Acceptable Use Policy / Polisi Defnydd Derbyniol
Ysgol Gymraeg Gwenffrwd, Treffynnon

Pennaeth : Headteacher :- M. Iola Owen
Tîm Arweinwyr Digidol Gwenffrwd / ICT Team Leaders at Gwenffrwd:
Mr.G. Lyall a Mrs EMJones – Arweinwyr Digidol/ Digital Leaders; Ms Dawn Owen (arweinydd y CS/ FPh Leader)
School's SAFEGUARDING officers: M.I.Owen (ANCo); Tina Cook (ANCo support& GB); Dawn Owen & GL (SLT)
Governing Body representatives: Shaun Barritt (Digital link);
                                          Fiona Lambrecht (Safeguarding)

1.   Preparation and review of the policy

Revised by Governors and staff as part of on-going self-assessment procedures.

Ysgol Gwenffrwd's Electronic Communications and Online Safety Acceptable Use Policy is part of the school's ICT policy and relates to other policies including those for behaviour and for personal, social, emotional and health education. During the COVID-19 Pandemic – as part of our Distance Learning and Blended Learning Policies (** please refer to this policy as well as our poster : Rules and Guidance for Live Streaming'- which come under the broad policy of safety through the Acceptable Use of ICT. The process of compiling this policy and discussions between staff and Governors ensures that wider aspects of electronic communication use have been fully considered.

At Ysgol Gymraeg Gwenffrwd:

* *The Electronic Communications and online safety Acceptable Use Policy has been guided by the FCC ICT - our ICT team, and the model then implemented by our Governing Body and whole-school staff.*

* *It has been shared with all our parents and the PTA. It is expected that all members of our school community follow this important policy document.*

* *The Electronic Communications and e-safety Acceptable Use Policy will be reviewed annually.*

Latest review date: Spring term 2021 (next review date will be March 2022)
Signed / Arwyddwyd: *Fiona Lambrecht* (Chair of Governors / Cadeirydd y Corff Llywodraethol)

2.   Why is use of electronic communication important?
During the COVID-19 Pandemic, March 2020 onwards, Digital Learning became essential. Staff, pupils and parents had to be immediately upskilled (digital skills)

so as to be able to use digital platforms (such as Google Classroom/ SeeSaw as learning & communication platforms between pupils and their families, with class teachers and support staff, all working from home. All school administration, financial systems and internal planning were all also moved to be completely on-line. Our whole school GDPR policy and procedures were revisited and reviewed, and a school digital payment system (School Gateway) was introduced by Mr.G.Davies (Chair of Finance) and S.Roberts (Clerk to the Governing Body).September 2020.

(Review Autumn Term 2021: The school comms/ Gateway system has been a real success. Also-we will continue to subscribe to the 'School Cloud platform which enables us to hold effective on-line 'Parents Meetings'. The same safety rules for 'Live Streaming' apply here.

- please read our Distance Learning and Blended Learning Policy as well as our 'Keeping Learners Safe whilst Live Streaming' (Gwenffrwd's information poster-alongside the Acceptable Use of ICT Policy.

Use of electronic communication relates to both pupils and all staff – teachers, supply teachers, student teachers and support staff. In addition to being a tool for learning electronic communication is relevant to management and administration tasks. Additionally, there is the need to comply with relevant legislation, in particular the Data Protection Act 1998 ; GPDR May 2018 and the Computer Misuse Act 1990.

- *The purpose of using electronic communication in school is to raise educational standards, to support the professional work of staff, to support the professional development of staff and to enhance the school's management information and business administration systems.*

- *The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.*

- *Internet use is part of the statutory curriculum and a necessary tool for learning.*

- *Access to electronic communication systems is a necessary tool for staff and an entitlement for students who show a responsible and mature approach.*

- *Pupils use the Internet widely outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.*

- ***It should be noted that the use of a computer system or any Digital Device, without permission or for a purpose not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990.***

- ***The use of a computer system/ any Digital Device without permission or for a purpose not agreed by the school may constitute a criminal offence under the Data Protection Act 1998 or Computer Misuse Act 1990.***

- *Use of electronic communications is permitted outside of working hours subject to the Council Security Policy for Schools (detailed in Appendix A).*

