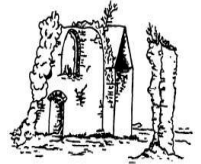




Diocese of Nottingham
Working in partnership with The Saint Robert Lawrence Academy Trust



The Priory Catholic Voluntary Academy

E-Safety and Acceptable Use Policy

Mission Statement

**The Priory; a place to learn: have fun, grow and develop, in the light and love of Christ.
Jesus said: "I am the vine; you are the branches" (John 15:5)**

Catholicity

Our religious beliefs coined within Catholic social teaching are central to the provision throughout the whole school; and the foundation on which the ethos of the school is built. Every person is recognised as a unique creation of God; it is the intention of every member of staff, for each child to be assisted in every way possible, to achieve his or her potential in all the fields which make up the whole human person: the academic, social, moral, physical and spiritual.

As Jesus taught through his actions and words, everyone has the right to be treated equally –with dignity and respect. All who work and learn here do so in the knowledge that God created us as unique individuals where our differences; whether of: disability, gender, gender reassignment, pregnancy, race, religion or belief, sex and sexual orientation and age, are celebrated as part of the wonderfully created world in which we live.

Our attitudes are Gospel led and every opportunity is taken to refer to behaviour norms which are seen as desirable and which epitomize those which are fostered by the Gospel teachings. This is especially the case in the ways in which we respect and relate to others through:

- valuing, respecting and promoting the rights, responsibilities and dignity of individuals within all our professional activities and relationships
- all members of staff feeling valued, well trained and able to perform their professional duties free from undue and damaging stress
- ensuring the equality of educational opportunity based on merit; irrespective of background, beliefs and socio-economic contexts.

As a worshipping community, we appreciate the importance of prayer in our daily lives and try to present as many opportunities as possible to participate in this intrinsic part of our Catholic Faith. It is from this action and acknowledgement of our faith that we are impelled to share our resources – the school and parish community undertake a great deal of charity work; supporting the global family of God on a local, national and world-wide basis.

Background

1. This policy has been compiled to safeguard pupils and all users of new technologies at The Priory Catholic Voluntary Academy. It should be read in conjunction with the behaviour policy and the school's policy on safeguarding children.

Teaching and Learning

Why the internet and digital communications are important

2. The internet and digital communications are essential elements in 21st century life for education, business and social interaction. The Priory has a duty to provide pupils with internet access as part of their learning experience, and to give pupils an understanding of how to access the internet safely. Internet use is taught as part of the curriculum in the school as it is a necessary learning tool for staff and pupils.

Internet use will enhance and extend learning

3. The Priory internet access will be designed expressly for student use and will include filtering appropriate to the age of pupils. Clear boundaries will be set for the appropriate use of the internet and digital communications, and will be discussed with staff, parents and pupils. Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.

Pupils will be taught how to evaluate internet content

4. The Priory will ensure that the use of internet derived materials by staff and by pupils complies with copyright law. Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Managing Internet Access

Information system security and filtering

5. The Priory ICT system security will be reviewed regularly. Virus protection will be installed and updated automatically and regularly. Staff will be instructed on how to virus check files on external devices such as memory sticks. Security strategies will be adopted in line with latest best practice.

6. The Priory will work in partnership with Nottinghamshire County Council to ensure that filtering systems to protect pupils are in place and regularly reviewed.

7. The Priory will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a computer connected to the school network. The school cannot accept liability for any material accessed, or any consequences of internet access.

E-mail and social networking

8. Staff and pupils may only use approved e-mail accounts on the School system. Approved e-mail accounts are those provided by Nottinghamshire County Council and set up by the school's ICT technician. School business must not be conducted using e-mail addresses other than those specifically approved by the school.

9. The Priory will control access to social networking sites and consider how to educate pupils in their safe use. Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location. Staff and pupils will be reminded that social networking sites are public areas and that they should not bring the school into disrepute through their use.

Monitoring ICT Systems and Internet Access

Monitoring

10. The Priory has a right and obligation to monitor all ICT activity both on and off site where remote access has been granted. Monitoring will, for the most part, be automated. However, ICT staff are authorised by the Headteacher to look at files, emails and internet sites as part of their daily work without notice to users, especially when investigating technical issues, possible breaches of this AUP or when investigating illegal activity. Any activity that is suspected may lead to this AUP being contravened or that may bring the School into disrepute will be investigated and may result in disciplinary action and/or withdrawal of ICT access.

11. The information that may be extracted about any user's activities includes but is not limited to:

- What PC they logged into the network from
- When they logged in / out
- What files they have created, looked at on the network and when
- What files they have printed, through which printer and when
- When they have changed their password
- Who e-mails have been sent to / received from and the subject, message and attachments
- What websites have been visited, how frequently, for how long and any files downloaded or viewed
- What search terms were entered and which search engines were used

12. Copies may be made and retained of e-mails and data and the school will disclose these if required in accordance with the Freedom of Information Act 2000.

Handling Complaints

13. Complaints of internet misuse by pupils will be dealt with in line with the Behaviour Policy. Complaints about staff misuse will be referred to the Headteacher. Complaints of a child protection nature must be dealt with in accordance with the Safeguarding Children Policy.

14. Where illegal activity is suspected then the police will be involved.

Communicating E-safety

Introducing e-safety to pupils

15. E-safety rules will be posted in all rooms where computers are used and pupils will be informed that the network and internet use will be monitored.

16. E-safety will be delivered specifically as part of the scheme of work in ICT and issues such as safe use of social networking sites and cyberbullying will be covered

in PSHE and Citizenship. Additional E-safety guidance will be provided to pupils via the Drug Abuse Resistance Education program (DARE), the NSPCC and CAFOD, through sessions delivered to the pupils.

17. All pupils are expected to sign the Home School Agreement.

Staff and the Acceptable Use Policy

18. All staff will be aware of this policy and will be reminded that network and internet traffic will be monitored.

Parents' / Guardians' Support

19. The Local Authority, Nottinghamshire County Council, will provide a workshop for parents on the topic of E-safety.

Authorising Access

Pupils

20. The school will maintain a current record of all staff and pupils who are granted access to the school ICT resources.