Penns Primary School Internet Safety Policy

Introduction

The statutory curriculum requires pupils to learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum, teachers need to plan to integrate the use of communications technology such as web-based resources and e-mail. Computer skills are vital to access life-long learning and employment; indeed ICT is seen as an essential life-skill. Most technologies present risks as well as benefits. Internet use for work, home, social and leisure activities is forever expanding in all sectors of society. This brings young people into contact with a wide variety of influences, some of which may be unsuitable. It is important that Penns Primary School as well as parents and carers adopt strategies for the safe and responsible use of the Internet for the welfare and safety of our pupils.

Core Principles of Internet Safety at Penns Primary School

The Internet is as commonplace as the telephone or TV and its effective use is an essential life-skill. Unmediated Internet access brings with it the possibility of placing of pupils in embarrassing, inappropriate and even dangerous situations. Penns Primary Internet Policy is built on the following five core principles:

Guided Educational Use
- Significant educational benefits should result from Curriculum Internet use including access to information from around the world and the abilities to communicate widely and to publish quickly and easily.
- Curriculum Internet use should be planned, task-orientated and educational within a regulated and managed environment.
- Directed and successful Internet use will also reduce the opportunities for activities of dubious worth.

Risk assessment
- 21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they must learn to recognise and avoid these risks – to become "Internet Wise".
- Schools need to ensure that they are fully aware of the risks, perform risk assessments and implement a policy for Internet use.
- Pupils need to know how to cope if they come across inappropriate material in any setting e.g. school, home, public library.

Responsibility
Internet safety depends on staff, schools, governors, advisers, parents and the pupils themselves taking responsibility for the use of Internet and other communication technologies such as phones. Pupils and Staff are required to sign up to our responsible and safe internet use guidelines (an example letter and the guidelines are included in the appendix).

Regulation
The use of a finite and expensive resource, which brings with it the possibility of misuse, requires regulation.
Fair rules, clarified by discussion and prominently displayed at the point of access will help pupils make responsible decisions.

Appropriate strategies
These are based on limiting access of Internet web pages, developing responsibility and on guiding pupils towards educational activities.
Strategies will be selected to suit the situation and their effectiveness monitored.
There are no straightforward or totally effective solutions and staff, parents/carers and the pupils themselves must remain vigilant.

1. Why is Internet use important?
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.
It benefits education by:
- access to world-wide educational resources, including interactive, visual and audio resources such as science investigations, museums and art galleries;
- educational and cultural exchanges between pupils world-wide;
- access to experts in many fields for pupils and staff;
- staff professional development through access to national developments, educational materials and good curriculum practice;
- communication with support services, professional associations and colleagues;

2. How will pupils learn to evaluate Internet content?
Developing good practice in Internet use as a tool for teaching and learning is clearly essential. The quality of information obtained on the internet is variable and everyone needs to develop skills in selection and evaluation. Information received via the Web, e-mail, text message or social network, also requires good 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.

Teachers need to help pupils learn to distil the meaning from the mass of information provided by the Web, demonstrating effective use of the Internet in research, including the skills and knowledge of location, retrieval and evaluation. Often the quantity of information needs to be cut down and staff should guide pupils to appropriate Web sites that will support the learning objectives planned for the pupil's age and maturity. Staff are advised to provide pupils with 3 or 4 suitable websites maximum, to use at any one time. Within these websites pupils must have the opportunity to develop and practise research skills, however within a 'closed, safe environment. For example, http://www.bgfl.org/ , www.bbc.co.uk or http://office.microsoft.com/en-gb/images/ (Microsoft Office 'Clips online')

At Penns Primary access to the Internet is planned to enrich and challenge learning activities, whilst it is designed to include a filtering system which will allow appropriate access for pupils and staff. Ideally 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 will be taught what Internet use is acceptable and what is not, and given clear objectives for Internet use. They will be taught what to do if they experience material that they find distasteful, uncomfortable or threatening:
If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the ICT co-ordinator, who will inform the Head teacher and contact Birmingham Grid for Learning to arrange a filter for this website.

3. Email Guidelines

The government encourages the use of e-mail as an essential means of communication for both staff and pupils. However, the use of e-mail requires that the implications for the school and for the pupils have been thought out and that appropriate safety measures have been put in place.
In the school context, e-mail should not be considered private and schools, reserve the right to monitor e-mail. Our strategy is to limit pupils' e-mail to within the school network, they may only use approved e-mail accounts on the school system and must not reveal any details of themselves or others, if they receive an offensive e-mail it must be reported immediately to a teacher. In Key Stage 1 Whole-class or group e-mail addresses will be used.
Staff must access and use only the school email address provided when on the school network.