3. What are the benefits to the school?

Linking computer technology with telecommunications offers access to a wide range of information and services. This link has given rise to the term information and communications technology (ICT). Of particular importance is the networking of computers within school and linking schools to the Internet. The Grid is seen as a structure of educationally valuable content on the Internet with the potential to support teaching, learning, training and administration. *A number of studies and government projects have indicated the benefits to be gained through the appropriate use of electronic communications in education. These benefits include:*

- *The new Creative Curriculum for Wales (CfW) has placed Digital Learning as a main 'tool' for learning.*
- *At this present time, still in the clutches of Covid, blended learning is operating at school, whilst all meetings (Gwenffrwd staff with cluster schools, GWE partnerships working etc and all Training courses are conducted on-line on platforms such as TEAMS or Zoom etc. This is now the 'new normal'.*
- *Access to world-wide educational resources including museums and art galleries;*
- *Inclusion in the National Education Network which connects all UK schools;*
- *Educational and cultural exchanges between pupils world-wide;*
- *Vocational, social and leisure use in libraries, clubs and at home;*
- *Access to experts in many fields for pupils and staff;*
- *Professional development for staff through access to national developments, educational materials and effective curriculum practice;*
- *Collaboration across support services and professional associations;*
- *Improved access to technical support including remote management of*
- *Networks and automatic system updates;*
- *Exchange of curriculum and administration data with the LA and Welsh Government*
- *Access to learning wherever and whenever convenient.*

4. How will the risks be assessed?

Ysgol Gwenffrwd will address the issue that it is difficult to remove completely the risk that pupils might access unsuitable materials or receive unsuitable messages via the school system. It is wise to include a disclaimer.

- *We are aware that, unfortunately there are unsuitable contents on-line which pupils should NOT access at any time. School has a Firewall blocking system (installed by FCC. We also include the statutory sessions by PC Mark Jones (on a termly basis) which deliver Welsh Government programmes relating to 'Keeping Safe On-Line'. School staff integrate Digital safety lessons within Curricular themes and our class 'Digital Wizards' support peer learning at Gwenffrwd.*
- *However, even though we have the Firewall checks, it is not possible to automatically check the content of electronic messages for every word or phrase that might be considered unsuitable. The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that particular types of material will never appear on a screen. Neither the school nor Flintshire County Council can accept liability for the material accessed, or any consequences thereof.*

- *Methods to quantify and minimise the risk will be reviewed.*

- *Staff, parents and governors will work with education officers to establish and maintain procedures so that every reasonable measure is being taken to ensure acceptable use.*

- *The school's ICT team members and Governing Body will ensure that the policy is implemented effectively. There is personal responsibility on ALL individuals- staff/ pupils/ parents/Governors to respect and adhere to this policy.*

- *The Senior Leadership Team and ICT team will regularly monitor implementation of the policy.*

- *Exceptional examples of good practice will be communicated to the ICT / primary Phase Leader at FCC so they may be disseminated to other schools.*

- *Should examples of unacceptable use arise these will be communicated immediately, electronically or in writing, to the relevant officer within FCC so that appropriate steps can be taken to prevent future occurrences of such use.*

5. How will Internet access be authorised?

The school allocates supervised access to the Internet on the basis of educational learning and communication. Pupils and staff use the Welsh Government's approved HWB Learning platform for HWB e-mail personal accounts/ Google Classroom etc. On-line safety messages through continuous curricular planning

and delivery as a whole school approach is essential education for our learners at Ysgol Gwenffrwd.

It should be noted that via FlintNet Internet access is automatically routed through an authentication system maintained by the ICT Unit in conjunction with Corporate IT staff. Thus every use, by an individual and a group, requires a unique identity and password. Retention of individual identity and password is an essential element of maintaining secure use. Teachers will need to control and monitor users who have access via a group identity and password. At Gwenffrwd we agree that:-

- *Internet access is a necessary part of planned lessons and a requisite within the Digital Framework for learning- and has a prominent status within the new Curriculum for Wales (CfW : commencing Sept. 2022). It is an entitlement for pupils based on responsible use. It is monitored by classteachers and support staff. Teachers will monitor and control access by pupils via a shared identity and password.*

- *A record will be maintained of all staff and pupils with Internet access. Staff and pupils will be removed from the record when access is no longer required and has been stopped.*

- *Gwenffrwd's parents will be asked to sign and return a permission form for use of electronic communication - following the reading of this policy document.*

6. **How will the security of the school ICT system be maintained?**

The Internet is a connection to the outside world that could compromise system performance or threaten security. Access is available through FlintNet, which is the corporate wide area network. Schools that utilise electronic communication via FlintNet will be subject to the safeguards maintained by the ICT unit and Corporate IT staff.

