



**OUR LADY OF PITY R.C. PRIMARY SCHOOL
A VOLUNTARY ACADEMY**

E SAFETY POLICY
Reviewed January 2018

Subject Leader -

This document is reviewed annually by a member of the leadership team and the Curriculum Committee of the Governing body.

This document was adopted and approved by the Curriculum Committee on 23rd January 2018

1. Introduction

Our aim is to use the Internet as an educational resource to enhance children's learning, whilst at the same time safeguarding them from any potentially objectionable or harmful elements.

This policy is intended to provide a framework within which both children and adults can use the internet and school's electronic facilities safely and securely.

Members of staff, pupils, and other users including Governors must follow the conditions laid down in this policy (Appendix 1). Any breach of these conditions may lead to withdrawal of the user's access to the school network.

Extreme cases of misuse could lead to criminal prosecution. In the case of employees, any breach may also be considered a breach of the employee's conditions of service, which could lead to dismissal on grounds of gross misconduct.

All users are expected to demonstrate a responsible approach to the use of resources available to them and to show consideration to other users both locally and via the Internet.

Use of the Internet and facilities such as the electronic mail service are intended for educational purposes only. It must be recognised that any view communicated over the internet is deemed to be a view of the school and in some circumstances the Local Authority, akin to formal correspondence issued by post. Personal views about the school or LA business in an internet communication should either not be given or must be endorsed by the Principal or Head of School.

The schools equipment and the Internet may only be used for legal activities consistent with the aims, objectives and rules of the school.

2. Unacceptable Deliberate Use

The following activities, whilst not an exhaustive list, are unacceptable:

1. The access to or creation, transmission or publication of any offensive, obscene or indecent images, sounds, data or other material.
2. The access to or creation, transmission or publication of any data capable of being displayed or converted to such obscene or indecent images, sounds, data or other material.
3. The creation, transmission or publication of any material which is designed or likely to cause offence, inconvenience or needless anxiety.
4. The creation, transmission or publication of defamatory material.
5. The receipt or transmission of material which infringes the copyright of another person or infringes the conditions of the Data Protection Act 1998.
6. The transmission of unsolicited commercial or advertising material to other users of the Internet or any other network reachable via the Internet.
7. The deliberate unauthorised access to facilities, services, data or resources within the network or service accessible via the Internet.
8. Deliberate activities with any of the following characteristics or that by their nature would result in:

- Wasting staff or other users efforts or network resources, either in school or elsewhere on the Internet and the efforts of staff involved in the support of those systems.
 - Corrupting or destroying other users data.
 - Violating the privacy of other users (e.g. Data held on a network).
 - Disrupting the work of other users whilst they are using the equipment in school.
 - Using the Internet in a way that denies service to other users (for example, by overloading the connection to the network by unnecessarily, excessively and thoughtlessly downloading large files).
 - Continuing to use any item of software after being requested to cease its use because it is disrupting the correct functioning of the school's network or the Internet (for example, software designed to broadcast messages to all users of the Network).
 - The deliberate introduction of "viruses" to the Network.
9. Where the Internet is being used to access another network, any abuse of that network will be regarded as unacceptable. The school maintains the right to view any users (child or adult) activity on the schools network and internet connection and this can be done through the schools internet filtering service (Schools Broadband Lightspeed Filter 9).
10. Any use of the Internet that would bring the name of the school, the multi-academy trust or the Local Authority into disrepute.
11. The user should only print essential resource material and should always check the length of a document is reasonable before printing.

3. Ensuring safe use of the Internet by Pupils

In order to keep our children as safe as possible the following procedures are in place:

- Internet access is through a filter designed to block objectionable material (provided by 'Schools Broadband Lightspeed Filter 9').
- Pupils are supervised at all times by a member of staff or other responsible adult while they are using the internet. The procedure for dealing with any inappropriate use is outlined in Appendix 5.
- Staff will provide guidance to pupils as they make use of telecommunications and electronic information sources to further their curriculum studies.
- Pupils will be trained in working safely on-line and will know the procedure for reporting questionable material should this occur (telling the adult responsible for them at the time). If any undesirable material is obtained from the school's use of the internet, the site will be identified and the internet provider will be notified immediately.
- As far as possible, pupils will be directed to information resources that have been reviewed and evaluated beforehand. However, any websites set as homework, due to the nature of the internet, may allow pupils to move beyond those resources to others which staff have not evaluated. Pupils using the internet outside school should always do so with guidance from a responsible adult.

We encourage our parents/carers to supervise their children closely whilst they are using the internet at home.

A letter (Appendix 2) is sent to all parents/carers outlining the school's procedures to ensure their children's safe use of the internet.. Written permission will be required if internet access is **not** permitted.

Declaration by Staff

I have read the policy document on use of the Internet and electronic mail and accept the stated conditions of use.

Signed:

Print Name:

Date:

Dear Parent/Carer,

INTERNET AND ELECTRONIC MAIL FACILITIES

Our aim is to use the Internet and e-mail facilities as educational resources to enhance your child's learning, and children will be taught to use these facilities sensibly and responsibly. As a school we have built-in safeguards to prevent children gaining access to unsuitable sites, but the wider Internet may contain unsuitable material.

In order to reduce the possibility of pupils gaining access to these sites, Our Lady of Pity R.C. Primary School have set the following procedures in place:-

- The school uses Schools Broadband (Becta approved) which is a filtering service designed to deny access to objectionable sites including chat rooms.
- Pupils in Key Stage 2 will be allowed to browse the Internet. Pupils in Foundation 2 and Key Stage 1 will be allowed to work on sites and/or undertake internet searches that have been pre-selected by their teacher or other authorised adult.
- Pupils will be supervised at all times by a member of staff or other authorised adult who will provide guidance to pupils as they make use of telecommunications and electronic information sources to further their curriculum studies.
- Staff will inform all pupils about their rights and responsibilities as users of the Internet prior to gaining access.
- As far as possible, pupils will be directed to information sites that have been reviewed and evaluated beforehand. If pupils move beyond those sites, the supervising adult will give guidance about the suitability and relevance of the site.

Our intention at Our Lady of Pity is to use new technology and the Internet to further the school's educational aims and enhance the curriculum, whilst at the same time safeguarding pupils from any potentially objectionable or harmful elements. With this in mind I would ask for your assistance in conveying the standards that should be followed by your child when using information from the Internet. In addition to speaking with your child about these matters, would you please complete the attached form with your child and return it to school.

Your co-operation in this matter would be much appreciated.

Yours sincerely,

Mr M Cotton
Principal

Inappropriate Activity Flowchart

