



Marlborough Primary School & Nursery Internet Access and E-Safety Policy

Introduction

In school we have access to the internet. This is a powerful tool which opens up new opportunities for everyone and promotes effective learning and according to the United Nations Convention on the Rights of the Child article 13, 'Children have the right to get and to share information, as long as the information is not damaging to them or to others.' We are therefore aware that young people should have an entitlement to safe internet access at all times. In addition, the school and parents/carers have a duty of care to protect children and ensure that internet use is responsible and safe.

Definition of E-Safety

E-Safety encompasses Internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their on-line experiences. This will operate in conjunction with other policies including those for Information and Communication Technology (ICT)/Computing, Behaviour Management including Anti-Bullying, Safeguarding and Child Protection and Data Protection.

Objectives

This policy is intended to ensure that:

- Pupils and Staff will be responsible users and stay safe while using the internet and other communications technologies
- School ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- Parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour

Pupil access to the Internet including safe practice

The school encourages the use of appropriate educational information and resources available on the internet and promotes the development of skills required to access, analyse and evaluate such resources effectively.

In order to deliver on our e-safety commitment the school will need to ensure:

- Responsible ICT use by all staff and pupils
- Full implementation of ICT policy and procedures in both administration and curriculum including secure school network design and usage
- The delivery of safe and secure broadband including the effective management of content filtering according to National Education Network standards and specifications
- That the use of Internet derived materials by pupils and staff complies with copyright law
- Pupils will be taught to be critically aware of the materials they are able to access
- Pupils may only use approved e-mail accounts on the school system
- Pupils must immediately tell a teacher if they receive offensive messages
- Pupils do not reveal personal details of themselves or others in e-mail communication
- Pupils do not access others pupil's accounts
- Whole class or group e-mail address is used in school.
- E-mails sent to external organisations are written carefully and authorised before sending

The school is fully aware of the potential risks involved in the use of the internet and has developed a set of guidelines/rules which are designed to minimise and where possible, eliminate the following dangers to the well-being of pupils and staff:

- Access to illegal, harmful or inappropriate images or other content
- Unauthorised access to/loss of sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet.
- The sharing/distribution of personal images without an individual's consent or knowledge
- Inappropriate communication/contact with others, including strangers
- Cyber-bullying
- Access to unsuitable video / internet games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Illegal downloading of music or video files
- The potential for excessive use which may impact on the social and emotional development and well-being of a young person

Social Networking

The school will block/filter access to social networking sites unless a specific use is approved by a member of the School's Leadership Team. When using an approved/appropriate site at school or at home pupils are advised:

- Not to give out personal details of any kind which may identify them or their location
- Not to place personal photos on any social network space
- To set passwords, deny access to unknown individuals and to block unwanted communications
- To invite known friends only and deny access to others

The school will work in partnership with the London Grid for Learning (LGFL) to ensure that school network filtering systems are as effective as possible.

Pupils and parents/carers will also be made aware that some social networks are not appropriate for children of primary school age.

Pupils can experience a 'social networking' environment using the school's VLE (Virtual Learning Environment) where online etiquette can be engaged with and taught within a safe environment ensuring that the pupil acquires good social networking habits.

Managing Emerging Technologies

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

Cyber Bullying

Cyber bullying is when someone uses the internet to deliberately intimidate and cause distress to someone else. To help combat this behaviour, victims and their parents/carers are encouraged to save texts or print out emails and web pages as this can be used as evidence to identify the perpetrator so firm and appropriate action can be taken.

We take cyber bullying seriously and discuss the issues at school. We strongly advise pupils and parents/carers that:

- It is unacceptable to participate in forwarding pictures, messages or insults about a person over the internet or via any other electronic device e.g. mobile phone
- If someone sends threatening, abusive and/or offensive messages to another person this is regarded as harassment and/or malicious communication and may constitute a criminal offence
- If you look at or forward offensive material on the internet you may be contributing to cyber bullying
- If you are worried that someone is getting threatened or hurt by others you should report your concerns immediately
- You should always respect other people and be aware of what you're sending and receiving whilst online

School Rules for use of the Internet

The school has developed a set of guidelines/rules for Internet use by pupils. These rules will be made available to all pupils and are subject to regular review. Pupils will be bound by the following:

- ICT in school will only be used for approved learning purposes
- Only designated class email address will be used in school
- E-mail attachments will only be opened if they are from known and trusted people who have been approved by the teacher
- All electronic passwords will be kept confidential
- Each pupil is only authorised to open/delete their own designated files
- All contact made with other children from school or approved adults made through electronic devices will be responsible, polite and sensible
- Pupils will not deliberately look for, save or send anything that could be inappropriate
- Pupils will be responsible for informing their teacher if they accidentally access unsuitable content on the internet
- Pupils will not give out personal details such as my name, phone number or home address.
- Pupils will not agree to meet anyone as a result of communication through the internet

Pupils will also be reminded that:

- Access to the internet at school is a privilege and that access requires responsibility
- Individual users of the Internet are responsible for their behaviour and communications over the network
- Staff may review files on the school system and communications to ensure that users are using the system responsibly therefore users should not expect that files stored on servers would always be private
- During school, teachers will guide pupils toward the use of appropriate materials

Outside of school

The school encourages parents/carers to monitor and exercise a responsible approach to their child's internet use at home and offers guidance in this regard. In addition, pupils are also encouraged to apply the relevant principles as cited under School Rules when using the internet at home. Parents/carers are also asked to monitor their child's use of other electronic information sources such as televisions, telephones, radio and other media which could give them intentional or unintentional access potentially offensive/inappropriate material.

Sanctions

Violations of the rules for internet usage will result in a temporary or permanent ban.

Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour. Where applicable the Police and/or Local Authority may be involved.

Dealing with issues

Where intentional or unintentional access to inappropriate internet material in school has been reported, the web address, time and nature of the content must be reported to the e-safety coordinator and network manager who will investigate and take appropriate action and liaise with the broadband provider and/or Local Authority if necessary.



Pupil Internet Access and E-Safety Agreement

I agree to the following rules when using the Internet at school

I will:

- Use ICT in school for educational purposes only
- Use my class email address or my own school email address only when emailing
- Only open email attachments from people I know, or who my teacher has approved
- Keep my electronic passwords safe and avoid sharing them with others
- Only open/delete my own files
- Make sure that all ICT contact with other children and adults is responsible, polite and sensible
- Never deliberately look for, save or send anything that could be unpleasant or nasty
- Inform my teacher immediately if I accidentally find anything unpleasant on the internet
- Never give out my own details such as my name, phone number or home address.
- Never arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- Be responsible for my behaviour when using ICT because I know that these rules are to keep me safe

I understand that my use of ICT can be checked and that my parent/carer will be contacted if a member of school staff is concerned about my e-Safety.

Signed: _____

Date: _____

Name: _____

Class: _____



Staff Internet Access and E-Safety Agreement

I agree to the following rules when using the internet at school

I will:

- Use ICT in school for educational/professional related purposes only
- Use my secure professional LGFL email address only
- Only open email attachments from approved professional sources
- Keep my electronic passwords safe and avoid sharing them with others
- Only open/delete my own designated files
- Make sure that all ICT contact with others is responsible and polite
- Never deliberately look for, save or send anything that could be deemed inappropriate
- Inform a member of the school's leadership team immediately if I find anything inappropriate
- Take full responsibility for my actions and behaviour

I will also ensure that any communications and/or images posted on social networking sites do not compromise my professional role or breach confidentiality

Signed: _____

Date: _____

Name: _____

Position: _____

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February 2, 2015

Dear Parent/Carer,

RE: Internet Access and E-Safety

As you may be aware, the school has access to the Internet through the LGFL (London Grid for Learning). LGFL also provides us with a range of on-line educational resources through a secure filtered broadband connection and supports schools across London. The service helps us to minimise the risk of our children accessing any inappropriate material on the internet.

Although Internet is a very powerful tool which can be used to support teaching and learning across the curriculum, we are also aware of the potential dangers and have therefore developed a set of guidelines/rules which are designed to keep children safe when using computers and other information and communication technologies (ICT). This is also known as e-Safety. These are contained within the school's Internet Access and E-Safety Policy and can be found on the school website under the 'Our School' tab then 'Key Information' and 'Policies.' In addition, please find attached our Pupil Internet Access and E-safety agreement which highlights ways in which children can be kept safe at school.

Unlike in school, we do understand that children may be given unsupervised access to the internet outside school and would encourage parents/carers to adopt similar rules/guidelines for e-safety at home. We would also urge parents/carers to be mindful not to allow their children to access/set up profiles on social networking sites such as Facebook who have a minimum age requirement of thirteen.

Finally please be assured that we take the e-safety of children very seriously and encourage responsible use of ICT at all times,

Thank you for your continued support,



GR Murrell

Headteacher (Marlborough Primary School and Nursery)