- *All Internet connections will be achieved via Flintshire's Wide Area Network (FlintNet) to ensure compliance with the security policy.*

- *Security strategies are discussed with the LA and will take account of FCC policies, guidelines [from the ICT Unit] and the relevant legal framework.*

- *Access by wireless devices will only be implemented by staff from the ICT Unit in compliance with the LA wireless policy.*

- *The ICT team at Gwenffrwd /alongside FCC's System Manager will ensure that the agreed security measures are implemented on behalf of the school and LA.*

- *The security of the whole system will be regularly reviewed with regard to threats to security resulting from use of electronic communication.*

- *Personal data transmitted electronically will, where possible, be encrypted or otherwise secured.*

- *Virus protection will be installed, updated regularly and used in accordance with agreed security procedures.*

- *Portable media may not be used without specific permission and a virus check.*

- *Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to email.*

- *Files held on the school's network will be regularly checked.*

- *Use of electronic communication to send attachments, such as software updates, print drivers and system utilities, will be monitored and regularly reviewed.*

7. **How will the school ensure use of electronic communication provides effective learning?**

Developing effective practice in Internet use for teaching and learning is essential. The COVID -19 Lockdowns during 2020/2021 made Digital home-learning immediate and essential and therefore a digital home-school training/ learning/explaining and communicating period between school staff and pupils, parents and families has resulted in an overall effective digital learning skills development.

Digital research methods are used in classes and at home. Often the quantity of information is overwhelming and staff may guide pupils to appropriate Web sites, or develop location skills. Offering younger pupils a few good sites is better than the easy option of a Web search. Above all pupils will learn to evaluate everything they read or see and to take care in publishing and interactions with others via the Internet.

- *The school will work with the LA and relevant officers of FCC to ensure systems to protect pupils are reviewed and improved.*

- *Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.*

- *Internet access will be planned to enrich and extend learning activities.*

- *Access levels will be reviewed to reflect the curriculum requirements and age of pupils*

- *Staff will guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.*

- *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 educated in taking responsibility for Internet access.*

- *Pupils will be informed that checks can be made on files held on the system and on access to remote computers.*

- *Pupils using the Internet will be supervised appropriately.*

- *Internet access will be via FlintNet, which provides a service designed for pupil and staff use. This will include filtering appropriate to the age of pupils and timed access to match agreed needs.*

8. How will pupils be taught to assess content accessed or received electronically?

Gwenffrwd Digital Wizards were trained on Digital Safety. Following this, the school is now using HWB on-line safety resources to educate Gwenffrwd learners of all ages. Class teachers monitor and support their pupils, with younger learners having more security and digital guidance- and the aim is to develop competent, digital learners, who work safely and independently by the time they transfer from Gwenffrwd at the end of Year 6.

The quality of information received via the internet (various channels eg BBC/ You-tube etc, or via more traditional methods such as the radio, newspaper and telephone is variable. Pupils are taught how to scrutinise information, to consider 'personal opinions', bias as well as 'fake news'. The origin of sources should be explored as part of this learning.
The spreading of malicious rumour has occurred for thousands of years and lies can win over truth. Information received via the Web, email or text message requires superlative information handling skills. In particular it may be difficult to determine origin and accuracy, as the contextual clues present with books or TV may be missing or difficult to read. A whole curriculum approach may be required.

In a perfect world, inappropriate material would not be visible to pupils using the Web but this is not easy to achieve and cannot be guaranteed. It is a sad fact that pupils may occasionally be confronted with inappropriate material, despite all attempts at filtering. Pupils should be taught what to do if they experience material that they find distasteful, uncomfortable or threatening. For example: to close the page and report the incident immediately to the teacher.

