICT the following may happen:

- ❖ I may not be able to access any of the school computers.
- ❖ I may have to bring my parents into school for a meeting.
- ❖ I may be excluded from school.

Name of child..... Form.....

Signed..... Date.....

I have read and discussed the policy with my child and give permission for him/her to use the school's ICT systems, including the internet.

Parent/carer signature..... Date.....