



E-Safety (Internet Use) Policy			V1.2
	Date	Name	Notes
Drafted	2 nd Nov 2009	D.Robinson	
Adopted	4 th Nov 2009	Curriculum	Policy adopted with addition of appendix C
Reviewed	15 th Jan 2013	Curriculum	
Reviewed			
Reviewed			
This policy will be reviewed every 3 years			

Importance of the Internet

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 part of the statutory curriculum and a necessary tool for staff and pupils. Internet access is an entitlement for students who show a responsible 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.

Educational benefits of the Internet

Benefits of using the Internet in education include:

- Access to worldwide educational resources including museums and art galleries
- Inclusion in government initiatives
- Educational and cultural exchanges between pupils worldwide
- Cultural, vocational, social and leisure use in libraries, clubs and at home
- Access to experts in many fields
- 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 CSA and DfES

Enhanced learning through the Internet

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.

Evaluation of Internet content

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

Schools should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law. Pupils should be taught 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.

Management of email

Pupils may only use approved class or group email accounts on the school system.

Pupils must immediately tell a teacher if they receive offensive email.

Pupils must not reveal details of themselves or others in email communication, such as address or telephone number, or arrange to meet anyone.

Access in school to external personal email accounts may be blocked.

Email 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.

Management of Web site content

The point of contact on the Web site should be the school address, school email 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' full names 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 will take overall editorial responsibility and ensure that content is accurate and appropriate.

The Web site should 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.

Newsgroups

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

Chat safety

Pupils will not be allowed access to public or unregulated chat rooms.

Children should use only regulated educational chat environments. This use will be supervised and the importance of chat room safety emphasised.

Management of emerging Internet applications

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

Internet access authorisation

The school will keep an up-to-date record of all staff and pupils who are granted Internet access.

At KS 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 access.

Assessment of risks

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, owing to the international/global 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 DCC can accept liability for the material accessed, or any consequences of Internet access.

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 headteacher will ensure that the Internet policy is implemented and compliance with the policy monitored.

Management of filtering

The school will work in partnership with parents, the CSA, DfES and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.

If staff or pupils discover unsuitable sites, the URL and content must be reported to the Internet Service Provider via the ICT 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 must be referred to the Internet Watch Foundation.

Filtering strategies will be selected by the school, in discussion with the filtering provider where appropriate.

The filtering strategy will be selected to suit the age and curriculum requirements of the pupil.

Policy introduction to pupils

Rules for Internet access (Appendix B) 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 Internet use will be included in the PSHE programme covering both school and home use.

Consultation with staff

All staff must adhere to the terms of the 'Responsible Internet Use' (appendix A) statement and sign a copy of the Staff ICT Acceptable Use Agreement (appendix C) before using any Internet resource in school.

All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the School Internet Policy, and its importance explained.

Staff should be aware that Internet traffic can be internally and remotely monitored and traced to the individual user. Discretion and professional conduct is essential. The monitoring of Internet use is a sensitive matter and 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.

Maintenance of ICT system security

The school ICT systems will be reviewed regularly with regard to security. Virus protection will be installed and updated regularly.

Personal data sent over the Internet will be encrypted or otherwise secured.

Use of portable storage media will be reviewed. Portable media may not be brought into school without specific permission and a virus check of the media. Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to email.

Files held on the school's network will be regularly checked.

The IT co-ordinator will ensure that the system has the capacity to deal with the relevant traffic generated by Internet use.

Handling of complaints regarding Internet use

Responsibility for handling incidents will be delegated to a senior member of staff. Any complaint about staff misuse must be referred to the headteacher.

Enlistment of parents' support

Parents' attention will be drawn to the School Internet Policy in newsletters, the school handbook 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 relevant organisations.

Abbreviations, acronyms and terminology

DCC Dorset County Council

DfES Department for Education and Skills

ICT Information and Communications Technology

IT Information Technology

KS 1 Pupils aged 5-7

KS 2 Pupils aged 7-11

CSA Childrens Services Authority

PSHE Personal, Social and Health Education

URL Uniform Resource Locator (global address of data/resources on the WWW)

WWW World Wide Web

Appendix A

Responsible Internet Use Statement

Rules for Staff and Students

The following rules will be clearly displayed in all areas where computers are used.

The computer system is owned by the school. This 'Responsible Internet Use' statement helps to protect students, staff and the school by clearly stating what use of the computer resources is acceptable and what is not:

- Irresponsible use may result in the loss of Internet access
- Network access must be made via the user or class authorised account and password, which must not be given to any other person
- School computer and Internet use must be appropriate to the student's education or to staff professional activity
- Copyright and intellectual property rights must be respected
- Email should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers
- Users are responsible for email they send and for contacts made
- Anonymous messages and chain letters are not permitted
- The use of 'chat rooms' is not allowed
- The school ICT systems may not be used for private purposes, unless the headteacher has given permission for that use
- Use for personal financial gain, gambling, political purposes or advertising is not permitted
- ICT system security must be respected
- Using a computer for a purpose not permitted by the system owner could constitute a criminal offence under the Computer Misuse Act 1990

The school may exercise its right to monitor the use of the school's computer systems, including access to websites, the interception of email and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Appendix B**Rules for Internet Use**

We will use the school computers and internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

I will

- ask permission before entering websites, unless my teacher has previously approved that site.
- use only my class login and password on the network.
- only send e-mail to people I know or people my teacher has approved.
- ensure messages I send will be polite and sensible.
- ask adult permission before opening an e-mail or attachment sent by someone I do not know.
- tell a teacher immediately if I see anything I am unhappy or uncomfortable with, or I receive any messages I do not like.

I will NOT

- look at or delete other people's files.
- bring CD's, DVD's, memory sticks or other computer software into school without my teacher's permission.
- give my home address, phone number or arrange to meet anyone through E-mail or other website.
- use internet chat rooms.

I know that the school may check my computer files and may monitor the internet sites I visit. I understand that if I deliberately break the rules, I may be stopped from using the internet or computers.

Appendix C

Staff ICT Acceptable Use Agreement / Code of Conduct

ICT and the related technologies such as email, the internet and mobile phones are an expected part of our daily working life in school. This policy is designed to ensure that all members of staff are aware of their professional responsibilities when using any form of ICT. All members of staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Headteacher.

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will not browse, download or upload material that could be considered offensive or illegal.
- I will not send to pupils or colleagues material that could be considered offensive or illegal
- Images of pupils will only be taken and used for professional purposes and will not be distributed outside the school network without the permission of the parent/ carer.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Year Leader or Headteacher.
- I will respect copyright and intellectual property rights.
- I will support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.

User Signature

I agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Signature Date