More often, pupils will be judging reasonable material but will need to select relevant sections. Pupils should be taught research techniques including the use of subject catalogues and search engines and be encouraged to question the validity, currency and origins of information. Key information handling skills include establishing the author's name, date of revision and whether others link to the site. Pupils should compare web material with other sources. Effective guided use will also reduce the opportunity pupils have for exploring unsavoury areas.

Access to sensitive sites, for example those that record the Holocaust, may be required for the duration of a specific educational activity by supervised pupils of appropriate age. Some filtering software can provide temporary access to specific sites, which a teacher considers necessary for a particular purpose.
Clearly pupils need to understand that unselective copying is worth little without a commentary that demonstrates the selectivity used and evaluates significance. Respect for copyright and intellectual property rights, and the correct usage of published material should be taught. Methods to detect plagiarism may need to be further developed and are certainly part of examination boards' thinking.

- *Pupils will be made aware that the writer of an electronic mail message or the author of a Web page may not be the person claimed or the intended recipient.*

- *Pupils will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on television.*

- *Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.*

- *Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.*

- ***Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.***

- ***When copying materials from the Web pupils and staff will comply with copyright.***

- *Pupils will be taught to validate information before accepting it as true, an important aspect of higher levels of subject teaching.*

9. **How will Email be managed?**

Electronic mail (email) is simple to use and relatively cheap. The content of electronic mail messages transmitted via FlintNet are checked via software in a process managed by the ICT Unit. However, care needs to be taken that the

potential consequences of reading and sending messages, for both the pupil and the school, are appreciated.
Access to web-based email is not allowed because it is not viable to filter and check the content of this type of email.

Pupils should be made aware of the appropriate actions to take if they receive unwanted interactions by email. Bullying, abuse or harassment by email will be dealt with in the school's policies (e.g. anti-bullying policy). Pupils should be advised to guard against giving out personal information at all times.

One of the key considerations is reducing the risk of unsolicited attention put on individual pupils from people outside the school. Individual pupil addresses will not be used in order to avoid the risk of people from outside the school contacting pupils direct. A class/teaching group email addressing system gives complete anonymity to pupils, allows teachers to monitor mail and therefore reduces the risk. Care should be taken if allowing pupils to attach files to email messages.

There are concerns regarding the filtering of emails relating to breaches of individuals rights to privacy etc. Filtering and monitoring is used and details of the approach should be included in the school's Acceptable Use Policy.

Email use is a key concern for schools in terms of safety and management. Parental consent should be obtained for pupils to use email. This should be informed consent with parents having access to the school's Acceptable Use Policy.

- ***Communications with persons and organisations will be managed to ensure appropriate educational use and that the good name of the school is maintained***.

- *Pupils may only use approved email accounts on the school system i.e.HWB*

- *Pupils must immediately tell a teacher if they receive an offensive email.*

- *Chain letters received must be forwarded to a designated school mailbox.*

- *Pupils may send email as part of planned lessons but will not be given individual email accounts.*

- *In-coming email for groups of pupils will be regarded as public. All received email will be printed and pinned to a notice board for collection by pupils.*

- *Email messages on school business (eg arranging a work placement) must be approved before sending.*

- *Email messages on school business will only be transmitted from a school email address – not an individual email address.*

- *External email users should be encouraged to send initial messages to a school email address rather than an individual email address. Subsequent contact, once approved, is likely to be via an individual who has her/his own email address or a class/group with its own address.*

- *Pupils may not attach files to email messages.*

- *Pupils may only attach files to email messages with the approval of a teacher and only then if the files are free from viruses.*

- *Excessive social email use can interfere with learning and may be restricted.*

10. **How will social networking and personal publishing be managed?**

Parents and teachers need to be aware that the Internet has emerging online spaces and social networks which allow individuals to publish unmediated content. Social networking sites can connect people with similar or even quite different interests. Guests can be invited to view personal spaces and leave comments. **However, no parent, pupil or member of the wider community has the right to set up any social network site/communications in the name of Ysgol Gwenffrwd without permission.**

Individuals- staff/ parents/ pupils must NOT refer to Ysgol Gwenffrwd's staff/ pupils' names or make any references to them on any personal social media sites.

