Brightlingsea Primary School and Nursery

USE OF THE INTERNET POLICY

Staff consulted:

Ratified by the Governing Body:

Brightlingsea Primary school & Nursery

Use of the Internet (by pupils and staff) policy

INTRODUCTION

Brightlingsea Primary School & Nursery views ICT as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, we need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment.

Whilst exciting and beneficial both in and out of the context of education, much ICT, particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these internet technologies. It is a statutory requirement in the National Curriculum (2014) to explicitly teach and address in school to ensure that all children and adults remain safe and in control when using technology. Usually the resources used by pupils in school are carefully chosen by the teacher and determined by curriculum policies. However, use of the Internet, by its nature, will provide access to information which has not been selected by the teacher. Whilst pupils will often be directed to sites which provide reviewed and evaluated information, at time they will be able to move beyond these, to sites unfamiliar to the teacher.

The problems and issues that have been highlighted by the media concern all schools. Whilst some of the media interest is hype, there is genuine cause for concern that children might access unsuitable material either accidentally or deliberately.

Information and Communications Technology covers a wide range of resources including web-based and mobile learning. It is also important to recognise the constant and fast-paced evolution of ICT within our society as a whole. Currently the internet technologies children and young people are using both inside and outside of the classroom include:

- Websites
- Email
- Social Networking
- Music Downloading
- Gaming
- Mobile/ Smart phones with text, video and/ or web functionality
- IPads
- Other mobile devices with web functionality

AIMS

We aim to help every pupil to:

- Feel safe and confident when using new technologies.
- Know who to speak to when they feel unsafe.
- Know how to report any abusive behaviour.
- Know how to use the internet correctly, without misuse.
- Stay in control and keep personal information private.

PURPOSE

The purpose of this policy is to:
- Establish the ground rules we have in school for using the Internet
- Describe how these fit into the wider context of our discipline and PSHE policies
- Demonstrate the methods used to protect children from sites containing pornography, racist or politically extreme views and violence. The school believes that the benefits to pupils from access to the resources of the Internet far exceed the disadvantages. Ultimately, the responsibility for setting and conveying the standards that children are expected to follow, when using media and information resources, is one the school shares with parents and carers.
- Offer guidance to staff about the use of social networking sites.

At Brightlingsea Primary School & Nursery, we feel that the best recipe for success lies in a combination of site-filtering, of supervision, and by fostering a responsible attitude in our pupils in partnership with parents.

APPROACHES

- We use the 'Think u Know' website created by the Child Exploitation and Online Protection Centre (CEOP) team to educate the children on keeping safe whilst using the internet.
- We plan our Computing sessions using the expected outcomes from the National Curriculum (2014) which ensures that we teach the children about keeping safe on the internet and the acceptable use of ICT both in and out of school.

SECURITY

The school has obtained LA guidance on Internet security and following their suggestion has based its policy on the DfES site http://safety.ngfl.gov.uk/schools/

Using the Internet to enhance education
The benefits include:

- Access to a wide variety of educational resources including libraries, art galleries and museums;
- Rapid and cost-effective world-wide communication;
- Gaining an understanding of people and cultures around the globe;
- Staff professional development through access to new curriculum materials, expert knowledge and practice;
- Exchange of curriculum and administrative data with the Local Authority and DCSF;
- Social and leisure use;
- Greatly increased skills in Literacy, particularly in being able to research, read and appraise critically and them communicate what is important to others;
- The schools intends to teach pupils about the vast information resources available on the Internet, using it as a planned part of many lessons;
- All staff will review and evaluate resources available on web sites appropriate tot the age range and ability of the pupils being taught.

Pupils' Access to the Internet

Brightlingsea Primary School & Nursery will use the Essex County Council's filtered Internet service, which will minimize the chances of pupils encountering unsuitable material. Brightlingsea Primary School & Nursery will normally only allow children to use the Internet when there is a responsible adult present to supervise. However, it is unrealistic to suppose that the teacher's attention will always be directed towards every computer screen. Members of staff will be aware of the potential for misuse and will be responsible for explaining expectations of proper use to pupils.

