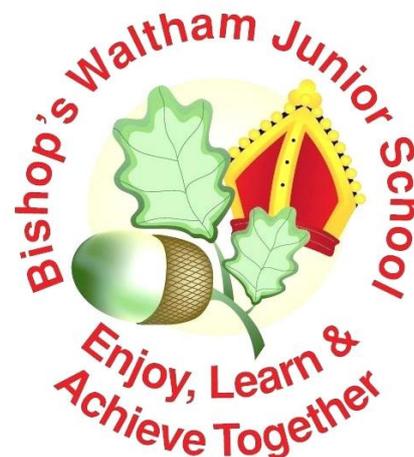# Bishop's Waltham Junior School

Internet Acceptable Use Policy

The school website and additional services

At BWJS, we try to make our school website a valuable resource for parents and other stakeholders, a record of work and experiences for pupils, and a showcase of our school to the world at large.

Our website and blog contain a large number of photographs of both people and work. It also contains video and audio footage of children.

We follow these rules to maintain safety:
- For a photograph or video clip of a child to appear on the site or blog, consent must have been gained from the parent or guardian of the child. This consent is sought on admission, and is renewed annually at the beginning of the Autumn term. A parent or guardian may choose to withdraw permission throughout the year.
- When photographs of children are shown on-line, they are not identified by name. Generally speaking, children are shown in groups, and not as individuals. We also endeavour to avoid close ups which show children's faces.
- On occasion, photographs of PE or swimming lessons may be included. In these instances, we will take particular care to avoid children being identifiable.
- We will always avoid using children's full names for any reason.
- We will very rarely link from our site to external sites. When we do so, we will make sure we are linking to websites which we trust.
- Personal information about children or staff is not shared on our website. Contact information is provided only for our school office, Mr Campbell as headteacher, and Mr Senior as website administrator. The e-mail addresses given for Mr Campbell and Mr Senior are specific work addresses. Occasionally, we may post the e-mail address of a specific person for a specific reason – this would only ever be with their permission, and usually only be at their specific request.
- All information on the school website is published by Mr Senior, even if it is not written by him. This avoids content on the website inadvertently contravening these rules. Content on the blog may be published by other members of staff. Children may occasionally be granted permission to post to the blog – this work will not be published until reviewed by Mr Senior.
- Comments left on the school blog will always be moderated by Mr Senior before publication.

The school also runs a twitter feed and facebook account which publish headlines from the blog.

- Users of twitter or facebook may freely subscribe to these services. We do retain the right to block users if necessary.
- We will always block pupils from using these services. Twitter and Facebook both have minimum age requirements of 13, so any pupils using these sights are in contravention of the site rules, and we will not endorse this.
- Only material from the school can be published at either page. Users will not be able to post directly to the service. They may be able to leave comments – these comments will routinely be deleted.
- Only headlines and links to the blog will be published to these services. Photos, in particular, will never be available to these sites.

Using ICT at school

At BWJS, we recognise that the use of ICT, including the internet, is an increasingly important resource for both teachers and learners. We also recognise that ICT and the internet can be used inappropriately. Because our internet access is filtered through Hampshire County Council, inappropriate material should be blocked in school. In order to ensure that users stay safe, we follow these rules:

Staff
- Staff will take good care of ICT equipment in school, and particularly good care when using this equipment outside of school.
- Staff will not use the internet to access material which could be deemed inappropriate.
- Staff will not disclose their user logon information to unauthorised users.
- Staff will not install personal software or hardware without permission.
- Staff will report any incidents of concern over child safety to the schools e-Safety Coordinator, the Designated Child Protection Liaison Officer or the Headteacher.
- Staff will ensure that any electronic communications with pupils or parents of pupils (including e-mail and use of social networking sites) is compatible with their professional role).
- Staff will promote safe use of ICT within in school both in ICT lessons, and at other appropriate times.

[These rules are based on Hampshire County Council's 'ICT acceptable use agreement for staff' document.]

Children
- Children will understand that the ICT equipment in school belongs to the school, and it is therefore up to the school to set rules about its use.
- Children will agree to use the school network and internet access responsibly, as directed by the school.
- Children will not seek out inappropriate material using the internet, and will report any material that concerns them to their teacher.
- Children will ensure that any messages written using ICT in schools will be politely written.
- Children will ensure that they do not reveal any personal information when using the internet.

[These rules are based on Hampshire County Council's 'e-safety - acceptable use agreement' document.]

Using bwjsapps.co.uk

BWJS recognises the value that an online learning environment may bring to learners. We also believe that teaching children how to operate safely in an online environment is becoming an increasingly important life skill.

Because of this, BWJS has signed up to 'Google Apps for Education'. The following rules are in place to ensure safety.

Staff at School
- We will provide all users with secure login and password, individual to each user. We have control over who is able to access bwjsapps. This includes staff and children.
- We will provide training to staff on how to use bwjsapps in school. The fundamentals of use will be written into ICT curriculum planning.
- We will share resources and communicate with children with the same standard of professionalism as we would show in our daily interactions with children.

- We will show children how to use bwjsapps, and teach them how to use bwjsapps safely.
- We will monitor children's use of bwjsapps, including messages sent between children, and deal with misuse of the services appropriately.
- We will ensure that children who do not have internet access at home are provided with the opportunity to use bwjsapps in school.

Children at School, or at Home
- Children must look after their logon information, and not share it with others.
- Children must use bwjsapps appropriately. Using bwjsapps to publish derogatory remarks will not be tolerated.
- Children will not give out personal information such as addresses, phone numbers, or external e-mail addresses using bwjsapps. Children will not be able to send and receive messages from external sources unless specific permission has been set by the system administrator. This permission will only be given for specific curriculum requirements.
- If children find anything they don't like on bwjsapps, children will report it to a parent, guardian, or teacher as soon as possible.
- Children will remember to respect the views of others, and keep discussion relevant to the topics in hand.
- Children will not download photographs of children from bwjsapps, or distribute these photographs outside bwjsapps.

Parents at Home
- Parents may need to assist their children in keeping their logon information secure.
- Parents will report any misuse of bwjsapps to the school.
- Use of bwjsapps at home will be governed by the wishes of the parent, and it will be the responsibility of the parent to control access from home, just as it is for any other website.
- Children will not download photographs of children from bwjsapps, or distribute these photographs outside bwjsapps.