For use by responsible adults, social networking sites provide easy to use, free facilities; although often advertising intrudes and may be dubious in content. In developing their understanding of social networking pupils should be encouraged to think about the ease of uploading personal information and the potential impossibility of removing an inappropriate photo or address once published.

Examples include: blogs, Facebook, Instagram, Twitter, Snapchat, TikTok, wikis, MySpace, Bebo, Piczo, Windows Live Spaces, YouTube, Flickr, MSN space, forums, bulletin boards, multi-player online gaming, chatrooms, instant messenger and many others.

- *Access to social networking sites is filtered and where appropriate blocked.*
- *Newsgroups will be blocked unless a specific use is approved.*
- *Pupils are advised never to give out personal details of any kind which may identify them or their location. Examples would include real name, address, mobile*

or landline phone numbers, school, IM address, email address, names of friends, specific interests and clubs etc.

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  Pupils and Parents are advised that social network sites have a minimum age regulations that should be respected by pupils and parents alike.
- *Pupils will be advised not to place personal photos on any social network space. They should consider how public the information is and consider using private areas. Advice should be given regarding background detail in a photograph which could identify the student or his/her location eg. house number, street name, school or shopping centre.*

  - *Teachers' official blogs will be password protected and run from the school website. Teachers are advised not to run social network spaces for students on a personal basis.*
  - *Pupils will be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Students should be encouraged to invite known friends only and deny access to others. E-Safety safety messages are lead within school by the Digital Leaders - and the same messages shared with parents in assemblies/ meetings and school communications.*

  - *Students will be advised not to publish specific and detailed private thoughts.*

  - *Ysgol Gwenffrwd schools is aware that bullying can take place through social networking especially when a space has been setup without a password and others are invited to see the bully's comments. When children- whilst at home and on-line (gaming/ sending photos of a party or sleepover when a certain individual is not invited etc) – when children take such actions at home (with or without parental knowledge)- this targeted negative behaviour is hurtful, unacceptable and can be classed as bullying [see definition of bullying in our Anti-Bullying school policy document]. If such instances occur, it is the Parents' responsibility to take charge of the internet activity within their own homes. When such activity at home becomes apparent to school staff- a meeting will be called to include parents and their child/ren- so that everyone fully understand the E-Safety Rules, Regulations and Consequences (in line with Ysgol Gwenffrwd's Code of Discipline Policy and Anti-Bullying Policy).*

11. How will videoconferencing be managed?

Videoconferencing enables users to see and hear each other between different locations. It is a 'real time' interactive technology and has many uses in education.

Equipment ranges from small PC systems (web cameras) to large room-based systems that can be used for whole classes or lectures. The video conferencing equipment uses a 'network' to communicate with the other site.

Video conferencing has recently developed over IP networks – the system now used within Flintshire. All modern standards-based video conferencing systems will connect over IP. Video conferencing over the Internet, even with a broadband connection, is unpredictable since it is a shared network and quality of service cannot be controlled.

Recently, use of video conferencing has been developed over the Wales Lifelong Learning educational broadband network. However, more recent developments of the ZOOM and TEAMs conference apps, as well as our School Cloud communication-live streaming system has made it possible for Gwenffrwd staff to teach pupils when at home during the COVID-19 Pandemic, as well as allowing us to conduct effective 'Parents Meetings' with our parents and guardians as we continue to work within some Covid restrictions. (Indeed, some parents have informed our SLT that they would choose the 'School Cloud' virtual method of meeting with teachers as it is efficient, time-saving and easy to access.

Again, Gwenffrwd digital leaders ensure that pupils and parents are fully aware of our Safety Rules and Guidelines that MUST bE adhered to at all times.

Additionally, recently the National Educational Network (NEN) has been developed. This is a secure, broadband, IP network interconnecting the ten regional schools networks across England with the Welsh, Scottish and soon the Northern Irish networks. Schools can thus use IP technology in a secure and managed environment. Video conferences, within and outside Flintshire, should be undertaken via the JANET video conferencing booking system. In exceptional circumstances a video conference with another Flintshire school may be undertaken using a direct IP connection.

