

OUR LADY QUEEN OF PEACE R.C. PRIMARY SCHOOL



Internet and e-Safety Policy

In our school we believe that each person is unique and created to flourish in God's image. We aspire to excellence through a nurturing environment in which every child takes Jesus Christ as their model and develops their individual gifts so that they live fully and serve others.

Agreed:

Date:

8.5.18

Review Date:

Spring 2020

Importance of the Internet in School

- 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.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Internet access is an entitlement for pupils 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 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 LA and DfE
- mentoring of pupils and provide peer support for them and teachers

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 be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

How will pupils learn to evaluate Internet content?

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

Our Lady Queen of Peace RCVA Primary School staff will ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.

As appropriate to age, ability and maturity, as children progress through the school they will be taught :

- a) to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- b) to acknowledge the source of information used and to respect copyright when using Internet material in their own work.
- c) how web sites are ordered when using search engines and how to avoid the bias and manipulation that is possible in the way search results are presented.

Training will be made available when possible to staff in the evaluation of Web materials and methods of developing students' critical attitudes. All staff are required to register with CEOP and are encouraged to use the materials available when planning lessons.

How will e-mail be managed?

- The school email system gives anonymity to pupils through the email address they are given. This means the pupil's full name is not available, nor is the location of their school. This system combines the best of practice in pupil email account names. The service is also filtered.
- Pupils may only use e-mail accounts on the school system and emails must only be sent under strict staff guidance to known recipients.
- 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.
- Access in school to external personal e-mail accounts will be blocked.
- 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 will Website, Blog and App content be managed?

- The point of contact on the Website, Blog and App will be the school address, school e-mail and telephone number. Staff or pupils' home or personal information will not be published.
- Website photographs that include pupils will be selected carefully and will have approval from parents/carers.
- Pupils' full names will not be used anywhere on the Website, Blog and App particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Website, Blog and App.
- The Head Teacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The Website will comply with the school's guidelines for publications.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.
- The school will scan regularly their own website to check links that have been made into their own sites and to remove links from potentially dangerous sources.

Can chat be made safe?

- Pupils will not be allowed access to public or unregulated chat rooms.
- Children will use only regulated educational chat environments. This use will be supervised and the importance of chat room safety emphasised.
- A risk assessment will be carried out before pupils are allowed to use a new technology in school.

How can 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.
- Mobile phones will not be used during lessons or formal school time.

How will Internet access be authorised?

- The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance when a member of staff leaves or a pupil's access is withdrawn.
- At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.
- Parents will be informed that pupils will be provided with supervised Internet
- Parents will be asked to sign and return a consent form and e-Safety Guidance form.

How will the risks be assessed?

- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The Head Teacher will ensure that the Internet policy is implemented and compliance with the policy monitored.

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. The school cannot accept liability for the material accessed, or any consequences of Internet access.

How will filtering be managed?

Despite careful design, filtering systems cannot be completely effective due to the speed of change of Web content.

- The school will work in partnership with parents, the LA, DfE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the IT Co-ordinator.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Any material that the school believes is illegal will be referred to the police.
- When necessary, if a child is exposed to inappropriate and concerning information the school safeguarding and child protection procedures will be followed.

How will the policy be introduced to pupils?

- Rules for Internet access will be posted around the school.
- Pupils will be informed that Internet use will be monitored.
- Instruction in responsible and safe use should precede Internet access. Key Stage 2 pupils will prepare presentations for their parents to be shared at suitable times.
- Discussion focussing on responsible Internet use will be included in the PSHE programme covering both school and home use.

How will staff be consulted?

- All staff must accept the terms of the 'Responsible Internet Use' statement before using any Internet resource in school.
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the policy on use of the Internet and Email in schools and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- The monitoring of Internet use is a sensitive matter. Staff who operate monitoring procedures should be supervised by senior management.
- Staff development in safe and responsible Internet use and on the school Internet policy will be provided as required.
- All staff are required to register with CEOP and access advice and resources from <https://www.thinkuknow.co.uk/>

How will IT system security be maintained?

- The school IT technical support provider monitors all aspects of the computer network weekly.
- The school IT systems will be reviewed at least termly with regard to security by our IT technical support provider.
- Virus protection is installed and will be updated when updates are available or when there has been a breach.
- Security strategies will be discussed with the LA as appropriate
- Personal data sent over the Internet will be encrypted or otherwise secured.

- Use of portable media such as floppy disks, memory sticks and CD-ROMs are not to be used for transporting personal information . Portable media may not be brought into school without specific permission and a virus check. All data of a confidential nature will be stored on encrypted memory sticks for staff use, (eg written reports, data collection etc.)
- Files held on the school's network will be regularly checked.

How will complaints regarding Internet use be handled?

Handling incidents will be the responsibility of the Head Teacher and/or Deputy Head Teacher

- Any complaint about staff misuse must be referred to the Head Teacher and/or Deputy Head Teacher.
- 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 or child protection staff must be contacted. Early contact could be made to establish the legal position and discuss strategies.
- Sanctions available include:
 - interview/counselling by appointed staff;
 - informing parents or carers;
 - removal of Internet or computer access for a period, which could ultimately prevent access to files held on the system.
- Other sanctions as defined in school disciplinary system.

How will parents' support be enlisted?

- Parents' attention will be drawn to the Internet Policy in newsletters, the school brochure and on the school Website.
- Internet issues will be handled sensitively to inform parents without undue alarm.
- A partnership approach with parents will be encouraged.
- 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 NCH Action for Children

Policy, writing and review:

Our Internet Policy has been written by the Senior Leadership Team and is based on LA policy advice and government guidance. It has been agreed by the staff and approved by governors. It will be reviewed according to the agreed policy review cycle.

Equality statement

- The governors and staff are committed to providing the full range of opportunities for all pupils, regardless of gender, disability, ethnicity, social, cultural or religious background. All pupils have access to the curriculum, and the right to a learning environment, which dispels ignorance, prejudice or stereotyping.
- This policy has been impact assessed by governors in order to ensure that it does not have an adverse effect on race, gender or disability equality.