

Ysgol Penyffordd



Acceptable Use Statement

To inspire a love of learning, now and forever.

Context

The Internet not only offers great opportunities for education and learning but also gives schools new ways in which to engage, communicate and collaborate with pupils, parents and the wider school community. In Flintshire we believe that the positive use of the Internet including social media and media streaming sites should be encouraged but also understand that these opportunities can present challenges in terms of e-Safety, managing our privacy, boundaries and behaviour.

In order to help schools face these challenges, the new web filtering solution aims to provide a robust and scalable filtering solution to schools. Working alongside the Education ICT Advisory Group and Welsh Government we will accompany the new web filtering policies with revised e-Safety guidance and training that is focused on managing the risks associated with online activity rather than simply avoiding them. All users need to be aware of the range of risks associated with the use of Internet based technologies. Staff and governors understand and accept the responsibility to safeguard and educate pupils in e-Safety issues, teaching them the appropriate behaviours and critical thinking to enable them to remain both safe and legal when using the Internet and related technologies, in and beyond the context of the classroom. The Headteacher and Governing Body have ultimate responsibility to ensure that the policy and practices are embedded and monitored.

Illegal and inappropriate behaviour is an unfortunate fact of human societies, whether it takes place online or offline. It is felt that a blanket ban on social media sites and tools is not always helpful in supporting young people to recognise, manage and negotiate risk for themselves. We need to give children and young people in our care the opportunities to develop the skills needed to keep themselves safe in the online space and develop into responsible digital citizens. It is also important to recognise the constant and fast paced evolution of digital technology within our society. Currently the Internet technologies children and young people are using both inside and outside of the classroom include:

- Websites
- Learning Platforms and Virtual Learning Environments
- Email and Instant Messaging
- Social media
- Music Downloading
- Gaming
- Mobile/Smart phones with text, video and web functionality

Scope

- Decisions regarding safeguarding and web filtering are made, enforced and implemented by the school.
- Welsh Government standards for web filtering are implemented as the top level filtering.
- The school has devolved administration for some part of its web filtering. This means that whilst it is not possible to change the main filter categories agreed for all users the school can allow or block specific sites.
- Internet access may be through use of fixed and mobile Internet technologies - e.g. tablets, Chrome Books, laptops, desktop computers
- Devices included are those owned by the school plus staff and pupil owned devices used, with permission, within the school.

Roles and Responsibilities

A. Flintshire County Council

- Maintain secure connectivity between the school and the Internet.
- Maintain an Internet filtering system - hardware, software and ongoing support. Internet filtering has been outsourced to a specialist company that provides hardware, software, installation, implementation and maintenance via a contractual arrangement.
- Maintain top level main filtering categories as specified by the Educational ICT Advisory Group.
- Support schools in devolved administration of Internet filtering.

Education ICT Advisory Group

This group has been established to take an overview of ICT in Flintshire schools and provide direction in its support and development. For Internet filtering it will develop and maintain an appropriate Internet filtering policy and guidance to support effective use of the Internet for learning and teaching and organisational management. Its objectives are to:

- (a) Consider Internet access needs to support learning, teaching and independent use and identify changes required to the Internet filtering policy and associated guidance.
- (b) Develop and maintain an Internet filtering policy incorporating filtering applicable to all users and control of filtering by schools, libraries and youth service.

- (c) Assess risks associated with Internet access, review and approve guidance for schools' staff on the safe and effective use of the Internet.
- (d) Consult with schools, libraries and youth service plus relevant Authority officers on proposals to amend the Internet filtering policy.
- (e) Review the Internet filtering policy and its implementation to determine the effectiveness and impact on learning, teaching and independent use.
- (f) Provide advice to inform development of strategic approaches to the use of ICT in schools, libraries and youth service and the provision of services that underpin use of the Internet.

B. School

In managing Internet access and web filtering the school will:

- (a) Implement the school's acceptable use and Internet filtering policy.
- (b) Assess the risks involved when considering whether to allow or block access to websites. Allow or block specific websites via an approval process that is agreed with the Headteacher and takes account of risk assessment.
- (c) Administer Internet filtering via ICT Technical staff who provide support for the school's use of ICT.
- (d) Ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable
- (e) Ensure that all staff have been made aware of individual responsibilities relating to the safeguarding of children within the context of e-Safety and know what to do in the event of misuse of technology by any member of the school community
- (f) Provide staff with an up to date awareness of e-Safety matters and of the current school e-Safety policy and practices and, where necessary, provide training that is focused on managing the risks associated with online activity rather than simply avoiding them.
- (g) Require that people from external organisations (visitors, supply staff, student teachers) accessing the Internet via the school network adhere to the acceptable use policy and all related policies.
- (h) Ensure that pupils are educated on the dangers of online use that may be encountered outside school. This will be carried out through a planned e-Safety curriculum
- (i) Regularly monitor Internet use in order that any misuse / attempted misuse can be reported to the Headteacher for investigation / action / sanction

The school will deal with all incidents that involve unacceptable use of the Internet. Incidents will be dealt with as soon as possible in a proportionate manner, and in line with the school behaviour policy / disciplinary procedures. If

necessary parents/carers will be informed. Most incidents are likely to involve inappropriate rather than illegal misuse. If the Headteacher believes that misuse may be illegal the matter will be referred to a Senior IT Manager within the Flintshire County Council for guidance on appropriate action.

Acceptable use of the Internet will be implemented on a day-to-day basis by all school staff and monitored by the Headteacher or a designated member of staff. Adherence to this Acceptable Use Statement and the Acceptable Use Policy is the collective responsibility of the staff and it will be reviewed annually or sooner if required to evaluate its effectiveness and relevance.