4. School Website

The school website reflects the school's ethos, in that information is accurate and well presented and that personal security is not compromised. The point of contact on the website is the school address, school e-mail and telephone number.

Written permission from parents or carers will be obtained before photographs of pupils are published on the school website. Photographs that include pupils will be selected carefully, and pupils' full names will not be used anywhere on the website, particularly in association with photographs. (an example letter is included in the appendix).

5. Social Networking
Social networking is a popular conferencing application offering instantaneous exchange of text and images between groups of users via the Internet. Security levels on these sites vary widely and, for this reason, social networking websites, including chat rooms and forums, are generally banned by school filtering systems.

Their use by pupils outside school is huge and realistically there is little hope of control. The approach therefore that parents need to take is one of keeping aware of how their children are using the Internet and advising them of the dangers. Also for teachers to reinforce safety if and when accessing social networking websites. The Childnet International site www.chatdanger.com has useful advice for pupils.

6. Pupil Internet Usage
At Key Stage 1, access to the Internet will be by adult demonstration and directly supervised access to specific, approved on-line materials.   At Key Stage 2 pupils will not be allowed unsupervised Internet access within school. Any infringements of this rule will result in sanctions. Pupils will also be permitted to use the suggested websites provided by their teachers for the particular purpose. Pupils should not use search engines unless it is a child friendly e.g. http://www.topmarks.co.uk/ Pupils must not search for images.

Parents will be informed that pupils will be provided with supervised Internet access and asked to sign a permission slip (an example letter is included in the appendix).

7. Staff Internet usage

It is important that teachers and learning support assistants are confident to use the Internet in their work. The School Internet Policy will only be effective if all staff subscribe to its values and methods. Staff should be given opportunities to discuss the issues and develop appropriate teaching strategies. It would be unreasonable, for instance, if cover staff or supply staff were asked to take charge of an Internet activity without preparation.

Staff must understand that the rules for any BCC employee on Internet misuse are quite specific, and are asked to sign the Acceptable ICT and Internet Usage Policy for Staff. Instances of misuse resulting in dismissal have occurred. If staff have doubts as to the legitimacy of any aspect of their Internet use in school, they should discuss this with their line manager to avoid any possible misunderstanding.

Internet use is widespread and all staff including administration, caretaker, governors and helpers should be included in appropriate awareness raising and training. Internet use should be included in the induction of new staff, for instance in the selection of appropriate modes of expression in e-mail communication to prevent confusion. Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

8. Advice regarding home use of the Internet – Guidance for Parents.
The internet can be a very valuable learning resource and parents should not be discouraged from allowing their children to use it as such – there are some simple ways of protecting your own child/ children at home:

Have the computer situated in an area used by all the family, rather than in a child's bedroom – that way you can literally keep an eye on what they are accessing and discuss it with them. Some experts say, "You would not invite a stranger into your child's bedroom but putting a computer in there is potentially doing that very thing."

Most Internet providers include Parental Control options with their packages and you may want to use some or all of these options to prevent access to certain types of site – it may also be worth considering using the 'Pop–Up blocker' option – advertising on the Internet is not controlled in the way that it is in other areas of the media and much of it is done by using the pop-up boxes on screen.

Be aware that within a website, there may be Internet links to games websites for titles which are classified as unsuitable for children.

If you have any concerns about what your child has been accessing on the Internet you can use the History button on the Internet control bar to check websites recently visited. If you find that temporary Internet files have been deleted this could indicate that your child has been on a website which they do not want you to know about.

Do remember that inappropriate websites can be accessed accidentally, and you should encourage your child to tell you if they have been linked to a site which they do not think is suitable. You can then use your parental control option to block the website.

You may find the following websites useful http://internet-filter-review.toptenreviews.com/

Particularly for Parents and Children

NSPCC   **www.nspcc.org.uk/**
Help and advice – for parents – keeping your child safe – using the internet

Bullying Online   **www.bullying.co.uk**
Advice for children, parents and schools

Kidsmart   **www.kidsmart.org.uk**
An Internet safety site from Childnet, with low-cost leaflets for parents.

Think U Know?   **www.thinkuknow.co.uk/**
Home Office site for pupils and parents explaining Internet dangers and how to stay in control..

Safekids   **www.safekids.com**
Family guide to making Internet safe, fun and productive

Cybersmile   **http://www.cybersmile.org/**

Kidscape   **http://www.kidscape.org.uk/**

This policy should be read in conjunction with the school's Acceptable ICT and Internet Usage Policy for Staff

Signed:

Date:

Penns Primary School

Responsible and Safe Internet Use

These rules help us to be fair to others and keep everyone safe.

