

Online Safety and Usage Policy

Forncett C.E.V.A. Primary School

Why is Internet use Important?

The Internet is an essential element in 21st Century life for education, business and social interaction. It is an open communications channel allowing information to be transmitted to most locations in the world. Messages may be sent, ideas discussed and material published, with very little restriction. These features of the internet make it an invaluable resource used by millions of people every day.

The purpose of internet use in school is to promote pupil achievement, to support the professional work of staff and to enhance the school's management, information and business administration systems. Benefits of using the internet in education include:

- Access to world-wide educational resources
- 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.

The National Curriculum requires children to be competent and confident with their use of ICT and to be taught coding. Consequently, in delivering the curriculum, teachers need to plan to integrate the use of communications technology such as web-based resources, e-mail and blogs to enrich and extend learning activities. Effective and safe online use is an essential life skill for all pupils to master.

Core Principles of Online Safety

In common with most technologies, internet use presents great risks as well as great benefits. Pupils could be placed in inappropriate and even dangerous situations without mediated internet access. The school's safeguarding and child protection policy must always be referred to in connection with this policy as they are strongly linked.

To ensure responsible use and the safety of pupils the school's policy is built on the following five core principles:

Guided educational use

Internet use will be planned, task orientated and educational within a regulated and managed environment.

Risk assessment

Both staff and pupils will be aware of the risks associated with internet use. Emerging technologies will be examined for educational benefit and a risk assessment carried out before use in school is allowed. Staff and pupils will know what to do if they come across inappropriate material (something which makes the child feel uncomfortable, embarrassed or unsafe) when using the internet.

Responsibility

Internet safety depends on staff, governors, advisors, parents and where appropriate, pupils themselves taking responsibility for use of the internet and associated technologies. The school will seek to balance education for responsible use, regulation and technical solutions to ensure pupils' safety.

Regulation

The use of the internet which brings with it the possibility of misuse will be regulated. Fair rules, written for pupils to read and understand, will be prominently displayed as a constant reminder of the expectations regarding internet use.

Appropriate Strategies

Effective, monitored strategies will be in place to ensure responsible and safe online use. The school will work in partnership with the LA, DfE, parents and their Internet Service Provider to ensure systems to protect pupils are regularly reviewed and improved.

Internet Access

Parents will be informed that pupils will be provided with supervised internet access and will be required to sign and return a form **acknowledging their understanding of the school's policy on internet use and online safety**. The school will keep a record of all staff and pupils who are granted internet access. The record will be monitored by the headteacher and school secretary.

All children will receive regular internet safety teaching at an age-appropriate level. One teacher has been CEOPs trained and the school will promote internet safety to parents and carers to help spread awareness of the potential harmful risks to their children such as cyber-bullying, grooming and sexting. Every year during anti-bullying week, the subject of online safety will be raised as a reminder in assemblies and classes and the school participates in Internet Safety day each year.

In common with other media such as magazines, books and video, some material available via the internet is unsuitable for pupils. The school, with the support and guidance of the LA, will take all precautions to ensure that users only access appropriate material. However, due to the international and linked nature of internet content, it is not possible to guarantee that unsuitable material will never occur on a school computer. Neither the school nor, Norfolk LA can accept liability for the material accessed, or any consequences of internet access.

If staff or pupils discover unsuitable sites, the URL (address) and content must be reported immediately to the internet service provider via the Headteacher.

Staff and pupils will be made aware that the use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

Staff Access

Staff will be encouraged to use this resource to support and enrich their own teaching and professional development. Staff will observe all restrictions and policies with regards to appropriate use of the internet. Any complaint about staff misuse must be referred to the Headteacher. This facility is not for personal use.

E-mail

Each pupil and member of staff will have/has their own e-mail address on the school's networked system. Only these approved e-mail accounts may be used on the school system since they have higher levels of security. Pupils must not reveal details of themselves or others, such as the address or telephone number, or arrange to meet anyone in e-mail communication. Pupils must immediately tell a teacher if they receive offensive e-mail.

