

# St. John and Monica R.C Primary School

## ESafety and Internet Policy

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

### 1. Why is Internet use important?

- *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 students who show a responsible and mature approach to its use.*

### 2 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;*
- *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*

### 3 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.*
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- *Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.*
- *Websites needed for particular lessons will be researched thoroughly by a member of the teaching staff to ensure suitability.*
- *The teacher will set up a hyperlink in the children's shared area for the children to access the approved site*
- *During wet play times, children will only be allowed to access a pre-agreed list of websites from the pupil's shared area*

#### **4 How will pupils learn to evaluate Internet content?**

- *If staff or pupils discover unsuitable sites, the web site 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 aware of the materials they read and shown how to access information from a variety of sources before accepting its accuracy.*
- *Key stage 2 pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.*

#### **5 How will e-mail be managed?**

##### **Pupils will have access to school email accounts from Year 3 to Year 6**

- *Pupils may only use school 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.*
- *Access in school to external personal e-mail accounts will not be allowed.*
- *E-mail sent to an external organisation should be written carefully and authorised by the class teacher before sending, in the same way as a letter written on school headed paper.*

#### **6 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' 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 or nominee 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*

## **8 Can Chat be made safe?**

- *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.*
  
- *A risk assessment will be carried out before pupils are allowed to use a new technology in school.*
- *Parents will be informed of the dangers of chat rooms and be made aware of the school policy on them*

## **9 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. Where mobile phones are brought into school, they will be stored in the main office and collected at the end of the day.*
- *Staff should not use their mobile phones to take pictures of pupils.*
- *Staff may only use their personal mobiles in designated staff areas and will not leave them lying around school for pupils to get hold of.*

## **10 How will Internet access be authorised?**

- *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 access*
- *Parents will be asked to sign and return form stating that they have read and understood the Acceptable use document.*
- *Key stage 2 pupils will be issued individual email accounts, but will only be authorised to use them under supervision*

## **11 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 BCC 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.*

## **12 How will filtering be managed?**

*The school will work in partnership with parents, the LEA, 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 (address) 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.*

## **13 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.*

## **14 How will staff be consulted?**

- All staff are governed by the terms of the 'Responsible Internet Use' 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 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.*

## **15 How will ICT system security be maintained?**

- 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 media such as floppy disks, memory sticks and CD-ROMs will be reviewed. Portable media may not be brought into school without specific permission and a virus check.*
- *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 ensure that the system has the capacity to take increased traffic caused by Internet use.*

## **16 How will complaints regarding Internet use be handled?**

- *Responsibility for handling incidents will be the responsibility of the Headteacher*
- *Any complaint about staff misuse must be referred to the Headteacher*
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- *Pupils and parents will be informed of the complaints procedure.*
- *Parents and pupils will need to work in partnership with staff to resolve issues.*
- *Sanctions available include:*
  - *interview/counselling by class teacher, head teacher;*
  - *informing parents or carers;*
  - *removal of Internet or computer access for a period*

## **17 How will parents' support be enlisted?**

- *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. Parents/carers will be expected to sign a home/school agreement specifically with regard for internet usage*

# **SS John and Monica R.C Primary School**

## **Responsible Internet Use**

**These rules help us to be fair to others and keep everyone safe.**

- **I will ask permission before using the Internet.**
- **I will use only my own network login and password.**
- **I will only look at or delete my own files.**
- **I understand that I must not bring software or disks into school without permission.**
- **I will only e-mail people I know, or my teacher has approved.**
- **The messages I send will be polite and sensible.**
- **I understand that I must never give my home address or phone number, or arrange to meet someone.**
- **I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.**
- **I will not use Internet chat.**
- **If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.**
- **I understand that the school may check my computer files and the Internet sites I visit.**
- **I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.**

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail 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.

Dear Parents

### **Responsible Internet Use**

As part of your child's curriculum and the development of ICT skills, the school is providing supervised access to the Internet. We believe that the effective use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world.