- **I will ask permission before using the Internet.**

- **I will only use the websites that my teacher has suggested for me to use in that lesson.**

- **I will use only my own network login and password, which is secret.**

- **I will only look at or delete my own files.**

- **I understand that I must not bring software or USB sticks into school without permission.**

- **I will only e-mail people I know, or who my teacher has approved.**

- **The messages I send will be polite and sensible.**

- **I understand that I must never give my home address or phone number, or arrange to meet someone.**

- **I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.**

- **I will not use social networking websites on the Internet in school unless set up by the class teacher e.g. Kidblog.**

- **If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.**

- **I understand that the school may check my computer files and the Internet websites I visit.**

- **I understand that if I deliberately break these rules, I may not be allowed to use the Internet/computers or ipads.**

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

A copy of the school Internet Safety Policy can be found on the school website under Parent Info. Or a copy can be obtained from the school office.

City of Birmingham Education Department

Penns Primary School

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Headteacher: Ms M Jones

National Primary Centre A

Responsible and Safe Internet Use

Dear Parents,

As part of your child's curriculum and the development of ICT skills, Penns Primary School is providing supervised access to the Internet. We believe that the effective use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world.

Although there are concerns about pupils having access to undesirable materials, we have taken positive steps to reduce this risk in school. Birmingham City Council operates a filtering system that restricts access to inappropriate materials. Pupils are guided to suitable sites which support learning and are supervised. The safety of your child is important to us. Every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, however the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any deliberate or inadvertent misuse arising from your child's use of the Internet facilities.

At home your Internet access might not be so rigorously filtered and we can provide references to information on safe Internet use if you wish. We also have leaflets from national bodies that explain the issues further.

Should you wish to discuss any aspect of Internet use (or to see a lesson in operation) please contact the school to arrange an appointment.

Yours sincerely

Ms M Jones
Headteacher

Penns Primary School
Responsible and Safe Internet Use Agreement

Gaining pupils' and parents/carers' agreement to the Responsible and Safe Internet Use statement is important.

Child's Name:

Pupil's Agreement

I have read and I understand the school rules for Responsible and Safe Internet Use. I will use the computer and internet system in a responsible way and follow these rules at all times. NB this may be read and discussed with younger children.

Signed:	Date:

Parents Agreement for Internet usage in school

I have read and I understand the school rules for Responsible and Safe Internet Use. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the internet. The school will not be liable for the deliberate or inadvertent misuse arising from your child's use of the Internet facilities.

Signed:	Date:

Please print Name:

Relationship to child:

Penns Primary School
Photographs and Videos in school

Many activities at Penns Primary School involve taking photographs and videos of the children whilst they are learning and participating. The majority of these photographs and videos will be displayed and presented within the school environment only, as a celebration of achievement.

Some of these photographs and videos may be published externally from school such as in on our school website or twitter page, or another trusted educational website or a local newspaper. Photographs and videos, which are to be made available externally, will be selected carefully and viewed by staff prior to being published. Please note that names will not be used in association with any photograph or video/podcast.

Parental permission is required for three specific scenarios:

Please sign and date each scenario to give your permission for your child to be included. If you DO NOT wish to give your permission please ~~strike through~~ the appropriate section.

	Child's Name: _____ Year: _____
1	**PARENTAL PERMISSION.** **We ask for parental permission to take photographs and videos of your child.** Signed: _____ Date: _____ Relationship to Child: _____
2	**DISPLAY IN SCHOOL.** **We ask for parental permission to display these photographs and videos internally, within our school environment.** Signed: _____ Date: _____ Relationship to Child: _____
3	**DISPLAY ON THE SCHOOL WEBSITE/TWITTER PAGE etc.** **We ask for parental permission to display these photographs and videos externally, outside our school environment. I understand that carefully selected photographs and videos/podcasts may be published on the school website or twitter page, or another trusted educational website or a local newspaper.** Signed: _____ Date: _____ Relationship to Child: _____

References

Particularly for Parents and Children

NSPCC   **www.nspcc.org.uk/**
Help and advice – for parents – keeping your child safe – using the internet

Bullying Online   **www.bullying.co.uk**
Advice for children, parents and schools

Kidsmart   **www.kidsmart.org.uk**
An Internet safety site from Childnet, with low-cost leaflets for parents.

Think U Know?   **www.thinkuknow.co.uk/**
Home Office site for pupils and parents explaining Internet dangers and how to stay in control..

