

St Katharine's CE (VC) Primary School

e-Safety Policy

Approved by the Governing Body on 29th September 2009

The Internet is becoming 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. This policy is based on the template provided by Wiltshire Council and aims to ensure the responsible use the internet and safety of pupils.

This policy is based on the following five core principles of:

- Guided educational use
- Risk assessment
- Responsibility
- Regulation
- Appropriate strategies

Why is Internet use important?

- The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, well being and to support the professional work of staff and to enhance the school's management information and business administration systems.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.
- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.

How does the Internet benefit education?

Benefits of using the Internet in education include:

- access to world-wide educational resources including museums and art galleries;
- inclusion in government initiatives such as the DfES ICT in Schools and the Virtual Teacher Centre (VTC) <http://vtc.ngfl.gov.uk>;
- educational and cultural exchanges between pupils world-wide;
- cultural, vocational, social and leisure use in libraries, clubs and at home;
- 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;
- improved access to technical support including remote management of networks;
- exchange of curriculum and administration data with the LEA and DfES.
- mentoring of pupils and provide peer support for them and teachers.

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How will Internet use enhance learning?

- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- Pupils will learn appropriate Internet use, what is and what is not appropriate use, and be given clear objectives for Internet use.
- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity

How will pupils learn to evaluate internet content?

- Use of Internet derived materials by staff and by pupils is to comply with copyright law.
- Pupils should be taught so as to develop skills to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- **Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.**
- Training should be available to staff in the evaluation of web materials and methods of developing students' critical attitudes.
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the South West Grid for Learning : 0870 9081708 or email: abuse@swgfl.org.uk via the ICT co-ordinator.

How will e-mail be managed?

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.
- Whole-class or group e-mail addresses will be used at Key Stage 2.
- Access in school to external personal e-mail accounts by pupils will not be permitted.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

How should Web site content be managed?

- The point of contact on the web site should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.
- Web site photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- Pupils' surnames will not be used anywhere on the web site, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school web site.
- The headteacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.

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- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

Use of newsgroups

- Newsgroups will not be made available to pupils unless an educational requirement for their use has been demonstrated.

Use of Chat rooms

- Pupils will not be allowed access chat rooms.

How will emerging internet applications be managed?

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Children are not permitted to have a mobile phone in school at any time.

How will internet access be organised?

- Use of the internet will always be supervised.
- Children will have a specific focus when using the internet such as research or the use of an online learning activity.
- Parental consent will be requested before children can use the internet.

How will the risks be assessed?

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Wiltshire Council can accept liability for the material accessed, or any consequences of Internet access.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The headteacher will ensure that the Internet policy is implemented and compliance with the policy monitored.
- * The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

How will filtering be managed?

- Filtering of internet content is provided by the South West Grid for Learning (SWGfL).
- The school can add additional sites to the banned list or allow access to banned sites where there is a valid reason (occasionally educationally valid sites become restricted through automated filtering systems).
- Any material that the school believes is illegal must be referred to the Internet Watch Foundation (please see references given later).

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- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT co-ordinator.

How will the policy be introduced to pupils?

- Rules for Internet access will be posted in all rooms where computers are used.
- Pupils will be informed that Internet use will be monitored.
- Instruction in responsible and safe use should precede Internet access.
- A module on responsible and safe Internet use will be included in the PSHE programme covering both school and home use. This module will include resources such as the online 'cyber café' and other free and commercially available resources. Through these resources pupils will learn:
 - The importance of keeping personal information secret.
 - How to respond to emails including attachments.
 - What is spam?
 - How to stay safe in chat rooms, social networking sites and other online environments.
 - What to do if you see or find something you feel uncomfortable with.
 - What to do if you find yourself the victim of cyber bullying.

Network security issues

- The school ICT systems will be reviewed regularly with regard to security.
- Virus protection is installed and updated daily (by using the self updating feature within Sophos).
- Security strategies will be discussed with the LEA, particularly where a wide area wireless network connection is being planned.
- Personal data sent over the Internet will be encrypted or otherwise secured.
- Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to e-mail.
- Files held on the school's network will be regularly checked.
- The IT co-ordinator / network manager will monitor the Internet usage and associated traffic in order to assess whether the capacity of the Internet is being reached.
- With the possibility of home access to the St Katharine's school network all pupils now have individual user accounts with their own passwords and are aware of why these must remain secret
- Pupils only have access to their own work area and cannot view or access anyone else's.
- Staff users have access to all work areas in the interest of monitoring pupil's work areas and for demonstration purposes.
- Only staff users and administrators have access to the 'teachers shared area' containing assessment and other pupil personal data.
- The admin network is independent of the main educational network so pupils and staff have no access to data held in SIMS or other personal information.

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How will complaints regarding internet use be handled?

- Responsibility for handling incidents will rest with the headteacher.
- Any complaint about staff misuse must be referred to the headteacher.
- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils will need to work in partnership with staff to resolve issues.
- As with drugs issues, there may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.

How will parents be made aware of these issues and parental support be enlisted?

- The school will raise the profile of this issue and will educate parents about the potential dangers and issues through raising it in newsletters, holding an E-safety meeting for parents and issuing advice on new issues as and when they arrive.
- Parents' attention will be drawn to the School Internet Policy in newsletters, the school brochure and on the school Web site.
- Internet issues will be handled sensitively to inform parents without undue alarm.
- A partnership approach with parents will be encouraged. This could include demonstrations, practical sessions and suggestions for safe Internet use at home.
- Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parents.
- Interested parents will be referred to organisations such as PIN, Parents Online and NCH Action for Children (URLs in reference section).

Our Internet Policy has been written by the school, building on the Wiltshire Internet Template policy and government guidance. It has been agreed by the senior management and approved by governors. It will be reviewed annually.

Signed.....(Governor)

Signed.....(Teacher)

Date agreed: 29th September 2009

Review Date: January 2010