

INTERNET ACCESS & E-SAFETY POLICY

This Internet Access Policy has been written by the whole school staff who have a range of experience and it will be reviewed on a yearly basis. It will be agreed and approved by the governors.

Broad Aims

To raise and enhance educational standards, to support the professional work of staff and to enhance the school's management information and business administration systems.

To develop E-safety awareness for staff, pupils and parents.

Entitlement

Access to the Internet is a necessary tool for staff and it is an entitlement for students as part of the statutory curriculum. It should be noted that the use of a computer system without permission or for a purpose not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990.

Benefits

A number of studies and government projects have indicated the benefits to be gained through the appropriate use of the Internet in education. New technologies are now an integral part of children's lives and, as such, are powerful tools that can open up new opportunities for us all. These benefits include:

- Access to world-wide educational resources including virtual museums and art galleries.
- Inclusion in government initiatives.
- Information sharing and cultural exchanges between students world-wide.
- Up to date news and current events.
- Cultural, social and leisure use.
- Expert information in many fields for pupils and staff.
- Staff professional development-access to educational materials and good curriculum practice.
- Communication with the advisory and support services, professional associations and colleagues.
- Exchange of curriculum and administration data with the LA and DfE.

Risk Disclaimer

The school acknowledges that in common with other media some material available via the Internet is unsuitable for pupils and can put them at risk, both within and outside school. 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 terminal. Neither the school nor Cumbria County Council can accept liability for the material accessed, or any consequences thereof.

- Procedures to quantify and minimise the risk will be reviewed, implemented and updated regularly.
- Staff, parents, governors and advisers will work together to establish agreement that every reasonable measure is being taken.
- The Headteacher will ensure that the policy is implemented effectively.

STAFF

- A book is kept in the staff room for staff to record any concerns about e-safety.

Authorised Access

- Internet access is a necessary part of planned lessons. It is an entitlement for pupils based on responsible use.
- At Foundation Stage and Key Stage 1, access to the Internet will be by teacher or adult demonstration, with occasional directly supervised access to specific and approved online materials.
- At Key Stage 2, Internet access will be granted to a whole class as part of the scheme of work, after a suitable introduction to the rules for responsible Internet use. Pupils will be supervised and will use age appropriate search engines and online tools and online activities will be teacher directed.
- Parents will be informed that pupils will be provided with supervised Internet access where it is important to their education.
- Children are made aware of links that may be followed and these are checked by staff.
- Staff may use the school ICT system for professional purposes only.

At all times internet access is supervised by the teacher who is in the room with the children. Purple Mash is used which is designed for children.

Security

- The Head Teacher will ensure that the system has the capacity to take increased traffic caused by Internet use.
- The security of the whole system will be reviewed to monitor any threats that Internet access might reveal.
- Virus protection will be installed and updated regularly. This is done by an outside agency.
- Security strategies will be discussed with the LA.
- A firewall is in place to filter content.
- Pupil use of mobile phones and other personal devices is not permitted in school or on any off site visits.
- Staff are provided with advice about their personal use of social networking sites.
- Staff may take digital images to support educational aims, but must follow school policies concerning the sharing and publication of these.
- When using digital images staff teach pupils about the risks associated with the taking and sharing of these.

Effective Learning

- Internet access will be planned to enrich and extend learning activities as an integrated aspect of the curriculum.
- Pupils will be given clear objectives for Internet use.
- Pupils will be provided with relevant and suitable Web sites and links.
- 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.
- Pupils using the Internet will be supervised all the time.
- Internet access is purchased from an LA approved supplier; this provides a service designed for pupils and includes filtering appropriate to the age of the pupils.
- The school will work with the LA and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.

STAFF

Effective Teaching

- Pupils will be taught to validate information before accepting it as true, an important aspect of higher levels of subject teaching.
- When copying materials from the Web, pupils will observe copyright.
- Pupils will be made aware that the writer of an E-mail or the author of a Web page may not be the person claimed.
- 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 TV.
- Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.
- Pupils are taught about cyberbullying and its effects. Full details of how school deals with any occurrences of this are set out in the school's Behavior Policy.
- E Safety is taught explicitly at the start of each half term.

Appropriate, Safe, Access

- Staff will check that the sites selected for pupil use are appropriate to the age and maturity of pupils; all staff pre-select and add to favourite's pages websites that they intend children to use.
- Staff will monitor sites for any unacceptable material.
- Staff will monitor the effectiveness of Internet access strategies.
- Access levels will be reviewed as pupils' Internet use expands and their ability to retrieve information develops.
- Approved sites are kept on the Internet library and in staff and pupil shared files.

Complaints Procedure

- Responsibility for handling incidents lies with the Headteacher.
- Pupils and parents will be informed of the procedure.
- Parents and pupils will need to work in partnership with staff to resolve any issues.
- As with drugs issues, there may be occasions when the police must be contacted. Early contact will be made to establish the legal position and discuss strategies.
- If staff or pupils discover unsuitable sites, these will be reported to the Internet Service Provider.
- Any material that the school suspect is illegal will be referred to the Internet Watch Foundation.
- Sanctions available include interview by the head, and, if appropriate informing parents or carers.
- A pupil may have Internet access denied.

Rules

- Rules (Appendix A) and an Acceptable Use Policy (Appendix B) for Internet access have been written by pupils and these will be posted in all classrooms.
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the Internet Access Policy, and its importance explained.
- Parents' attention will be drawn to the Policy in newsletters and the school brochure.
- A module on responsible Internet use will be included in the ICT. and the PSHE programme covering both school and home use.

STAFF

Parental Support

- Parents will be informed of the school Internet Rules.
- Information will be included on the school website.
- A responsible attitude to all Internet access, including at home, will be encouraged. Parents are expected to support the school's approach to e-safety and not to upload or post to the internet any pictures, video or text that could upset or threaten the safety of any member of the school community or bring the school into disrepute.
- Parents are also informed that they must not create online media on 'behalf' of the school.
- The E-safety statement is included in the Home-School Agreement.

Established December 2000

This policy will be reviewed annually.

February 2011 – Minor changes

November 2011 – Minor changes

January 2013- Rewritten

February 2014 – Changes

February 2015 – Minor changes

February 2016 – Minor Changes

Boltons C of E Primary School

Appendix A

Rules for Responsible Internet Use

**The school has installed computers with Internet access to help our learning.
These rules will keep you safe and help us to be fair to others.**

- **I will use the computers for school work and homework.**
- **I will not bring in memory sticks from outside school.**
- **I will ask permission from a member of staff before using the Internet.**
- **I will not give out any personal information or information about the school.**
- **I will tell a teacher about any material I see that makes me uncomfortable or worried.**
- **I will report any unpleasant material or messages sent to me. I understand this report would be confidential and would help protect other pupils and myself.**
- **I understand that the school may check my computer files and may monitor the Internet sites I visit.**

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Appendix B

ACCEPTABLE USE - INTERNET

This policy was written totally by the students in our school.

Broad Aims

- To keep us safe so we don't see things we shouldn't.
- To make sure we only look at what has been checked; no straying to other sites.
- To use the internet sensibly.

At School

- Not to click unchecked links.
- Do not download things without permission.
- You shouldn't use the internet without an adult present.
- Use the Moodle to chat to friends because it's safe.
- Ignore pop-ups.
- Don't share usernames or passwords for Moodle.
- We could work in pairs to make making choices easier.

At Home

- Mums and dads can help find suitable sites for internet.
- An adult should be nearby to supervise.
- Never talk to or reply to people you don't know.
- Don't give our personal information.
- Don't use network sites without parent's permission.
- Never try to buy things.