School Website

The school's web site is to celebrate children's work, promote the school and publish resources for projects or homework. The point of contact on the website is the school address, school e-mail and telephone number. Neither staff nor pupils' home information will be published. Written permission from parents or guardians will be obtained before photographs of pupils are published on the school web site.

School Rules

The school has developed a set of guidance for internet use by pupils. These rules will be made available to pupils and kept under constant review. All members of staff are responsible for explaining the rules and their implications. All members of staff need to be aware of possible misuses and their responsibilities towards pupils.

The following rules apply to all pupils:

Please note that they may be displayed in class in a different more age-appropriate format.

- I will ask permission before entering any web site, unless my teacher has already approved that site
- I will only use my own login and password, which I will keep secret
- I will not look at or delete other people's files
- I will not bring data into school on memory stick or CD etc without permission
- I will only e-mail or blog with people I know, or my teacher has approved
- The messages I send will be polite and sensible
- When sending an e-mail, I will not 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 know that the school may check my computer files and may monitor the internet sites I visit
- I understand that if I deliberately break these rules, I could be stopped from using the internet or computers.

Sanctions

1. Violations of the above rules will result in a temporary or permanent ban on internet use.
2. Additional disciplinary actions may be added in line with existing practice on inappropriate language or behaviour (see anti-bullying and behaviour policies).
3. When applicable, police or local authorities may have to be involved.

Mobile internet devices such as smart phones and iPods are not allowed to be brought into school by children (unless by prior parental-school agreement and are stored safely away for the day).

All staff, supply staff, visitors, volunteers and students in school are asked to store their personal mobile devices safely away from sight and are not permitted to use them in classes for any recording or capture purpose. Staff may pick up messages etc at lunchtimes off site or in the staffroom from their own devices. The school provides cameras, flip-cams, video cameras, iPad and other recording mechanisms for these school-based purposes.

**Reviewed by Staff & Governors March 2017
Next Review Date – Autumn Term 2018**

Signed : Date :

For a Child in breach of the agreement the log below will be kept by the school.

Log

Action

Date

Dear Parents and Carers,

Using the Internet Safely at School

As part of our school's curriculum and the National Grid for Learning project pupils are provided with supervised access to the internet. We believe that 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. They will be able to obtain a rich variety of resources from around the globe to enhance their studies as they research information from museums, libraries, educational organisations and a range of other suitable web sites. They will also learn to exchange e-mails with pupils in partner schools.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in school. Our access to the internet comes through Norfolk's Internet Service Provider project making filtered content available in schools.

Children are introduced to a set of rules and taught how to use the Internet responsibly by using the safe environment of the internet. When they are given access to the Internet they are supervised and directed towards specific curriculum activities and suitable web sites. However, 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 seek further information regarding internet use, you may find the following web sites and contact numbers useful:

(<http://www.safety.ngfl.gov.uk>)

(this site is particularly useful if you wish to have an Internet Use Policy, similar to the School's).
UK Online – Tel 0800 77 1234

<http://www.wiseuptothenet.co.uk>

<http://www.thinkuknow.co.uk>

<http://www.scotland.gov.uk/clickthinking>

Web101: Safety Measures at <http://www.yucky.com/web101/>

NCH Action for Children: A Parents Guide to the Internet, at

<http://www.nchafc.org.uk/internet.guide.html>

Parental Control of the Internet at

<http://www.worldvillage.com/wv/school/html/control.htm>

For comparison of features of Internet filtering and blocking software use

<http://microweb.com/pepsite/Software/filters.html>

Note: the Superhighway Safety Site also has a section for schools and the school intends to refer to this from time to time to ensure that our own policy and guidance is up to date.

A copy of our internet use policy is in the school entrance hall information rack and on our website.

Should you wish to discuss any aspect of our use of the internet, please make an appointment.

Yours sincerely,

Judith Jones
Headteacher