

Ridgeway Infant School is a safe happy, place where everyone does their best!



INTERNET AND E SAFETY POLICY

Date agreed: 24TH JANUARY 2017

Minute Ref: FGB 16/061

Signature of Chair of FGB:

Review Due: SPRING 2018

Responsibility of the Full Governing Body

INTERNET POLICY

Policy Statement

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 schools management information and business administration systems. This policy has been written by the school with reference to Derby City LA Policy and DfE guidelines.

Benefits of using the Internet in education include:

- ❖ Access to world-wide educational resources including museums and art galleries.
- ❖ Inclusion in national initiatives
- ❖ Education 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.

The use of the Internet to enhance learning

- ❖ Ridgeway Infant School is developing good practice in retrieving, reporting and evaluating information for research projects.
- ❖ 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 is acceptable and what is not acceptable and given clear objectives for Internet use.
- ❖ Internet access will be planned to enrich and extend learning activities when staffing and computers allow. 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.
- ❖ The school shall ensure the use of internet derived materials by staff and pupils complies with copyright law.
- ❖ Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge, location and retrieval.

Pupils evaluation of Internet content

- ❖ If pupils encounter materials they feel are unsuitable they should immediately inform the adult they are working with.
- ❖ Ridgeway Infant School ensures that the use of Internet derived materials by staff and pupils complies with copyright law.
- ❖ Pupils will begin to be taught to be aware of the materials they read and shown how to check information before accepting its accuracy i.e. checking date of publication.
- ❖ Pupils will be taught to acknowledge the source of information and begin to respect copyright when using Internet material in their work.
- ❖ Training should be available to staff in the evaluation of Web materials and methods of developing pupils' critical attitudes.

Management of e-mail

- ❖ Pupils may only use approved e-mail accounts on the school system.
- ❖ Pupils must immediately tell the adult in charge if they receive an inappropriate e-mail.
- ❖ Whole class e-mail addresses **must** be used.
- ❖ E-mail sent to an external organisation should be written carefully and authorised by an appropriate member of staff before sending. At no time must pupils reveal details of themselves or others e.g. address, telephone number etc.
- ❖ The forwarding of chain letters is banned.

Management of the Website content

- ❖ The point of contact on the Web site will be the school address, e-mail and telephone number. Staff or pupils home information will not be published.
- ❖ Web site photographs that include pupils will be carefully selected and will not enable individual pupils to be identified.
- ❖ Written permission from parents will be sought before photographs of pupils are published on the school Web site.
- ❖ Pupil's full names will not be used anywhere on the website. If names are to be used, first name and initial of surname where necessary.
- ❖ The Headteacher or nominee will take overall editorial responsibility and ensure content is accurate and appropriate.
- ❖ The Website should comply with the school 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.

Chat and news groups

- ❖ Pupils will not be allowed access to public or unregulated chat rooms.
- ❖ Children should use only regulated educational chat environments. This use will always be supervised and the importance of chat room safety emphasised.
- ❖ News groups will not be made available unless an educational requirement for their use has been demonstrated.

Management of emerging Internet technologies

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

Authorisation of Internet use

- ❖ Ridgeway Infant School will keep a record of all staff and pupils who are granted Internet access. The record will be kept up to date by the SBM, for instance a member of staff leaving or withdrawal of pupils' access.
- ❖ Access to the Internet will be by adult demonstration, and supervised access to specific, approved on-line materials.
- ❖ Parents will be informed that pupils will be provided with supervised Internet access through the School Brochure.
- ❖ Parents will be asked to sign and return a consent form.
- ❖ Staff are aware that they need to preview all sites **just before** use and consider off-line viewing.
- ❖ Staff will discuss the school rules for, and model responsible Internet use with children.

Risk Assessment

- ❖ In common with other media such as magazines, book 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 the school computer. Neither the school nor LA can accept liability for the material accessed, or any consequences of Internet access.
- ❖ We understand that 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 of the policy monitored.

Management of Filtering

- ❖ We 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 Computing Subject Leader.
- ❖ Any material that the school believes to be illegal must be referred to the Internet Watch Foundation (www.iwf.org.uk).

Introduction of Policy to pupils

- ❖ School rules for Internet access will be posted near the Internet access computers.
- ❖ Pupils will be informed that Internet use will be monitored.
- ❖ Instruction in responsible and safe use should precede Internet access and refreshed annually in an age appropriate way in all classes.

Staff Consultation

- ❖ 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, teaching assistants and support staff will be provided with a school Internet and E-Safety Policy 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 the headteacher.
- ❖ Staff development in safe and responsible Internet use, and on the School Internet Policy will be provided as part of the new staff induction process and in an ongoing manner as required.
- ❖ Staff may use the Internet for their own appropriate use in their own time between 8am and 6pm.

Internet Security

- ❖ The school's Computing systems will be reviewed regularly with regard to security.
- ❖ Virus protection will be installed and updated regularly.
- ❖ Security strategies will be discussed with the LA, particularly where a wide area network connection is being planned.
- ❖ Files held on the school's network will be regularly checked.

- ❖ The Computing Subject Leader will ensure that the system has the capacity to take increased traffic caused by Internet use.
- ❖ Staff are required to change their passwords for email and the school Information Management System periodically.

Complaints Procedure

- ❖ Responsibility for handling incidents will be delegated to the Headteacher.
- ❖ Any complaint about staff misuse must be referred to the Headteacher.
- ❖ Parents will be informed of the complaints procedure.
- ❖ Parents will need to work in partnership with staff to resolve issues.

Parental Support

- ❖ Parents' attention will be drawn to the school's Internet Policy via the school website, in newsletters and the school brochure.
- ❖ Internet issues will be handled sensitively to inform parents without undue alarm.

Blogging

- ❖ Blogs will be used to promote typing and writing skills as well as helping children to understand different types of communication methods. Children will write, with adult support, about different experiences they have at school.
- ❖ Children will only use their first name when contributing– no surnames.
- ❖ Children are always reminded to keep safe – they won't reveal any personal information and are reminded of the 'Think then Click' rules.
- ❖ Children will write in full sentences and read their post back carefully before submitting.
- ❖ Children are reminded to be polite – they won't post anything that could hurt anyone.
- ❖ Children and staff are reminded that the blog is an extension of our school that the rest of the world is able to see.
- ❖ All posts are closely supervised whilst being written and are checked by school staff before they are published.

Actions for Governors:

- The Full Governing Body will review the policy annually.
- The Resources committee will be monitor how the school makes pupils and staff aware of the schools policy on the internet.

Think then Click

These rules help us to stay safe on the Internet:



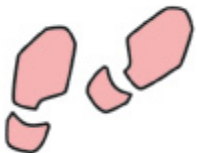
We only use the Internet when an adult is with us.



We click on the buttons or links when we know that they are safe.



We always use our own logins and passwords.



We always ask if we get lost on the Internet.



We write polite and friendly emails to people that we know.



If we see anything we don't like we tell an adult.