Teachers will have access to pupils' emails and other Internet files generated in school, and will check these periodically to ensure that expectations of behaviour are being met.

Expectation of pupils using the Internet
- All pupils are expected to read and agree the **Pupil contract for safe computer and internet use (annex 1)**
- At Brightlingsea Primary School & Nursery, we expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in the school. This includes the materials they choose to access, and the language they use.
- Pupils using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher, so that the Service Provider can block further access to the site.
- Pupils are expected not to use any rude or offensive language in their email communications, and contact only people they know or those the teacher has approved. They will be taught the rules of etiquette for email and will be expected to follow them.
- Pupils must ask permission before accessing the Internet and have a clear idea of why they are using it.
- Pupils must not access other people's files unless they have permission to do so.
- Computers and school laptops should only be used for school work and homework unless permission has been given otherwise.
- No program files may be downloaded from the Internet to the computer, to prevent corruption of data and to avoid viruses
- No programs on CD Rom or flash drive/memory sticks should be brought in from home for use in school. This is for both legal and security reasons. Homework completed at home may be brought in on a memory stick, but will be virus scanned by the class teacher before use.
- No personal information such as phone numbers and addresses should be given out and no arrangements should be made to meet someone via the Internet/email, unless this is part of an approved school project.
- Pupils consistently choosing not to comply with these expectations will be warned, and may be denied access to Internet resources. They will also be subject to the general disciplinary procedures of the school.

Appendix 1 – Pupil contract for safe computer and internet use:

Brightlingsea Primary School & Nursery

Responsible Internet and Computer Use Agreement

In order to keep ourselves and others safe I agree to the following:

1. I will use the school computers, Internet, and all our technological equipment sensibly.

2. I will ask permission before entering any web site, unless my teacher has already approved that site.

3. I will not enter chat rooms or leave messages on bulletin boards.

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

5. I will never insert my personal details, home address, or telephone numbers on the Internet or in an e-mail.

6. I will only e-mail people or open e-mails from people I know, or my teacher has approved.

7. I will always be polite and use appropriate language when sending e-mails.

8. I will not look at or delete other people's files without their permission.

9. I will only use my own username and password to access the computer network.

10. I know that the school may check my computer files, monitor the Internet sites I visit and filter the contents of my e-mails.

11. I understand that if I deliberately break these rules, I could be stopped from using the school network and accessing the Internet.

Name...

Appendix 2 - Employee Agreement for the use of school technology:

Purpose

- To remain competitive, better serve our pupils and provide our employees with the best tools to do their jobs, Brightlingsea Primary School & Nursery for and on behalf of Essex County Council (hereinafter called 'the school') makes available to our workforce access to one or more forms of electronic media and services, including computers, e-mail, telephones, voicemail, fax machines, external electronic bulletin boards, wire services, online services, intranet, Internet and the World Wide Web.

- The school encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information about educational issues, ideas, technology, and new products and services. However, all employees and everyone connected with the organisation should remember that electronic media and services provided by the school are school property and their purpose is to facilitate and support school business. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

- To ensure that all employees are responsible, the following guidelines have been established for using e-mail and the Internet. No policy can lay down rules to cover every possible situation. Instead, it is designed to express the philosophy of the school and set forth general principles when using electronic media and services.

Prohibited communications

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

1. Discriminatory or harassing;
2. Derogatory to any individual or group;
3. Obscene, sexually explicit or pornographic;
4. Defamatory or threatening;
5. In violation of any license governing the use of software; or
6. Engaged in for any purpose that is illegal or contrary to the school's policy or interests.

Personal use

The computers, electronic media and services provided by the school are primarily for educational use to assist employees in the performance of their jobs. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their educational purposes. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

Access to employee communications

The school reserves the right to routinely gather logs for most electronic activities or monitor employee communications directly, e.g., telephone numbers dialed, sites accessed, call length, and time at which calls are made, for the following purposes:
1. Cost analysis;
2. Resource allocation;

3. Optimum technical management of information resources; and
4. Detecting patterns of use that indicate employees are violating school policies or engaging in illegal activity.

The school reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other school policies.