Safekids   **www.safekids.com**
Family guide to making Internet safe, fun and productive

Cybersmile   **http://www.cybersmile.org/**

Kidscape   **http://www.kidscape.org.uk/**

Particularly for Schools

Associations of Co-ordinators of IT (ACITT)
Acceptable use policy for the Internet in UK Schools, original straightforward text.
                                         www.g2fl.greenwich.gov.uk/acitt/resources/assoc/aup97.doc

NAACE / BCS   **www.naace.org** (publications section)
A guide for schools prepared by the BCS Schools Committee
and the National Association of Advisers for Computer Education (NAACE)

DfES Superhighway Safety   **http://safety.ngfl.gov.uk**
Essential reading, both Web site and free information pack. Telephone: 0845 6022260

KS2 Internet Proficiency Scheme www.becta.org.uk/corporate/corporate.cfm?section=8&id=2758
A Becta, DFES and QCA pack to help teachers educate children on staying safe on the internet

Internet Watch Foundation -   **www.iwf.org.uk**
Invites users to report illegal Web sites

Data Protection   **www.informationcommissioner.gov.uk/**
New Web site from the Information Commissioner

Kent Web Skills Project   **www.kented.org.uk/ngfl/webskills/**
Discussion of the research process and how the Web is best used in projects.

Click Thinking: Scottish Education Department   **www.scotland.gov.uk/clickthinking**
Comprehensive safety advice

Kent ICT Security Policy   **www.kent.gov.uk/eis** (broadband link)
An overview of the need to secure networks with Internet access.

Copyright   **www.templetons.com/brad/copymyths.html**
Irreverent but useful coverage of the main aspects of copyright of digital materials, US-based.

Internet Users Guide   **www.terena.nl/library/gnrt/**
A guide to network resource tools, a book (ISBN 0-201-61905-9) or free on the Web.

Alan November – The Grammar of the Internet   **www.edrenplanners.com/infolit/**
Article explaining how to evaluate Web sites and information

DotSafe – European Internet Safety Project   **http://dotsafe.eun.org/**
A comprehensive site with a wide range of ideas and resources, some based on Kent work.

Cybercafe   **http://www.gridclub.com/home_page/hot_headlines/cyber.shtml**
Internet proficiency through online games for KS2, with a free teacher's pack.

Parents' home Internet filter information   **http://internet-filter-review.toptenreviews.com/**

A guide to Internet safety at home for children

Notes on the legal framework

This page must not be taken as advice on legal issues, but we feel that schools should be alerted to some of the legislation that may be relevant.

The Computer Misuse Act 1990 makes it a criminal offence to gain access to a computer without permission. The motivation could be the technical challenge, data theft or to damage the system or data. The Rules for Responsible Internet Use remind users of the ownership of the school computer system.

Monitoring of data on a school network could contravene Article 8 of the European Convention of Human Rights and Fundamental Freedoms, e.g. the right to respect for private and family life, which is protected by the Human Rights Act 1998. The Telecommunications (Lawful Practice) (Interception of Communications) Regulations 2000 also limit monitoring. The 2000 Regulations apply to all forms of electronic monitoring and interception irrespective of whether the material monitored is generated by private use or in the course of the school's day to day activities.

A school may only monitor authorised private use of a computer system if it can justify monitoring on the basis that it is lawful, necessary and in the interests of amongst other things, the protection of health or morals or for the protection of the rights and freedoms of others. Schools should ensure that the monitoring is not out of proportion to the harm that could be done if the monitoring did not take place.

Schools could start by banning private use of a school's computer system, but then allow private use following application to the head teacher. The Rules for Responsible Internet Use, which every user must agree to, contain a paragraph that should ensure users are aware that the school is monitoring Internet use.

In order to defend claims that it has breached either the 2000 Regulations or the Human Rights Act 1998, a school should devise procedures for monitoring, ensure monitoring is supervised by a senior manager and maintain a log of that monitoring.

The following legislation is also relevant:

Data Protection Act 1984/98 concerns date on individual people held on computer files and its use and protection.

Copyright, Design and Patents Act 1988 makes it an offence to use unlicensed software

The Telecommunications Act 1984 Section 43 makes it an offence to send offensive or indecent materials over the public telecommunications system.

Protection of Children Act 1978

Obscene Publications Act 1959 and 1964 defines "obscene" and related offences.

References:

Brief introduction to dangers and legal aspects of the Internet.
www.bbc.co.uk/webwise/basics/user_01.shtml

List of useful law resources; see copyright and Internet sections.
http://link.bubl.ac.uk/law

HMSO: Full text of all UK legislation and purchase of paper copies.
www.legislation.hmso.gov.uk