St John the Baptist Primary School

INTERNET ACCESS SAFETY POLICY
'Living, loving and learning with thankfulness and hope'

The Reason for the Policy
This policy has been written to:
- Ensure appropriate use of the Internet
- Inform staff, governors and parents

The policy outlines our purpose in providing email facilities and access to the Internet at St John the Baptist Primary School and explains how the school is seeking to avoid the potential problems that unrestricted Internet access could give rise to.

How the Policy was developed
This policy was developed by the Network Manager in consultation with the Head teacher and builds on the school's previous policy for acceptable Internet use.

Aims
- To allow all users to access and use the Internet for educational purposes including email and World Wide Web facilities. (Educational purposes are defined as individual research, preparation of lessons, project work and communicating with other teachers and pupils.)
- To provide a mechanism by which staff and pupils are protected from sites, information and individuals, which would undermine the principles and aims of the school.
- To provide rules which are consistent, and in agreement with the Data Protection Act.
- To provide rules, which are consistent with the acceptable procedures commonly, used on the Internet, including those associated with netiquette.

Internet access in school

It is understood that providing appropriate access to the Internet in school raises educational standards and supports the professional work of staff. Managers,

administrators, teachers and pupils have access to web sites worldwide, offering educational resources, news and current events. There are opportunities for discussion with experts in many fields and to communicate and exchange information with students and others worldwide.

In addition, staff have the opportunity to access educational materials and good curriculum practice, to communicate with the advisory and support services, professional associations and colleagues; exchange curriculum and administration data with the LEA and DfE. The Internet is also used to enhance the school's management information and business administration systems.

Staff, including supply staff, will not be expected to take charge of an Internet activity; there is an induction on training, including a discussion of internet safety policy and associated documents. Staff should be given opportunities to discuss the issues and develop good teaching strategies. All staff (including teachers, supply staff and teaching assistants) and any other adults involved in supervising children accessing the internet, will be provided with the School Internet Access and Safety Policy, and will have its importance explained to them.

Our school Internet Access Policy will be available for parents and others to read on demand, and published on the school website:
http://www.st-johns-titchfield.hants.sch.uk/policies

Ensuring Internet access is appropriate and safe

The Internet is a medium that is freely available to any person wishing to send email or publish a web site. In common with other media such as magazines, books and video, some material available on the Internet is unsuitable for pupils.

Pupils in school are unlikely to see inappropriate content in books due to selection by publisher and teacher and the school will take every practical measure to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the internet. The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:
- Our internet access is purchased from HAMPSHIRE COUNTY COUNCIL which provides a service designed for pupils including a "firewall" filtering system intended to prevent access to material inappropriate for children
- Children using the internet work within the Reception computing area or classroom, during lesson times and are supervised by an adult at all times. All Children are not allowed to use the Internet unless supervised by an adult.
- Staff check that the sites preselected for pupil use are appropriate to the age and maturity of pupils
- Staff will be particularly vigilant when pupils are undertaking their own research and will check that the children are following the agreed search plan
- Pupils will be taught to use email and the internet responsibly in order to reduce the risk to themselves and others
- Our Rules for Responsible Internet Use are posted in classrooms.

- The Computing Co-ordinator will monitor the effectiveness of internet access strategies
- The Head teacher will ensure that the policy is implemented effectively
- Methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in consultation with colleagues from other schools and advice from the LEA, our Internet Service Provider and the DfE.

These measures build on those in our previous policy, which have proved highly effective. 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 computer screen. *Neither the school nor Hampshire County Council can accept liability for the material accessed, or any consequences thereof.*

A most important element of our Rules of Responsible Internet Use is that pupils will be taught to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

If there is an incident in which a pupil is exposed to offensive or upsetting material the school will wish to respond to the situation quickly and on a number of levels. Responsibility for handling incidents involving children will be taken by the Computing Coordinator in consultation with the Head Teacher and the pupil's class teacher. All the teaching staff will be made aware of the incident.

- If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue
- If staff or pupils discover unsuitable sites the Computing Coordinator or Headteacher will be informed. The URL (address) and content will be reported to the Internet Service Provider and the LEA and access will be blocked.
- If it is thought that the material is illegal, after consultation with the ISP and LEA, the site will be referred to the Internet Watch Foundation and the police.

Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying the Rules of Responsible Internet Use, which have been designed to help protect them from exposure to Internet sites carrying offensive material. If pupils abuse the privileges of access to the Internet or use of email facilities by failing to follow the rules they have been taught or failing to follow the agreed search plan when given the privilege of undertaking their own Internet search, then sanctions consistent with our School Behaviour Policy will be applied. This may involve informing the parents/carers. Teachers may also consider whether access to the Internet may be denied for a period.

Maintaining the security of the school ICT network

We are aware that connection to the Internet significantly increases the risk that a computer or a computer network may be infected by a virus or accessed by unauthorised persons.

The Computing Coordinator will keep up to date with computing news developments and work with the LEA and Internet Service Provider to ensure system security strategies to protect the integrity of the network are reviewed regularly and improved as and when necessary. Paid hours of support from Agile computing also support us in this process.

CD ROMS or memory pens may not be brought into school without permission, and a virus check. They may only be downloaded on one designated computer.

Using the Internet to enhance learning

Staff and pupils use the Internet to find and evaluate information and older pupils are taught to use suitable web search engines. Access to the Internet has become a planned part of the curriculum that enriches and extends learning activities and is integrated into the class schemes of work. As in other areas of their work, we recognise that pupils learn most effectively when they are given clear objectives for Internet use.

Different ways of accessing information from the Internet are used depending upon the nature of the material being accessed and the age of the pupils:
- Access to the internet may be by teacher (or sometimes other adult) demonstration;
- Pupils may access teacher prepared materials, rather than the open internet;
- Pupils may be given a suitable web page or a single web site to access;
- Pupils may be provided with lists of relevant and suitable web sites which they may access;
- Older, more experienced, pupils may be allowed to undertake their own Internet search having agreed a search plan with their teacher. Specific child friendly search engines will be used. Pupils will be expected to observe the Rules of Responsible Internet Use and will be informed that checks can and will be made on files held on the system and the sites they access.

Pupils accessing the Internet will be supervised at all times, by an adult, normally their teacher, a teaching assistant. They will only be allowed to use the Internet once they have been taught the Rules of Responsible Internet Use and the reasons for these rules. Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor the children using the Internet.

Using information from the Internet

We believe that, in order to use information from the Internet effectively, it is important for pupils to develop an understanding of the nature of the Internet and the information available on it. In particular, they should know that, unlike the school library for example, most of the information on the Internet is intended for an adult audience, much of the information on the Internet is not properly audited/edited and most of it is copyright.

- Pupils are taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV;
- Children can be taught to do child friendly searches and quick key words when searching.
- Teachers ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the internet (as a non moderated medium);
- When copying materials from the Web, pupils are taught to observe copyright;
- Pupils are made aware that the writer of an email or the author of a web page may not be the person claimed.

As well as on-going e-safety there are discrete e-safety limits taught. As a school we also develop resources to use with The Children from CEOP- Child Exploitation and Online Protection Centre such as those found on 'Think You Know' website.

Using email

Pupils learn how to use an email application and are taught email conventions as part of the National Curriculum. Staff and pupils use email to communicate with others, to request information and to share information. It is important that communications with persons and organisations are properly managed to ensure appropriate educational use and that the good name of the school is maintained. Therefore we currently use an office 365 account for each class to have their own class e-mail. This is a safe environment only accessible to the class and is closely monitored by teachers. Children only e-mail addresses approved by the class teacher.

Pupils are only allowed to use email once they have been taught the Rules of Responsible Internet Use and the reasons for these rules (at the end of this document)

- Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor children using email.
- Pupils send email as part of the curriculum.
- Incoming email to pupils will not be regarded as private.
- Pupils will have the email messages they compose in class checked by a member of staff before sending them.
- The forwarding of chain letters will not be permitted.

St John the Baptist Primary School Website

Our school web site is intended to:
- Promote our school and provide accurate, up to date information for parents, governors and other interested parties;
- Enable pupils to publish work to a high standard, for a very wide audience including pupils, parents, staff, governors, members of the local community and others;
- Provide links to other websites for learning activities both in and out of school.

