

FALKNER HOUSE INTERNET AND CODES OF CONDUCT POLICY Nursery – Year 6 (therefore includes EYFS)

DCSF STANDARD 3 (2) c & d (drawn up with regard to DCSF 2011: Health and Safety DfE advice on Legal Duties and Powers for Local Authorities, Head Teachers and Governing Bodies)

INTERNET SECURITY

The online security of pupils, staff and visitors is of great importance.

- The school's head of IT is responsible for day-to-day internet and technology security at school (as part of the school's wider safeguarding strategy) following the protocols agreed with the headteacher and set out in the IT and child protection policies. The head of IT would refer any concerns to the Principal who is the Designated Safeguarding Lead (DSL)
- The school network uses Smoothwall for web filtering to ensure, to the best of our ability, that pupils and staff are protected from unsuitable sites.
- Pupils using iPads are limited to pre-approved websites.
- Pupils are only allowed to use the internet at school in the presence of a teacher and are instructed as to the websites that they can view.
- Staff sign an internet/technology/data code of practice (see staff code of behaviour) before starting work at Falkner House and on an annual basis
- Pupils also have to accept the school computer behaviour policy before they can log on to the school computers
- Visitors are not allowed access to the school wi-fi.
- Parents are invited to come in for annual in-house sessions on online safety led by the school's head of IT. The notes and advice from these sessions are also available within the Parent Handbook.
- Pupils are taught how best to protect themselves and their peers online in IT and PHSE lessons. Please see PSHEE Policy.
- Staff are prohibited from cyber contact with pupils or former pupils aside from in a purely academic context e.g. homework. See staff code of behaviour.
- **Pupils are not allowed to have their own personal mobile devices or Kindles (aside from their school iPads) in school or on school trips.**
- If a pupil is travelling to school independently and parents feel it is essential for their child to have a mobile phone, the parents must liaise with the school in advance. A mobile phone would have to be left in the school office for the day, as **pupils are not allowed personal devices in school.**
- If staff have concerns about a pupil's use of the internet or technology at home, this would be referred to the Principal (DSL).

FALKNER HOUSE PUPILS' INTERNET CODE OF PRACTICE ON COMPUTERS Nursery – Year 6 (therefore includes EYFS)

Children undertake only to use the internet when supervised. Throughout the year the pupils will be reminded of the following requirements

- I agree I will access only sites and material approved by my teacher and relevant to my work in school
- I will log on to the school's computer network using my unique username and password and will not allow any other pupil to use my username and password.
- I will log off at the end of each session.
- I agree I will not at any time log on to any internet chatroom or similar facility which may result in any personal details being disclosed or may identify me to persons unknown.
- I understand that the school and its Internet Service Provider can, at any time, access and monitor my usage of the computer.
- I may not download anything from the Internet (including screen savers, games, video clips, audio clips, "exe" files).
- I will only send and receive emails, or open attachments under the supervision of a teacher
- I will report any incidence of bad language or distasteful images to a teacher if I come across them accidentally.
- I will always be myself and will not pretend to be anyone or anything I am not.

FALKNER HOUSE PUPILS' IPAD CODE OF PRACTICE Years 4 - 6

I understand that it is very important to be responsible when using my school iPad. I accept that I must not:

- Send emails
- Download any software, apps or music
- Use chat rooms, online games or social media
- Change any settings, restrictions, passwords or accounts
- Spend time on the iPad immediately before going to bed
- Watch any media that is not related to my school work
- Bring any other devices into school

I will remember to:

- Charge my iPad every night
- Bring it into school every day, along with my Apple Pencil
- Look after my iPad and never remove it from the protective case
- Make sure I keep my folders organised

I also know that it is important to be aware of online safety when using the Internet. I agree that:

- I will not give out any personal information such as my address, telephone number, or the name of the school
- I will tell my parents, or teachers if I come across any information or pictures that make me feel uncomfortable
- When at home I will talk with my parents so that we can set up rules for going on the iPad and online. We will decide upon the time of day that I can be online, the length of time I can be online, and appropriate websites that I can visit. I will not access other areas without their permission
- I will be a good online citizen and not do anything that hurts other people
- I will help those who might not understand how to use computers and try to teach them about the internet and how we can use technology

Home iPad rules:

- I must ask an adult for permission to use my iPad
- During the week days I can use the iPad between the hours of _____
- During the weekend I can use the iPad between the hours of _____
- I can only use the iPad for school work
- I can use the iPad for other activities, after asking permission from an adult
- An adult must be with me when I use the internet or have approved the sites that I am allowed to visit

Signed by:

Pupil _____ Date: _____

Parent _____ Date: _____