Monkhouse Primary School - Pupil Internet & Acceptable Usage Policy

General Principles
iPads will be used for learning activities that may include research, production of content and communication with others. Remember that access to devices and the internet is a privilege, not a right and that access requires responsibility.

iPads must be brought to school every day and they should be fully charged.

Please ensure that your own iPad is locked, at least with a 4 digit pass code and clearly marked identifying it as yours.

Be mindful of screen time and try to limit the amount of time that you spend using your iPad. Teachers will not be using them in every lesson and not for the whole lesson. However, if you have been spending a large amount of time doing homework on the iPad then please ensure that you take regular breaks and don't continue to play games after you have completed your school work.

The school has developed a set of rules to help keep pupils safe whilst using technology e.g. Internet, email, mobile phones, iPad. Pupils will be reminded of their responsibilities whilst using technology. These rules will be kept under constant review and amended as required. Pupils MUST obtain the permission of their parent/guardian/carer before they can be allowed to use the internet/email system in school. The Parental Permission Form MUST be signed and returned to the school. As technology advances and situations arise, we will review and/or update this policy annually to ensure appropriate use. We ask that you recognise any changes and continue in its agreement as these reviews occur. Please contact us if you have any questions around this.

School Managed Apple IDs:
Where devices in school and primarily for educational purposes, all pupil iPads must hold the School Managed Apple ID and this is not to be removed from the Settings. Personal Apple IDs can be assigned only in the App Store. New to Year 3 parents and carers, who wish to use existing personal devices, must be in agreement with the application of the School Managed Apple ID on the personal device. Alternate arrangements are to be made in line with the school leasing program if this is not suitable.

Jamf:
All iPads in school hold a Mobile Device Management System on them, in this instance we use Jamf. This allows for all iPads used in school to meet the privacy and security requirements. During the term time, weekday hours of 8:30am and 3:30pm, all iPads will be active on a

'School Hours' profile, ensuring that devices are solely for educational purposes and allow access for school permitted apps. Any app that is personal, including any apps used for communication purposes are hidden during these hours. Outside of these times, all iPads revert back to an 'All Hours' profile and home apps as installed return. During all hours of operation, certain restrictions remain in place for the purposes of safeguarding that include the inability to download certain app types such as gambling and dating apps.

Impero Web Filtering Software

Impero will be used on all iPads to provide robust web filtering, ensuring compliance with *Keeping Children Safe in Education* (KCSIE) guidance. While Jamf allows us to create blocklists for specific app types, its web filtering capabilities are not sufficiently robust to safeguard students against harmful or inappropriate online content. Impero's advanced filtering system will monitor and block unsuitable websites in real-time, offering a more comprehensive safeguarding solution that aligns with statutory requirements. This layered approach ensures both app and web-based content is appropriately managed to maintain a safe digital learning environment.

Key features include:

- **Web filtering:** Restricts access to unsuitable websites and content, customisable to meet school requirements.
- **Keyword detection:** Alerts staff to potential safeguarding concerns such as cyberbullying, radicalisation, or self-harm.
- **Monitoring and reporting:** Provides detailed reports and insights into online activity, helping staff identify and address risks.
- **Compatibility:** Works across various devices and platforms.

For current personal iPads in Years 4 to 6, there is an opt out option with this software should you wish to not use it. For New to Year 3, this information was included in the leasing and device options for this year.

Personal iPad requirements:
All personal iPads that are brought in for school use must be of a certain generation (age). New to Year 3 children are to have the most recent generation of iPad to see them through to the end of Year 6. This is because devices can lose compatibility with the tools that we use in school and their use, if outdated, results in children not being able to work in the ways we envisage. Device compatibility typically works on a 3-4 year cycle.

The following rules apply to ALL pupils:

Use in lessons
- I will only use my iPad when authorised or directed by a member of staff.
- I will only use my iPad for the purpose expressed by the member of staff.
- I will only make use of any recording means (video, photographs or audio) with the

permission of the member of staff.
- I will only use recorded material for my personal use only and must not allow for this to be placed in the public domain/social media.
- I will recognise that recording another student or a member of staff without their permission will be treated seriously. Permission must always be sought first.
- I will not look at or delete other people's files or access their accounts.
- I will only use the internet in school for school work and follow my teachers or a member of staff's instructions.
- I will ask permission before entering any web site, unless my teacher or member of staff has already approved that site.
- I will not access any apps that include a social media element or open chat feature.
- I will only use the apps that have been authorised or directed by a member of staff.
- I will not download any apps in school, apps are to be downloaded by the school office on the school account.