Employees should not assume electronic communications are completely private. Accordingly, if they have sensitive information to transmit, they should use other means.

Under no circumstances should pupil–named data be transmitted over the Internet or email. The school office has use of encrypted data systems for this purpose.

Software
To prevent computer viruses from being transmitted through the school's computer system, unauthorized downloading of any unauthorized software is strictly prohibited. Only software registered through the school may be downloaded. Employees should use virus trapping software on any home computer that is used to download planning or other information onto the school computers. Employees should contact the headteacher if they have any questions.

Security/appropriate use
Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by school management, employees are prohibited from engaging in, or attempting to engage in:
1. Hacking or obtaining access to systems or accounts they are not authorized to use.
2. Using other people's log-ins or passwords.
3. Breaching, testing, or monitoring computer or network security measures.

No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

Anyone obtaining electronic assess to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.

Encryption
Employees can use encryption software supplied to them by the systems administrator for purposes of safeguarding sensitive or confidential business information. Employees who use encryption on files stored on a school computer must provide their supervisor with a sealed hard copy record (to be retained in a secure location) of all of the passwords and/or encryption keys necessary to access the files.

Participation in online forums

Employees should remember that any messages or information sent on school-provided facilities to one or more individuals via an electronic network - for example, Internet mailing lists, bulletin boards, and online services - are statements identifiable and attributable to the school.

The school recognises that participation in some forums might be important to the performance of an employee's job. For instance, an employee might find the answer to a technical problem by consulting members of a news group devoted to the technical area.

Violations
Any employee who abuses the privilege of their access to e-mail or the Internet in violation of this policy will be subject to corrective action, including possible disciplinary action, legal action, and criminal liability.

Advice to staff on the use of social networking sites
• There have been many issues with Facebook and other social networking sites in schools over the last couple of years.
• The internet is a public domain not a private one and staff in schools must be aware that information which they share and post is accessible to the public at large.
• It is therefore particularly important that staff do not name or discuss individuals – pupils, staff, parents or governors – on social networking sites. To do so would constitute a serious breach of confidentiality and data protection procedures.
• All staff in schools must also be aware that they are particularly vulnerable to accusations of inappropriate behaviour, even outside of school, and that these could potentially give rise to the involvement of the GTC and formal disciplinary procedures.
• All school staff, particularly teachers, risk exposure in the press and potential complaints to headteachers, governors and the Local Authority when information posted on the Internet suggests behaviour which compromises their position as role models to pupils.

Our school offers the following advice to staff:
1. Ensure that you do not post any photographs on the Internet which could give cause for embarrassment.
2. Do not post any comments which could compromise your own integrity or which could bring the school, your colleagues, parents or the school community into disrepute.
3. Do not discuss school matters, including comments about pupils, staff, parents or governor on social networking sites.
4. Check that you are happy with the privacy levels on your pages and review these settings regularly.
5. You are very strongly advised **not to allow pupils to become 'friends'** on these sites. This is because it is deemed to be inappropriate to encourage out-of-school relationships with pupils and because of the nature of some of the likely content of material on sites used by adults.
6. If a complaint is received about a member of school staff then this will be dealt with under the school's disciplinary procedures and in consultation with Essex County Council's HR Schools' Team.

Appendix 3 - EMPLOYEE AGREEMENT ON USE OF E-MAIL AND THE INTERNET

(To be signed and a copy placed on staff file)

I have read, understand, and agree to comply with the foregoing policies, rules, and conditions governing the use of Brightlingsea Primary School & Nursery's computers, networks and telecommunications equipment and services. I understand that I have no expectation of privacy when I use any of the telecommunication equipment or services. I am aware that violations of this guideline on appropriate use of the e-mail, Internet systems and participation in social networking sites may subject me to disciplinary action, including termination from employment, legal action and criminal liability. I further understand that my use of e-mail, Internet systems and participation in social networking sites may reflect on the image of Brightlingsea Primary School & Nursery to our pupils, parents, governors and suppliers and that I have responsibility to maintain a positive representation of the school.

Dated: _____

_____Signature of employee

_____Printed name of employee