

Galley Hill Primary School

# On-Line Safety Policy

School Policies

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# Galley Hill Primary School

## On-Line Safety Policy

At Galley Hill Primary School we realise the vital importance of IT in the world and in particular the need for computer literacy. School has a specialist IT suite, which all children have access to. All classes also have full access to at least one computer system. We cover all the strands of IT from very simple simulation and word processing work through to more advanced graphic handling and control technology, following National Curriculum guidelines. We have supervised Internet access for the children.

IT is also delivered to supplement other curriculum areas in school.

This On-Line Safety policy has been put in place to work alongside other policies in school. It is important that people are aware of the need for e-safety and this policy highlights what we are doing to try and protect the children in our school:

### **The Internet**

The Internet is an essential element in 21st century life for education, business and social interaction. The Byron report found that 99% of children aged 8-17 access the internet and 90% of children aged 5-16 have a computer at home. The government is in the process of trying to provide computers and internet access to all low income families, so it is becoming more essential that we educate children (and their parent/guardians, as much as we can) about safe use of the internet.

The school has a duty to provide children with quality Internet access as part of their learning experience. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

**This policy will detail the safety measures that we have in place to protect the children, staff and systems in our school.**

### **Use of the Internet**

Pupils will be taught what Internet use is acceptable and what is not, and will be given clear objectives for Internet use. Pupils will be educated in the effective use of the Internet in research, (including the skills of knowledge location) retrieval and evaluation. Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

**Objectives for safe internet use will be taught at the beginning of each school year. Critical awareness will be taught through IT lessons when appropriate.**

### **Information System Security**

Galley Hill Primary School's IT systems capacity and security will be reviewed regularly. Networked machines virus protection is updated regularly through a central system and the IT technician regularly checks that other machines with internet access have virus protection installed.

**Monitoring of the school's networked system is carried out through a central location and school is made aware of any viruses that have entered the system. Viruses on non-networked systems are dealt with by the school technician.**

### **E-mails (pupils)**

When using e-mail all contacts will be whole class communications via a teacher to avoid the potential for inappropriate contacts.

### **E-mails (staff)**

All staff and governors are given a school e-mail account to support their work. Staff should not use this for personal communication as it is intended for professional work. It is not felt that e-mail contact directly with parent/guardians is appropriate but that we continue to support our families with the face to face meetings that form part of our school ethos.

**Incoming mail is filtered and will end up in the administrator's account if it is considered to be spam (by the filtering mechanism) or contains unsuitable words. E-mail that is not spam will be forwarded onto the recipient.**

### **Published content and the School Web site**

The contact details on the Web site should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.

**Content on the school web site will not reveal pupils identities either by full name or picture recognition. Any work featured will be labelled simply with a child's first name.**

### **Social networking and personal publishing**

The school will block/filter access to social networking sites.

Pupils will be advised never to give out personal details of any kind that may identify them or their location. Pupils and parent/guardians will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

### **Social Networking Sites (Staff)**

Public facing social networking sites are considered inappropriate.

Staff should follow the professional code of conduct and not share opinions or information about the school through social networking sites.

Staff **must not have** children as friends on social networking sites. Staff need to consider carefully the risks of developing public facing contacts with parent/guardians through social networking and the strong advice is to keep professional and social separate.

## **Filtering**

The school will work with the LA, DCSF and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.

If staff or pupils discover an unsuitable site, it must be reported.

**Children engaging in use of the internet will be reminded by their teacher on a regular basis that if they discover an unsuitable site they must switch the monitor off and tell their teacher.**

**Staff must report unsuitable sites.**

## **Managing emerging technologies**

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

**New technologies will be used in school, in line with any advice given by the Redcar and Cleveland IT team.**

The Foundation Stage and KS1 have access to Education City at home and school. Each child has his/her own password and the programme is closely monitored through school.

## **Authorising Internet access**

All staff must read the 'Acceptable Use Policy' and sign the agreement declaration before using any school IT resource.

The school will keep a record of all staff and pupils who are granted Internet access. This record will be kept up-to-date, and staff or pupils who leave Galley Hill will have their access to the school internet removed.

Parent/guardians will be asked to sign and return a consent form which is enclosed in the information booklet handed to parent/guardians at the start of school.

**Parent/guardians will be required to sign and agree to their child having access to the internet in school. (Appendix 1)**

## **Assessing risks**

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.

The school will audit IT provision to establish if the On-line Safety policy is adequate and that its implementation is effective.

Rules will be discussed with the pupils at the start of each year to refresh their awareness of E-safety and parent/guardians will be advised via letter/information sheet.

Pupils will be informed that network and Internet use will be monitored.

## **Pupils Top Tips for Staying Safe**

- Remember, everyone you meet online is a stranger, even though they may seem like a friend.
- Always use a nickname when you log on and never give out any personal details that would allow someone you meet online to contact you. That means full name, home or school address, telephone number, personal email or mobile number.
- Never arrange to meet up alone with someone you make friends with online, but if you are going to anyway, make sure you take an adult you trust and always meet in a public place.
- Try to have your online conversations in public; people are less likely to hassle you if other people can see them doing it.
- Accepting emails or opening files from people you don't really know, can get you into trouble. They may contain viruses, nasty messages or annoying links to stuff you don't really want to see,
- Talk to an adult you know well and ask for help if you are worried or upset about anything you've seen or been sent online.