Although there are concerns about pupils having access to undesirable materials, we have taken positive steps to reduce this risk in school. Birmingham City Council operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe Internet access if you wish. We also have leaflets from national bodies that explain the issues further.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any damages arising from your child's use of the Internet facilities.

Should you wish to discuss any aspect of Internet use please telephone me to arrange an appointment.

Yours sincerely

Headteacher

# Our School

## Responsible Internet Use

Please complete, sign and return to the school secretary

*Pupil:*

*Form:*

### **Pupil's Agreement**

I have read and I understand the school Rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

*Signed:*

*Date:*

### **Parent's Agreement for Internet Access**

I have read and understood the school rules for responsible Internet use. I understand that the school will take all reasonable precautions 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 agree that the school is not liable for any damages arising from use of the ICT facilities.

*Signed:*

*Date:*

*Please print name:*

### **Parent's Consent for Web Publication of Work and Photographs**

I agree that, if selected, my son/daughter's work may be published on the school Web site. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.

*Signed:*

*Date:*



# References

## Particularly for Parents and Children

**National Action for Children (NCH)** [www.nchafc.org.uk/itok/](http://www.nchafc.org.uk/itok/)  
Parents Guide on Internet usage

**Bullying Online** [www.bullying.co.uk](http://www.bullying.co.uk)  
Advice for children, parents and schools

**FKBKO - For Kids By Kids Online** [www.fkbko.co.uk](http://www.fkbko.co.uk)  
Excellent Internet savvy for kids; KS1 to KS3

**Parents Information Network (PIN)** [www.pin.org.uk](http://www.pin.org.uk)  
Comprehensive guidelines on Internet safety

**Parents Online** [www.parentsonline.gov.uk/2003/parents/safety/index.html](http://www.parentsonline.gov.uk/2003/parents/safety/index.html)  
Interactive learning and safety advice, excellent presentation for parents.

**Kidsmart** [www.kidsmart.org.uk](http://www.kidsmart.org.uk)  
An Internet safety site from Childnet, with low-cost leaflets for parents.

**Think U Know?** [www.thinkuknow.co.uk/](http://www.thinkuknow.co.uk/)  
Home Office site for pupils and parents explaining Internet dangers and how to stay in control.

**Family Guide Book (DfES recommended)** [www.familyguidebook.com](http://www.familyguidebook.com)  
Information for parents, teachers and pupils

**NCH Action for Children** [www.nchafc.org.uk](http://www.nchafc.org.uk)  
Expert advice for children, young people and parents.

**Safekids** [www.safekids.com](http://www.safekids.com)  
Family guide to making Internet safe, fun and productive

## Particularly for Schools

**Associations of Co-ordinators of IT (ACITT)**  
Acceptable use policy for the Internet in UK Schools, original straightforward text.  
[www.g2fl.greenwich.gov.uk/acitt/resources/assoc/aup97.doc](http://www.g2fl.greenwich.gov.uk/acitt/resources/assoc/aup97.doc)

**NAACE / BCS** [www.naace.org](http://www.naace.org) (publications section)  
A guide for schools prepared by the BCS Schools Committee  
and the National Association of Advisers for Computer Education (NAACE)

**DfES Superhighway Safety** <http://safety.ngfl.gov.uk>  
Essential reading, both Web site and free information pack. Telephone: 0845 6022260

**KS2 Internet Proficiency Scheme** [www.becta.org.uk/corporate/corporate.cfm?section=8&id=2758](http://www.becta.org.uk/corporate/corporate.cfm?section=8&id=2758)  
A Becta, DFES and QCA pack to help teachers educate children on staying safe on the internet

**Internet Watch Foundation -** [www.iwf.org.uk](http://www.iwf.org.uk)  
Invites users to report illegal Web sites

**Data Protection** [www.informationcommissioner.gov.uk/](http://www.informationcommissioner.gov.uk/)  
New Web site from the Information Commissioner