At Home

Keeping you and your iPad safe

- I will keep the iPad in its protective case at all times.
- I will ensure that my iPad is kept safe in class at all times, placing it carefully and securely on a desk when not in use.
- I will keep my iPad safe, secure and out of sight when travelling to and from school.
- You must not place online (or give to anyone) information that can identify your address or telephone number or those of anyone else at the school.
- I will be responsible for my behaviour when using technology because I know these rules are to keep me safe.
- I will only use my own login and password that has been given to me by my teacher when using computers and will keep it private.
- I will tell my teacher or member of staff IMMEDIATELY if I see anything on the internet that makes me feel unhappy or uncomfortable.
- I will NEVER give out my own or others personal details e.g. name, address, phone number, etc.
- I will support the school approach to online safety and NOT deliberately download/upload any images, videos, sounds or text that could upset any member of the school community.
- I know that the school may check my files and monitor the internet sites I visit. The school may contact my parent/guardian/carer if the school is concerned about my E-Safety.
- I will NOT bring my mobile phone into school without my parents' knowledge. I will hand my mobile phone in at the office and leave it there for the duration of the school day if I have permission to have it in school.
- I will not use any wearable tech in a way that breaches the acceptable use as outlined above.
- I will only use apps that are age appropriate in school.
- I will not bring a watch into school that is connected to my mobile phone.

- I will not use my school email address for the purpose of setting up an account on an app not authorised by school or for anything else external to school as it provides personal information about the school I go to.

Loss or damage to iPads

- If a school leased iPad is damaged and requires repair or is lost/stolen please contact the school as soon as possible so a claim can be made.
- I will use school equipment & resources responsibly & with respect when directed by my teacher or member of staff. I will take full responsibility for damage caused to school equipment if used inappropriately.

Emails and communication eg WhatsAPP
- I will only send messages that are polite*, respectful, kind* and sensible.
- I will tell my teacher or member of staff IMMEDIATELY if I receive an email that I don't like.
- I will never use technology in an offensive way that may hurt others.
- I will notify my teacher *or parent* if I receive a message that I do not like.
- I will NEVER try to access personal email accounts, chat rooms, social networking sites or instant messaging sites in school.
- I will only open an email attachment from someone I do know.
- I will only use my school email when a teacher or member of staff gives me permission when in school.
- I will use video and instant messaging apps appropriately and will not use these inside school.
- I will remove anyone from a message group immediately should they not want to be part of the group and only message people who have agreed to this.
- I will not use the school's name or any staff member's name through any use of social media context or media.
- I will not use my school email address for the purpose of setting up an account on an app not authorised by school or for anything else external to school as it provides personal information about the school I go to

Google Classroom, Seesaw and other online learning journals:

- I recognise that the online learning journals used through school are only to hold evidence of work and activities that are appropriate to my learning.
- I will not use the online learning journals as a means to interact with other students from a social point of view - beginning and engaging in conversations through use of comments.
- I will not use the online learning journals to post inappropriate images unrelated to my learning.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour that are covered in this agreement when I am outside of school and where they involve my membership of the school community (examples would be cyberbullying, use of images or personal information).
- I understand that if I deliberately break these rules I may be stopped from using my iPad in school until further notice.

Consequences

1. A letter home informing parent/guardian/carer of the nature and the breach of rules.

2. A ban, temporary or permanent, on the use of an iPad in school.

3. Where applicable, police or local authorities may have to be involved.

Parent:

Use the linked Google Form below to complete acknowledgement of the Acceptable Usage Policy.

https://docs.google.com/forms/d/1Ep7aM65PANfGcyYRnQqaxwRlT9vWCN48sWb0Xs2RhWY/edit

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Parent:

I have read and understood the school `Acceptable Use Policy for Pupils' and give my permission for my son/daughter to use the technology outlined in this policy. I understand that the school will take all reasonable precautions to ensure that pupils are safe and cannot access inappropriate materials online, but this is unavoidable with today's technology. My son/daughter is aware of the procedures in school should he/she find his/herself in this situation. I understand that the school cannot be held responsible for the content of material accessed outside of school.

☐   I have read the rules and discussed them with my child.

Child's Name: _____

Parent Name: _____

Date: _____

Signed _____

<u>School:</u>

The school acknowledges the above signature and therefore grants Internet access.

Signed

L.Baggett
Headteacher