Broughton Fields Primary School

E-Learning
Policy

June 2020
Adopted July 2020
Next review date: June 2022

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Rationale

The school encourages use by pupils of the rich information and interactive resources available on the internet, together with the development of appropriate skills to analyse and evaluate such resources. These skills are fundamental in the society to which our pupils belong.

On-line services open classrooms to a broad array of resources. In the past, teaching and library materials could usually be carefully chosen. All such materials would be chosen to be consistent with national policies, supporting and enriching the curriculum while taking into account the varied teaching needs, learning styles, abilities and developmental levels of the pupils. Internet access, because it may lead to any publicly available site in the world, opens classrooms to electronic information resources which have not been selected by teachers as appropriate for use by pupils.

Electronic information research skills are fundamental to the preparation of citizens and future employees. The school expects that staff will investigate possibilities and blend use of such information as appropriate within the curriculum and that staff will provide guidance and instruction to pupils in the appropriate use of such resources. Staff will consult the IT co-coordinator for advice on content, training and appropriate teaching levels consistent with the school's IT programme of study and indeed any content to be used as part of the Curriculum.

Access to on-line resources will enable pupils to explore thousands of libraries, databases, and activities while exchanging messages with people throughout the world. The school believes that the benefits to pupils from access to information resources and increased opportunities for collaboration exceed the disadvantages.

School Procedures Resource Development

In order to match electronic resources as closely as possible to the national and school curriculum, teachers need to review and evaluate resources in order to offer materials that are appropriate to the age range and ability of the group being taught. The class teacher will provide appropriate guidance to pupils as they make use of the internet to conduct research and other studies. All pupils will be informed by staff of their rights and responsibilities as users, before their first use, either as an individual user or as a member of a class or group.

While pupils may be able to move beyond those resources which have been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. Pupils may not pursue electronic research independent of staff supervision. The school's internet access is controlled by filtering software run by Dalacor, which should stop access to many inappropriate sites, although we recognize that no system is totally secure.

The staff are aware that all inappropriate sites accidentally accessed in school should be reported to the Headteacher who will then inform the main provider.

School Rules

The school has developed a set of guidelines – Acceptable Use Policies - for Internet and IT use by pupils and staff. These rules will be made available to all pupils and staff, and kept under constant review.

All members of staff are responsible for explaining the rules and their implications. All members of staff need to be aware of possible misuses of on-line access and their responsibilities towards pupils.

All pupils will be reminded of basic safety rules, that are also displayed on ICT equipment around the school:

1. Only use a computer/tablet when an adult in nearby.
2. Don't fill out forms online without asking an adult first.
3. Never give out your password to anyone (even your best friends) other than your parents or teacher.
4. Never reveal personal details such as your full name, address, phone number or school name.

Pupil Guidelines for Internet Use General

Pupils are responsible for good behaviour on the internet just as they are in a classroom or a school corridor. General rules apply.

The internet is provided for pupils to conduct staff guided research and communicate with others. Remember that access is a privilege, not a right and that access requires responsibility.

Individual users of the Internet are responsible for their behaviour and communications over the network. It is presumed that users will comply with school standards and will honour the values the school holds.

School may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers or disks will always be private.

During school, teachers will guide pupils toward appropriate materials. Outside of school, families bear responsibility for such guidance, as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following will not be tolerated:

• Sending or displaying offensive messages or pictures
• Using obscene language
• Harassing or insulting others
• Damaging computers, computer systems or computer networks
• Violating copyright laws by downloading copyrighted items
• Using others' passwords
• Trespassing in others' folders, work or files

Anti-cyber bullying

The staff and Governors at Broughton Fields Primary School are committed to helping all members of the school community to benefit from information and communication technology, whilst understanding its risks, and equip children with the knowledge and skills to be able to use it safely and responsibly.

What is cyber-bullying?
•   Sending or posting harmful or upsetting images, text or other messages using the internet, mobile phones or other communication technology
•   It can take many forms and can invade home and personal space
•   It can target one or more people
•   It can take place across age groups and target pupils, staff and others
•   It can include threats and intimidation, harassment, defamation, exclusion or peer rejection, impersonation and unauthorized publication of private information or images
•   It can include messages which have a harmful or upsetting effect
•   In some cases this type of bullying can be a criminal offence