The equipment and network

- *All video conferencing equipment e.g. cameras on devices such as PCs/ laptops etc, in the classroom must be switched off when not in use and not set to auto answer.*
  - *The Internet will not be used for video conferencing because it is not managed by a single responsible agency and there is no inherent security.*
  - *IP video conferencing will be via the Wales Lifelong Learning educational broadband network rather than the Internet to ensure quality of service and security.*
  - Video conferences, within and outside Flintshire, will be undertaken via the JANET video conferencing booking system. In exceptional circumstances a video conference with another Flintshire school may be undertaken using a direct IP connection.
  - *External IP addresses will not be made available to other sites.*
  - *Video conferencing contact information will not be put on the school web site.*

Users

- *Pupils must ask permission from the supervising teacher before making or answering a video conference call.*
- *Video conferencing will be supervised appropriately for the pupils' ages'.*
- *Parents and Guardians must agree for their children to take part in video conferences – via the standard consent form (acceptable use- following the careful reading of these guidelines).*
- *Unique log on and password details for educational video conferencing services will only be issued to members of staff and kept secure.*

Content

- *Video conferencing is a challenging activity with a wide range of learning benefits – especially to aid home learning/lessons between class teachers and pupils during the Covid -19 lockdown, and benefits parents when using the live streaming School Cloud conference platform to discuss their children's development with school staff. Preparation and evaluation have been essential to the new activities introduced as part of our Distance Learning and Blended Learning Policy of 2020/2021.*
- *Establish dialogue with other conference participants before taking part in a video conference. If it is a non-school site it is important to check that they are delivering material that is appropriate to the students.*
- *If recording a lesson, written permission will have been given by all sites and participants. The reason for the recording will be given and the recording of video conference will be made clear to all parties at the start of the conference.*
- *Recorded material will be stored securely.*
- *If third-party materials are to be included, checks will be made to ensure that recording is acceptable to avoid infringing the owners' Intellectual Property Rights (IPR).*

12. How will emerging technologies be managed?

Many emerging communications technologies offer the potential to develop new teaching and learning tools, including mobile communications, wide Internet access and multimedia. A risk assessment needs to be undertaken on each new technology and effective practice in classroom use developed. The safest approach is to deny access until a risk assessment has been completed and safety demonstrated.

- *Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.*

- *A risk assessment will be undertaken on each new technology and effective practice in classroom use developed.*

- *Use of cellular wireless, infrared and Bluetooth communication is only allowed within the context of the agreed policy maintained by the ICT Unit, FCC.*

13. How will file transfer be managed?

File transfer is the process of moving files across the Internet and is referred to as FTP (File Transfer Protocol). Downloading is the process of copying a file from the Internet to your computer. Uploading is the process of copying a file from your computer to a computer (usually a server) on the Internet. Care must be taken to ensure that files uploaded are suitable for their intended purpose and free from viruses. Similarly, any files downloaded must be appropriate for identified needs, validly obtained and checked for viruses before use.

- *File transfer will be undertaken subject to restrictions imposed via the Corporate Firewall and may be limited to designated PCs/individuals.*

- *Schools will not transfer files directly to another school but will deposit the file on a server in the ICT Unit from where the receiving school will collect the file.*

- *File transfer will only be carried out by staff.*

- *File transfer will only be used by pupils under the direct supervision of a member of staff.*

- *All files downloaded will appropriate to educational use or technical needs and both licensing and copyright requirements will be met.*

- *All files downloaded will only be used if they are found to be free from viruses.*

- *All files uploaded will be suitable for their intended purpose and free from viruses.*

14. School Web Sites and Virtual Learning Environment

Many schools have created Web sites that inspire pupils to publish work to a high standard for a very wide range of audiences. A Web site can celebrate good work, promote the school and publish resources for projects or homework. Flintshire schools wishing to publish materials have three options:

- School intranet – available only to that school

- LA intranet – materials pass through a quality checking process before acceptable materials are made available within an intranet focussed on generic areas such as literacy and numeracy, good practice and resource materials
- School Web site – hosted by FCC and available to any Internet user Ysgol Gwenffrwd's Website can be seen at : Gwenffrwd@weebly.com This is an excellent facility for parents to gain information re: school letters; school excursions etc.

