



Acceptable Use of the Internet Policy and Portable Technology Policy (Pupils)

The content of this policy should be read in conjunction with statutory guidance **'Keeping Children Safe in Education 2019'** and **'Working Together to Safeguard Children 2018'**. This policy also reflects elements of the **PREVENT** strategy with regards to extremist materials and the **DETER** strategy with regards to sexualised content and potential grooming activities.

Aims of this policy

'To allow all users to access and use the internet for educational purposes safely.'

This can include: E-mail and World Wide Web facilities.

School activities can cover: Individual research and/or preparation of lessons and/or project work.

'To provide a mechanism by which pupils are protected from unsuitable sites (including social networking sites), information and individuals, and to ensure that employees and pupils are not vulnerable to serious allegations concerning the safeguarding of children and young people.'

Filtering and Monitoring Systems are in place as required by the DFE: Keeping Children Safe in Education September 2016, Annex C Page 62. (Reference Monitoring and Filtering Policy Summer 2017)

All pupils should have access to both the Internal School Intranet and the Internet during the hours stipulated i.e. 9am -3pm

All pupils will have received training on login and navigation around the IT system.

The school will continually self-review e-safeguarding policies in the light of new and emerging technologies.

All pupils will have completed the Staying Safe Online Programme.

The Lancashire NGFL site will be the main search engine used although other appropriate engines such as Yahoo and Ask Jeeves will also be accessible.

The Lancashire firewall (Netsweeper) will ensure that most unsuitable sites are not accessible from school machines. This will be monitored by designated staff. (IT Technician, DHT and HLTA)

All users must agree to act responsibly and use the Internet for legitimate research/educational purposes only.

Copyright must be respected, and the work of others must not be plagiarised. Exam work/Accredited work will be jeopardised if plagiarised material is used.

Users must be aware that possession of certain types of unsuitable material may be subject to prosecution by the police.

All pupils will take part in assemblies, PSHE lessons and an appropriate curriculum for e-safeguarding to help them become safe and responsible users of new technologies.

Pupils understand that they cannot access online social media sites of any description from within the school.

No mobile phone, tablet (unless required for educational/communication need) or games machine or camera enabled device, including players can be brought into the main school building.

Action to be taken by parents

Parents are asked that pupils do not bring any DVDs, CDs or pen drives to school. In this way we can limit the introduction of viruses or unsuitable material.

Parents are asked that pupils do not bring in any electrical devices such as mobile phones, tablets (unless required for educational/communication need), MP3 players, cameras or games machine as these could be misused.

Parents are asked to be aware of any social networking sites their children may go on and to monitor usage.

Parents are asked not to take any photos at any school event (e.g. Play). School can provide images from such events, if requested by parents

Action to be taken by staff.

All staff will sign an Acceptable Internet Use, Use of Social Networking sites and Communication to Pupils Guidance document.

All staff will act in a responsible way in the introduction of pupils to the intranet and Internet. They will monitor and supervise all pupils in their use of above.

All staff will act in a responsible way when using social networking sites in and out of school and only communicate to pupils as recommended in the guidance.

Staff will alert the Deputy or Headteacher if they feel any pupils are using social networking sites in an inappropriate way.

In the event of Extremist material being accessed, the DSL will be informed and a referral to Lancashire Constabulary will be made through the guidelines of the PREVENT strategy.

If unsuitable material is located by a pupil or staff it will be immediately reported to both the Headteacher and to the Lancashire ICT Centre, for addition to their firewall.

When pupils are using ICT facilities as part of their social programme at lunch times they will be supervised in a similar way to lessons and no external materials (DVD's, pen drives or CDs) may be introduced.

Photos taken in school must only be carried out using a school camera and images should be deleted once they have served their purpose (e.g. Evidence/wall display etc)

Staff should be aware of which pupils can have their photo taken and for which media (school/ website/prospectus/newsletter/press) before taking photo's

Personal Phone and Portable Technology Devices Policy

West Lancashire Community High School discourages pupils from bringing mobile phones and media players to school and portable media devices into school

Whilst on site, for safeguarding purposes, phones are not to be accessible.

If a pupil needs to bring a mobile telephone to school a request in writing needs to be made to the Headteacher.

If a pupil needs to bring a mobile telephone to school for one day in an emergency, parents need to seek verbal permission from the Head or Deputy Headteacher.

The phone must be switched off and given in to the office on arrival at school.

The phone must be collected at the end of the school day from the office

The phone must be concealed whilst leaving the school premises.

Where a pupil is found with a mobile in school, including the playground, the phone will be taken from the pupil and placed in the office. Parents will be contacted to collect the phone.

If a pupil is found taking photographs or video footage with a mobile phone or MP3 player or portable device of either pupils or teachers, this will be regarded as a serious offence and the Headteacher will decide on appropriate disciplinary action. In certain circumstances, the pupil may be referred to the Police. If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by an appropriate person.

Parents are advised that West Lancashire Community High school accepts no liability for the loss or damage to mobile phones or MP3 players which are brought into the school or school grounds.

If a pupil needs to contact his/her parents/guardians, they will be allowed to use a school phone. If parents need to contact children urgently, they should phone the school office and a message will be relayed promptly.

Agreed by Governors 4.12.19