

St. Andrews International School Samakee

Document Information			
Policy Number:	PO-ICT-1	Created by:	Headteacher
Reviewed by:	SLT	Responsibility:	All Staff
Last Review:	8/2022	Next Review:	9/2024
Review Cycle:	Annual	Ratified by:	SLT

Acceptable USE ICT Policy

The ICT resources used by children at Samakee are carefully chosen by their teachers’ in liaison with our ICT Subject Leader and determined by our school’s curriculum policies. The Internet will sometimes provide children with access to information that has not been selected by the teacher - particularly as children reach the later years of Key Stage 2 & 3. Within our school and our wider community, we are sincerely concerned that children may access unsuitable material either accidentally or deliberately.

Accordingly, Samakee shares with parents and carers the responsibility for constructing and communicating the standards that children are expected to follow when using media and information technology at home and at school. Bearing this in mind, we believe that the most successful approach to e-safety is working in partnership with parents using a combination of site filtering, supervision and by promoting a responsible attitude in our children.

Under the “Every Child Matters” framework, the implementation of this policy seeks to ensure that children stay safe and that they “be protected from harm and neglect and grow up able to look after themselves.”

The purpose of this policy is to provide guidance for our Samakee community to secure safety online. This policy should be used alongside the following supporting school policies:

- Health and Safety,
- Child Protection,
- Code of Conduct Policy,
- Children’s Code of Practice for ICT,
- E-Learning Policy, Home-School Agreement,
- iPad Request Form
- Behaviour Policy.

The content of this policy has been developed in accordance with national guidance from BECTA and 3 main documents:

- E-Safety: Developing whole-school policies to support effective practice,
- Signposts to Safety,
- Safeguarding Children in a digital world.

St. Andrews International School Samakee

The Internet and other digital and information technologies are powerful tools for learning that open up new and exciting opportunities for our children and staff. The benefits from access to the Internet, we believe, far exceed the disadvantages.

Access to the Internet

Samakee uses a sophisticated network infrastructure and actively monitors and 'filters' our Internet Service to minimise the chances of children encountering undesirable material. The use of mobile phones by children is not permitted during school hours or on school trips to ensure that Internet access can only occur via the school networks. Children are only allowed to use the Internet when there is a responsible adult present to supervise them. Members of staff are aware of the potential for misuse and are responsible for regularly explaining to children our expectations. Teachers have access to children's emails, communications on Edmodo and workspaces, and make periodic checks on a regular basis to ensure expectations of behaviour are being met.

Expectations for Internet use

Children are expected to:

- Be responsible for their own behaviour on the Internet, just as they are anywhere else in school.
- Keep their personal details, home addresses and or telephone numbers confidential when on the web or in a communication with other Internet users.
- Request permission before using the Internet at school and have a clear purpose as to what they are planning to do.
- Use computers for schoolwork and homework only.
- Download files only under the supervision of a member of staff.
- Use their school Gmail accounts for email starting from Year 3. All email will be moderated and monitored by IT support, the IT Subject Leader, the class teacher or form tutor using an alert system. The use of unfiltered web-based email (such as Hotmail) is not permitted at school.
- Turn off the monitor immediately if they accidentally encounter any offensive materials or are uncomfortable or upset by anything they have found on the Internet and report it to the teacher in charge. Staff must report such incidents to the ICT Manager and or Head Teacher and arrangements will then be made to block the site.

Children must not:

- Engage in any form of conversation or communication with other users on the Internet without permission and supervision from their teacher.
- Use social networking sites such as Facebook, Tik Tok, MySpace etc. and the use of the Internet for such purpose is not currently permitted.
- Use public chat rooms and Internet Messaging Services.
- The class teacher, Phase Leader and Head Teacher will deal with any violation of these conditions of use as appropriate and sanctions may apply. Parents will be informed.

Our School's Website Guidelines

St. Andrews International School Samakee

Our website promotes the School and is often the first contact people have with our school. We aim to present information in a clear way which is user-friendly and makes it easy for parents and children to find what they are looking for; the site includes our Key Values, calendars, upcoming events and school policies, and much more.

However, to protect our children, the following guidelines are observed:

- Children are only referred to by first names on our school website
- Group photographs will not contain a names list
- Only images of children in suitable dress or uniform will be used
- Home information and e-mail identities will not be included - only the point of contact to the School, i.e., telephone number, school address and e-mail to the school office
- Children's work that is chosen to be displayed will be of the highest quality and will reflect the ethos of our School

Consent for Using and Taking Photos

At the beginning of each academic year, parents or carers are requested to complete the SAS Photo Consent Form to indicate whether or not they give permission for their child's photo to appear in the school's prospectus, on the school's website, on Firefly (the school's intranet), on Tapestry (your child's learning journey), and internal displays around the school which can be viewed by visitors. An up-to-date list of children without permission for these different sites is kept in the school office and referred to before using photos. If at any time, a parent expresses concern about the usage of an image or piece of work, it will be removed as quickly as possible.

Samakee Facebook, Twitter, Instagram and LINE

SAS Facebook, Twitter, Instagram and LINE are used to share important updates, alerts and reminders as well as links to articles that may be of interest to families. These channels are in addition to emails which are the school's main method of home communication.