Additionally, some schools have created a Virtual Learning Environment (VLE) – hosted by Flintshire County Council and available from within and beyond schools. A Virtual Learning Environment (VLE) is a single piece of software, which provides an integrated online learning environment, bringing together functions including content delivery, communications facilities, assessment, student tracking, and links to other systems, including MIS. Resources available via a VLE include text, images, video, web links, sound and pdf files. A VLE can incorporate many of the features/facilities identified within this guide.

Ground rules are important to ensure that the school's intranet, Web site and VLE reflect the school's ethos that information is accurate and, for the Web site and VLE, that pupils are protected. It may be necessary to distinguish between publishing on the school's intranet and its Web site/VLE.

As the school's Web site and VLE can be accessed by anyone on the Internet, the security of staff and pupils must be maintained. Although common in newspaper reports, the publishing of pupils' names and photographs that identify individuals on Web pages is inappropriate. Including images of pupils on the school web site and VLE can be motivating for the pupils involved and provide a good opportunity to promote the work of the school. The school has a policy in relation to the use of images of pupils on the school web site [and VLE]. The ICT team at Gwenffrwd, alongside the Headteacher and Governors make decisions about the type of images they consider suitable and that appropriately represent the school.

When assessing the potential risks in the use of images of pupils, the most important factor is the potential of inappropriate usage of images of children.

Providing the name and photograph of a pupil on a web site or VLE allows for the possibility of people outside of the school identifying and then contacting pupils directly. To avoid this, Gwenffrwd's team have considered the following guidelines when developing school web sites [and a VLE possibly sometime in the future]:

1. Establish the type of images that appropriately represent the school for the Web/VLE medium.

2. Avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people outside

the school. An easy rule to remember is: if the pupil is named, avoid using their photograph; if the photograph is used, avoid naming the pupil.

3. Always obtain parental consent to use an image of a pupil. This ensures that parents are aware of the way the image of their child is representing the school.

4. Use photographs of items made in technology lessons, excerpts from written work and scanned images of artwork. This allows pupils to exhibit their work to a wider audience without increasing the risk of inappropriate use of images of pupils.

5. Only use images of pupils in suitable dress to reduce the risk of inappropriate use of images of pupils.

6. Create a recognised procedure for ensuring only appropriate images of pupils are used on the school web site.

At Ysgol Gwenffrwd :-

- ***The Headteacher and Digital Leaders will delegate editorial responsibility to every classteacher [to check all of the above], with designated members of staff controlling the school's website/twitter feed etc – so as to ensure that content is accurate and quality of presentation is maintained at all times.***

- *The Web site will comply with the school's guidelines for publications.*

- *Pupils will be taught to publish for a wide range of audiences, which might include governors, parents or young children.*

- *All material must be the author's own work.*

- *Work included that is not the author's should be credited with a statement giving the author's identity or status.*

- *The point of contact on the Web site will be the school address and telephone number.*

- *Home information or individual email addresses will not be published.*

15. How will the school ensure Internet access is appropriate and safe?

Pupils in school are unlikely to see inappropriate content in books due to selection by publisher and teacher. The Internet is a new communications medium and staff will need to ensure that access is appropriate to the user. Protected access will be

required for all pupils. Primary pupils will require highly protected access to the Internet.

Teachers might need to research areas including drugs, medical conditions, bullying or harassment. Systems enable different levels of filtering to be applied by time, location and user.

- *Screens used by pupils will be in public view to staff and pupils in the same group.*

- *Staff will check that the sites selected for pupil use are appropriate to the age and maturity of pupils.*

- *SLT and Gwenffrwd's ICT team members will monitor and regularly review the effectiveness of access strategies for electronic communication.*

- *Access levels will be reviewed as pupils' Internet use expands and their ability to retrieve information develops.*

- *Staff will ensure that occasional checks are made on files to monitor compliance with the school's Electronic Communications Acceptable Use Policy.*

- *A range of fully tested approved sites will be made available for pupil use.*

- *Links to electronic sources placed on the school web site or VLE will not enable access to any resources/materials not available from within the school.*

- *Inappropriate use that results in contravening the school's Acceptable Use Policy for Electronic Communication and e-Safety may be investigated by staff of the ICT Unit and Council Officers ,& Y.G. Governing Body. If Digital Wizards break the 'Safety On-Line' rules , this may lead to him/ her losing the Digital Wizard status.*

16. How will complaints be handled?

Parents, teachers and pupils should know how to submit a complaint. Prompt action will be required if a complaint is made. The facts of the case will need to be established.

