Internet and E-Safety policy

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Approval	Full Governing Body
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Policy review date	Dec 2026 (3 years)
Member of staff responsible:	D L Davies (assistant head teacher)

1. Introduction

ICT, including the internet, learning platforms, email and mobile technologies, have become an important part of learning in our school. Technology has transformed learning, entertainment and communication for individuals and for all organisations that work with young people. However, the use of technology can also bring risks. All users should have an entitlement to safe internet access at all times. We expect all staff and pupils to be safe and responsible when using any ICT. It is essential that all stakeholders are aware of eSafety and know how to stay safe when using any ICT.

To protect the integrity of the school's computer and network services, all staff and students must adhere to the Code of Practice laid out in this document. This document has been compiled taking into consideration most aspects of the Vale of Glamorgan Council policy on the use of Computer Services. A copy of the Vale policy is obtainable from the Corporate IT Helpdesk on 01446 709482.

Any breach of these conditions may lead to withdrawal of the user's access; monitoring and / or retrospective investigation of the users use of services, and in some instances could lead to criminal prosecution. For staff, any breach of the conditions will also be considered a disciplinary matter.

2. Acceptable Use Policy

This Acceptable Use Policy (AUP) applies to all staff (including temporary staff), visitors, contractors and students at Llantwit Major School and to those using the school's IT resources. For the purposes of this document the 'internet' is defined as any resource not stored on the school network and accessed via either a web browser or a dedicated app. General principles for internet use include:

• Use of the internet by staff, students and visitors is permitted and encouraged where such use supports the goals and objectives of the school as a learning organisation.
• Use of the Internet is monitored for security and/network management reasons. Users may also be subject to limitations on their use of such resources in line with local authority restrictions.
• The Internet service provided by the school/ VOG is safe and reliable due to the presence of advanced web filtering and firewall technologies.
• The distribution of any information through the school's network is subject to the scrutiny of the school and local authority VOG (who provide the service). The school reserves the right to determine the suitability of this information; and
• The use of computing resources is subject to UK law and any illegal use will be dealt with appropriately. For example the Police can have a right of access to recorded data in pursuit of a crime.

3. Unacceptable Use or behaviour

Users must not:

- Participate in any kind of social networking during lessons
- Make, download or pass on material, remarks, proposals or comments relating to pornography, promoting discrimination or illegal acts of any kind. If they do, the police may be involved;
- Attempt to, or use other user's login accounts
- Share personal login account information with others
- Attempt to store music, media or any other files where copyright issues may be of concern
- Use Llantwit Major School's facilities for running a private business
- Upload, download, or otherwise transmit (make, produce or distribute) commercial software or any copyrighted materials belonging to third parties

- Reveal or publicise confidential or proprietary information, which includes but is not limited to: financial information, personal information, databases and the information contained therein, computer/network access codes, and business relationships of the School
- Intentionally interfere with the normal operation of the Network/Internet connection, including the propagation of computer viruses and sustained high volume network traffic (sending and receiving of large or small files or any activity that causes network congestion) that substantially hinders others in their use of the Internet, or ICT network
- Download or attempt to install any software.
- Use the Internet from any location (in or outside school) for soliciting, representing personal opinions or revealing confidential information or in any other way that could reasonably be considered inappropriate.

Users should:

- Be responsible for the security of the IT facilities used, including the user account provided by the school. If a user becomes aware that there has been unauthorised access to their account, this should be raised immediately with a member of school staff such as a member of SMT or in the case of a student a member of staff;
- Keep their user account information (username and password) updated and secure, and not to share their password with anyone else.
- Report any instances where any inappropriate site has been accessed or a security problem of any kind has occurred.
- Log out of the computer when they have finished.
- Follow the acceptable use policy at all times.

4.Monitoring

The school reserves the right and responsibility to monitor the volume of internet and network traffic, Internet sites visited; and specific content of any transactions will not be monitored unless there is a suspicion of improper use.

5. Services

6.1 There will be no warranties of any kind, whether expressed or implied, for the network service offered by the school. The school will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the network is at your own risk.

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6. Physical Security

Members of staff are expected to ensure that portable ICT equipment such as laptops, digital still and video cameras are securely locked away when they are not being used. Items that need to be left over breaks and lunchtimes for example will need to be physically protected by locks and or alarms. This includes the locking of ICT rooms when they are not in use.

Students who use school devices are expected to return borrowed hardware to the ICT technician/ relevant charging trolley at the end of a session/ school day.

7. Wilful & Malicious Damage

Any malicious attempt to harm or destroy any equipment or data of another user or network connected to the school system will result in loss of access, disciplinary action and, if appropriate, legal referral. This includes the creation or uploading of computer viruses.

8. Media Publications

Named images of pupils (e.g. photographs, videos, web broadcasting, TV presentations, web pages etc.) must not be published under any circumstances. Written permission from parents or carers must be obtained before photographs of pupils are published on the school website.

Pupils' work should only be published (e.g. photographs, videos, TV presentations, web pages etc) if the pupil's and/or parental consent has been given.

9. Social Media

The school recognises the numerous benefits and opportunities which a social media presence offers. The school uses a selection of social media platforms to promote the work of departments, which include Twitter, Facebook and Instagram. Any professional communication must be made through these official channels only. Any member of staff with responsibility for a school social media account is required to meet with the Headteacher to discuss protocols. Accounts will be regularly monitored and digital communications must always be professional and respectful.

It must be acknowledged that there are some risks associated with social media use, especially around the issues of safeguarding, bullying and personal reputation. Staff are expected to observe the terms outlined in the Local Authority's Schools Social Networking Policy, alongside the national guidance provided by the Education Workforce Council (EWC) and in the staff agreements, which all staff are required to agree to and sign. This policy applies to online communications posted at any time and from anywhere.

As part of the school curriculum, we will encourage students to be safe and responsible users of social media Students are encouraged to comment or post appropriately about the school. Any offensive or inappropriate comments will be resolved via the school's discipline policy.

 If parents/carers have access to a school learning platform where posting or commenting is enabled, parents/carers will be informed about acceptable use. Parents/carers are encouraged to comment or post appropriately about the school. In the event of any offensive or inappropriate comments being made, the school will ask the parent/carer to remove the post and invite them to discuss the issues in person. Please refer to the school's complaints policy and the school's unacceptable actions policy.

10. School website

We operate a content managed site hosted by Greenhouse school websites. The Headteacher delegates the management of the website to the Assistant Headteacher, Head of ICT and IT technician to ensure it is accurate and an appropriate quality is maintained.

The website contains material which is owned by or licensed to Llantwit Major School. This material includes, but is not limited to, the design, layout, look, appearance and graphics. It is protected by intellectual property laws including, but not limited to, copyright.

All trademarks reproduced in the website, which are not the property of, or licensed to Llantwit Major School should be acknowledged on the website.

The website http://www.llantwitschool.org.uk/ contains links to other websites. Llantwit Major School accepts no responsibility or liability for the content of other websites, which are not under the strict control of Llantwit school.

Any link is not intended to be, nor should be construed as, an endorsement of any kind by Llantwit school of that other website. You may not create a link to this website http://www.llantwitschool.org.uk/ from another website or document without prior written consent from Llantwit Major School.

Photographs of pupils will not used on the website without the explicit permission of parents/carers. Full names will not be used without explicit permission.

For further information, please see the privacy notice on the website.