All classes may provide work for publication on the school web site. Pupils' work published on the web will not be identified by their surnames.

Including photographs of groups of pupils on the school website can be motivating for the pupils involved, and provide a good opportunity to promote the work of the school. The full name of a pupil will never be included alongside the photograph. Only children whose parents have signed the yearly consent form for image use on the internet will have images shown.

All learning links are vetted and monitored by the Website Manager. The Website Manager is responsible for uploading pages to the school web site, ensuring that the links work and are up to date, and that the site meets the requirements of the site host.

The point of contact on the web site will be the school address, telephone number and email address.

Confidentiality of Pupil Information

Personal information concerning St John the Baptist Primary School pupils will not be disclosed or used in any way on the school website without the specific permission of a parent or guardian. Pupils are not permitted to provide private or confidential information about themselves or others on the Internet.

Internet access and home/school links

Parents will be informed in our school prospectus that pupils are provided with supervised Internet access as part of their lessons. We will keep parents in touch with future computing developments by letter and newsletter. One of the homework links used particularly in year 5 and 6 is a program called Education City and parents whose children use this facility will be informed by letter with the child's password. Some children also have accessible passwords for Reading Eggs and Bug Club and parents are informed of this.

Internet use in pupils' homes is rapidly increasing and some parents may be grateful for any advice/guidance that school can offer – especially with regard to safe access for children.

The cluster is committed to staff training and parent awareness regarding e-safety and organises events in e-safety week.

Our home link worker is willing to offer advice and suggest alternative sources of advice on the understanding that neither he/she, the school, nor the LEA can be held responsible for the consequences of such advice. Further:

- School guidelines on issues such as safe internet use will be made available to parents together with printed information and internet sites providing information for parents about safe access for children;
- The school will offer demonstrations/practical computing sessions for parents, to inform parents and encourage a partnership approach
- The family internet contract in Appendix 2 may be a useful document for parents to consider using.
- Also see www.thinkyouknow.co.uk/parents/

Agreed at Teaching and Learning Committee 3rd December 2015
Annual Review or before in light of new practice/ legislation
Next review December 2016.

Other relevant documents
MOPP

- Policy on staff acceptable usage of ICT
- Cyber-bullying Practical Advice for staff
- Do's and Don'ts Advice for Staff
- Acceptable Use Policy
- School Social Media Policy

Appendix 1

Rules for Responsible Internet Use
The school has installed computers with Internet access to help our learning. These rules will help keep us safe and help us be fair to others.
Using the computers:
- I will only access the computer system with the login I have been given;
- I will not access other people's files;
- I will not bring in CDs or pen sticks from outside school and try to use them on the school computers.
- I will not access cloud based storage files in school.

Using the Internet:
- I will ask permission from a teacher before using the internet;
- I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself;
- I understand that the school may check my computer files and may monitor the internet sites I visit;
- I will not complete and send forms without permission from my teacher;
- I will not give my full name, my home address or telephone number when completing forms.

Using email:
- I will ask permission from a teacher before checking email;
- I will immediately report any unpleasant messages sent to me because this will help
- protect other pupils and myself;
- I understand that email messages I receive or send may be read by others;
- The messages I send will be polite and responsible;
- I will only email people I know;
- I will not give my full name, my home address or telephone number;
- I will not use email to arrange to meet someone outside school hours.

Appendix 2

SafeKids.Com

Family Contract for Online Safety at home

Kids' Pledge

1. I will not give out personal information such as my address, telephone number, parents' work address/telephone number, or the name and location of my school without my parents' permission.

2. I will tell my parents right away if I come across any information that makes me feel uncomfortable.

3. I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.

4. I will never send a person my picture or anything else without first checking with my parents.

5. I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents right away so that they can contact the service provider.

6. I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online, and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.

7. I will not give out my Internet password to anyone (even my best friends) other than my parents.

8. I will be a good online citizen and not do anything that hurts other people or is against the law.

I agree to the above

_____
Child sign here

I will help my child follow this agreement and will allow reasonable use of the Internet as long as these rules and other family rules are followed.

_____
Parent(s) sign here