For example it is possible that the issue has arisen through home Internet use or by contacts outside school. Transgressions may be of a minor or potentially significant nature. Sanctions for irresponsible use will be linked to Ysgol Gwenffrwd's school policies [e.g. the school's Code of Discipline policy , Anti-Bullying policy etc.]

- *Responsibility for handling incidents will be conducted by the SLT and Governing Body members.*

- *If staff or pupils discover unsuitable sites, the URL (address) and content will be reported to the ICT Unit, FCC. The ICT Unit will immediately prevent access to any site considered unsuitable. Where appropriate investigation will be undertaken. Appropriate action will be taken – as defined within the Commitment by Flintshire County Council. As with drugs issues, there may be occasions when the police must be contacted. Where necessary, following discussion with the Headteacher, early contact will be made to establish the legal position and discuss strategies.*

  - *Parents and pupils will need to work in partnership with staff & Governors to resolve any issue.*

  - *Sanctions will derive from interviews by SLT members/ Governors with parents / carers informed of all development – in line with our Code of Discipline and Anti-Bullying school policies.*

  - *A pupil may have electronic communication access or computer access denied for a period.*

  - *Pupils and parents will be informed of the complaints procedure- see attached Ysgol Gwenffrwd's Complaints Procedure document.*

  - *Any complaint about staff misuse of ICT must be referred immediately to the Headteacher/Chair of Governors*

  - REPORTING OF INCIDENTS: Reporting form FAO SLT/ Governors to deal with according to level of information- in line with this policy

How will staff, pupils and parents be kept informed?

Staff have agreed with the school Electronic Communication Acceptable Use Policy. All staff receive training- and all supply staff made aware of our policy. Parents' views are sought in relation to E-Safety. Parents have a personal responsibility to abide by this policy as well as to monitor their children's behaviour on-line at home.

- *Main 'Acceptable Use' Statement and Rules for Responsible Use will be displayed as posters c/o E-Cadets responsibility (Training& Information sharing regularly through Ysgol Gwenffrwd ;*

- *All staff will ensure that pupils are aware of the contents of this policy- this must be re-enforced by parents (parents will sign the agreement form following the careful reading of this important document). The Governing Body will monitor the whole procedure.*

- *Parents' attention will be drawn to the Policy in newsletters, and on the school intranet and Website.*

- *Responsible use of electronic communication, covering both school **and home** use, is included in the learning at Ysgol Gwenffrwd- through our PSE programme (including sessions by our link officer PC Mark Jones)...*

How will parents' support be enlisted?

Internet use in pupils' homes is rapidly increasing, encouraged by offers of free software etc/ If parents are choosing to allow their children to have personal devices at home- then it is the parents' responsibility to supervise their own children's on-line activities at home. School staff have ensured that many Digital Safety/ On-line safety training sessions are offered to all parents at Ysgol Gwenffrwd; we also send out information through our Website, through school comms/ Gateway message system, and on our Learning Platforms that connect with pupils and parents at home (namely Google Classroom/ SeeSaw).
Unless parents are aware of the dangers, pupils may have unrestricted access to the Internet. The school attempts to help parents plan appropriate, supervised use of the Internet at home- through sharing information about good practice.
However, it is ultimately the parents' choice of which guidelines they choose to follow within their own settings- in relation to their own choice of on-line participation- as well as what they allow their children to do.

- *Information sessions/ letters/ pamphlets etc for parents are organised at Ysgol Gwenffrwd to explain needs, rationale and details of the school's Electronic Communication Acceptable Use Policy.*

- *Digital Leaders :- EMJ & GL are responsible for ensuring that E-Safety messages are part of the whole school curriculum, with termly focus/ training of staff and pupils. Information collated and shared with parents through e-pamphlets, WG website links etc. The Welsh Government Anti-Bullying week (held around Nov.18th, on an yearly basis) is used by Gwenffrwd staff to promote and focus on Internet safety and monitor the effect of our teaching and learning strategies, the effectiveness of Digital Wizards etc*