Prevention of cyber-bullying

•   The Head Teacher and Deputy Head will act, as e-Safety Officers, to oversee the practices and procedures outlined in this policy and monitor their effectiveness.
•   They will ensure that the school maintain details of agencies and resources that may assist in preventing and addressing bullying.
•   Staff are trained to identify signs of cyber bullying and will be helped to keep informed about the technologies that children commonly use.
•   A code of Advice (see Appendix 1) will be developed, periodically reviewed and communicated to help Children protect themselves from being caught up in cyber bullying and to advise them on reporting any incidents.
•   Children will be informed about cyber bullying through curricular and pastoral activities.
•   Children and staff are expected to comply with the school's Acceptable Computer Use Policy.
•   Positive use of ICT will be promoted and the Acceptable Computer Use Policy will be kept under review as technologies develop.
•   CPD and INSET may be used to help staff develop their own practices and support Children in safe and responsible use of ICT
•   The schools will encourage safe use of ICT, emphasising, for example, the importance of password security and the need to log out of accounts.
•   The schools will promote the message that asking for help is the right thing to do and all members of the school community will be informed how cyber bullying can be reported.
•   Confidential records will be kept of all cyber bullying incidents.

Sanctions

Violations of the above rules will result in a child being dealt with according to the disciplinary policy of the school.

Emails

It is accepted that staff may send emails and attachments to recipients outside the school. Children may only do so under the supervision and direction of their teacher.

Anti-virus and anti-spam system

The school has an up to date anti-virus and anti-spam system provided by our ICT provider which is updated regularly. The network is set up to automatically scan laptops and other portable devices periodically.

Video Conferencing

Under the direct supervision of a teacher/TA children may participate in video-conferencing with other schools and settings that enhances the curricular provision within classes.

Access to all ICT systems shall be via logins and passwords. Any exception must be head teacher approved. All information storage shall be restricted to necessary users with any additional access being head teacher approved.

Inappropriate content and language

There will be zero tolerance to the use of inappropriate content and language on any ICT equipment within our school community.

The type of language that is used in emails should be no different to that which is used in face to face situations.

Inappropriate Web content:

Chat rooms/instant messaging (except that promoted by the school for educational purposes)	Newsgroups/forums (except that promoted by the school for educational purposes
Downloads of ring tones, screensavers and games (except any promoted by the school for educational purposes)	Internet peer to peer networks
Downloads of freeware, shareware, evaluation packages (except by authorized persons and in compliance with copyright law)	

Pupils

Pupils are not permitted to bring in to school personally owned devices unless they have been so requested by their teacher. The exception to this is mobile phones to be used for communication with home to and from school. Any such device should be handed into the school office for safekeeping until the end of the school day.

The school cannot accept any responsibility for personally owned devices (e.g. laptops, USB devices, external hard drives, mobile phones and digital cameras) brought into school or taken on educational visits. They can only be taken on educational visits at the discretion of the teacher in charge and provided that pupils agree to use them appropriately as they would in school.

Pupils learn about the good practice that is appropriate for social networking through the use of various programmes to which they are introduced during IT lessons.

Pupils are made aware of the procedures for reporting accidental access to inappropriate materials.

If children accidentally find inappropriate material, they are to report it to their teacher who will alert the Head/Deputy Head so that they can take steps to rectify this. Staff who find inappropriate material will report it directly to the Head/Deputy Head. Children learn of this procedure in their lessons and it is reinforced. Staff are made aware of their responsibilities in this during staff training and by having their own copy of the policy.

Supporting children not in school

Broughton Fields Primary School will continue to do all within its power to ensure the safety and wellbeing of all children and young people that use ICT whilst working from home through enforced circumstances i.e. through extended school closure.

Learning resources will be uploaded to the school website and parents will be encouraged to engage their child in these. Examples include Purple Mash, BBC Bitesize, White Rose Maths.

Broughton Fields will upload the school website with such material and will update parents where necessary with local and national guidance on online safety.

Teachers will maintain regular contact with pupils and parents to offer learning and pastoral support alongside the ICT resources.

<mark>Pupils' Internet Safety Rules</mark>

RULES FOR ONLINE SAFETY AT BROUGHTON FIELDS PRIMARY SCHOOL

1. I will always ask the teacher before I use the Internet and will be sensible whenever I use it.

2. I will only use the Internet for schoolwork and will only use the sites my teacher has asked me to access.

3. I will not give my name, address or telephone number to anyone on the Internet and I will tell the teacher if anyone asks me for my name, address or telephone number.

4. I will **never** agree to meet someone I have spoken to on the Internet.

5. I will not download programs or bring programs on USB sticks from home into school, without permission from class teacher.

6. I will only e-mail the people my teacher has approved and the messages I send will be polite and responsible.

7. Passwords will not be shared with others and I will follow the teacher's instructions for creating strong passwords.

8. I will report any unpleasant material or messages sent to me. I understand this report would be confidential and would help protect other pupils and myself.

9. I realise that if I don't use the Internet sensibly I will not be allowed to use it.