## **Useful links:**

- Keep Your child safe on the internet :  
[www.scotland.gov.uk/Resource/Doc/1181/0009925.pdf](http://www.scotland.gov.uk/Resource/Doc/1181/0009925.pdf)
- Advice for parent/guardians, and reporting abuse: [www.ceop.gov.uk](http://www.ceop.gov.uk)
- Internet safety and safe surfing for young people: [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
- <http://www.redcar-cleveland.gov.uk/safeguarding.nsf/Web?ReadForm&id=03F96BB41CB08B9D802576E0005E6CD0> (Redcar & Cleveland Borough Council Safeguarding website)

## **Staff and the On-line Safety Policy**

All staff will be given the School On-line 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. Staff will also be given a copy of Galley Hills School's AUP.

**Staff will be asked to sign the AUP agreement .**

## **Enlisting parent/guardians' support**

Parent/guardians' attention will be drawn to the School e-Safety Policy in newsletters, the school brochure and on the school Web site.

## **Continued Professional Development**

Staff will be supported in developing safe practice through CPD opportunities.

## **Staff Leaving Galley Hill**

As staff or Governors or anyone else with access to the school network leave Galley Hill, their passwords will be disabled, so that they no longer have access to the network.

Any laptops or desktops will be given to the IT Technician who, along with the IT Co-ordinator, will determine any documents or programs that will be saved for the next user of the equipment. The machine will then wiped clean relevant programs will be reinstalled.

## Appendix 1

### Internet Access

Dear Parent/guardian

#### Internet Access for Pupils and Our School Web Site

In order to develop your child's IT skills and ensure their access to the curriculum, we are offering your child supervised access to the Internet. This will be wholly on education sites to support your child's work in school.

We believe that the use of the Web and e-mail is essential for children as they grow up in the modern world. Please read the '**Rules for Responsible Internet Use**'. (**Appendix 2**) You and your children should sign and return the consent form before your child can be given access to the Internet at school.

Although Internet use in our school will always be supervised you may have concerns about pupils gaining access to undesirable materials. As we believe that the benefits outweigh the risks, we have taken positive steps to minimise any risk in school.

Our Internet Service Provider/LA operates a filtering system that restricts access to inappropriate materials. Close supervision of children using the Internet further reduces their potential to reach inappropriate material.

When using e-mail all contacts will be whole class communications via a teacher to avoid the potential for inappropriate contacts.

Even with a combination of filtering and supervision the school cannot be held responsible for the nature of content of materials accessed through the Internet. The school will not be liable under any circumstances for any damages arising from your child's use of the Internet facilities.

In the future, as part of our use of the Internet, we intend to provide a showcase for the achievements and activities at our school, throughout our own Web Site. We wish to include examples of children's work and general photographs please sign the enclosed consent form in the appropriate place.

Yours sincerely



**Phil Marshall (Headteacher)**

## Internet Consent Form

Acceptable Internet use and inclusion of children's work and photographs on the School Web Site.

### Consent Form

Please complete, sign and return. (Copy and policy can be found in the Parent/Guardian Handbook).

Child's Name

Pupil Agreement:

I have seen and had explained our school's '**Rules for Responsible Internet Use**'. I understand that these rules are to protect myself and other users of the Internet. I agree to follow these rules.

Signed  Dated

*(to be filled in if child is in Key Stage Two, if not, please continue below).*



### Parent/Guardian's consent for Child's Internet use

I have read and understood the school's '**Rules for Responsible Internet Use**' and give permission for my child to access the Internet. I understand that the school will use a combination of filtering and supervision to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I also understand that children will not be given individual e-mail accounts. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed  Dated   
(Parent/Guardian)



### Publication for work and photographs on the school web site

I give my consent for publication of my child's work and photographs on the school web site. I also agree that photographs that include my child may be added to the site. I understand that such photographs will be of general school activities rather than of individual children. Children's full names will not be used on photographs or examples of their work.

Signed  Dated   
(Parent/Guardian)



## Appendix 2

### Rules for Responsible Internet Use

*Remember that we use the computers and the Internet for Learning*

**All children must have written permission from their parents or guardians to use the Internet.**

**Children will:**

- Only access those services and sites they have been given permission to use.
- Not use Internet chat-rooms.
- Only use the Internet when supervised by a teacher or other responsible adult.
- Use the Internet only for activities that relate directly to their school work.
- Not reveal any personal information about themselves or any member of the school, adult or child.
- Not engage in any conversation or dialogue without the permission and supervision of the class teacher.
- Not download any material from the Internet without adult permission,
- In any communications, always be polite and considerate.
- If you see anything you are unhappy with or you receive messages you do not like, let a teacher know immediately.
- Remember that all Internet and e-mail use is checked.

