



'Soar on wings like eagles, run and not grow weary, walk and not be faint' Isaiah 40:31

Internet/E-Safety/Online Safety/Social Media Policy 2021

Introduction

The Internet is regarded as an essential resource to support teaching and learning. The National curriculum for Computing requires pupils to learn how to locate, retrieve and exchange information using Information Communication Technology (ICT). In delivering the curriculum, teachers integrate the use of communications technology such as web-based resources and email. Computer skills are vital to access life-long learning and employment; indeed ICT is now seen as an essential life-skill.

In line with school policies that protect pupils from other dangers, there is a requirement to provide pupils with as safe an Internet environment as possible and a need to teach them to be aware of and respond responsibly to the risks.

1. Why is Internet use important?

- The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, well-being and to support the professional work of staff and to enhance the school's management information and administration systems.
- Internet use is a part of the statutory National curriculum for Computing and a necessary tool for staff and pupils.
- Internet access is an entitlement for children who show a responsible and mature 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 children with quality Internet access as part of their learning experience.

2. How is Internet use enhance learning?

- The school Internet access is used expressly for educational use and include filtering appropriate to the age of pupils.
- Pupils learn appropriate Internet use and be given clear objectives for Internet use.
- Staff guide pupils in online activities that will support the learning outcomes planned for the pupils' age and maturity.
- Pupils are educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

3. How is Internet access be authorised?

- The school keeps a record of all staff and pupils who are granted access, through the Responsible Use agreement
- Pupils' Home-School agreement includes the Acceptable Use Policy and guidance for video, sound and images for web publication
- Primary pupils are not be issued individual email accounts, however, pupils could be authorised to use a group/class email address under supervision.
- At Key Stage 1, access to the Internet is by adult demonstration with directly supervised access to specific, approved online materials.
- Parents are informed that pupils will be provided with supervised Internet access.

4. How is filtering be managed?

- A designated senior member of staff manages the permitting and banning of additional web sites identified by the school.
- The school works in partnership with parents, Wiltshire County Council, DCFS and the SWGfL 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 (SWGfL) via the ICT co-ordinator. (See section 17 for contact details).
- Website logs will be regularly sampled and monitored through the SWGfL monitoring service: (<http://monitoring.swgfl.ork.uk>).
- Senior staff monitor the filtering methods to ensure they are appropriate, effective and reasonable.
- Any material that the school believes is illegal must be referred to the Internet Watch Foundation (IWF - <http://www.iwf.org.uk/>).

5. How are 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 takes 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 Wiltshire County Council 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 ensures that the e-safety is implemented and compliance with the policy monitored.

6. Managing content

6.1 Evaluation of content

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the South West Grid for Learning: 0845 307 7870 or email: abuse@swgfl.org.uk
- Specific lessons are included within the curriculum that teaches all pupils how to develop their media literacy skills, in particular validity and bias.
- At Key Stage 2, pupils are taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.
- Where available, training will be given to staff in the evaluation of web materials and methods of developing children's critical attitudes.

6.2 How is the school website content be managed?

- The point of contact on the website is the school address, school email and telephone number. Staff or pupils' home information will not be published.
- Written permission from parents or carers is obtained before photographs of pupils are published on the school website.
- Website photographs that include pupils are selected carefully
- Pupils' full names are not used anywhere on the website where they can be linked with photographs.
- Where audio and video are included (e.g. Podcasts and Video Blogging) the nature of the items uploaded will not include content that allows the pupils to be identified.
- The Headteacher takes overall editorial responsibility and ensure that content is accurate and appropriate.
- The website complies with the school's guidelines for publications.

7. Communication

7.1 Managing email

- Pupils may only use approved email accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive emails.
- Pupils must not reveal details of themselves or others in email communication, such as address or telephone number, or arrange to meet anyone.
- Whole-class or group email addresses is used at Key Stage 1 & 2.
- Key Stage 2 children are taught how to use email responsibly and safely.
- Pupils should use email in an acceptable way. Sending images without consent, messages that cause distress and harassment to others are considered significant breaches of school conduct and will be dealt with accordingly.
- Pupil access in school to external personal email accounts is not allowed.
- Pupils' 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.

7.2 On-line communications and social networking.

- The school will conduct regular pupil surveys (three-yearly or ideally more often) about home use of ICT. It will gauge the range of activities which pupils undertake and how safely they are using them, e.g. keeping personal information safe, experiences of cyber bullying etc.
- The use of online chat is not permitted in school, other than as part of its online learning environment.

7.3 Mobile technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Pupil mobile phones are not permitted within the school unless it is for their safety when walking home. This is by agreement with the headteacher. The pupil mobile phone will be stored in the class teachers desk. It will be given to the teacher on arrival and the teacher will return it at the end of the day.
- Staff will have their mobile phones at school and on school trips for safety.
- Staff will not use their mobile phones around children.
- Staff will not take pictures or record video or audio of children.

8. Introducing the Policy to Pupils

- Rules for Internet access will be posted in all rooms where computers are used.
- Instruction on responsible and safe use precedes Internet access.
- Pupils are informed that Internet use will be monitored.
- The teaching of e-safety is part of the curriculum for all pupils.

9. Parents and E-Safety

- Parents' attention will be drawn to the school e-Safety policy in newsletters, the school brochure and on the school Website.
- Regular information will be provided to parents about how to ensure they can work with the school to ensure this resource is used appropriately both within school and home.
- A partnership approach with parents will be encouraged. This could include parent's evening, school newsletter, 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, including useful websites and other organisations.

10. Consulting with staff and their inclusion in the e-safety policy

- All staff including teachers, long term supply staff, classroom assistants and office staff, will be provided with the School internet Policy, and its importance explained. Staff development in safe and responsible internet use and on the school internet policy will be provided as required
- The school's consequences for inappropriate use of the Internet will be clear so that all teachers are confident to apply this should the situation arise.
- Staff are made aware that Internet traffic is monitored and reported by the SWGfL and can be traced to the individual user. Discretion and professional conduct is essential.
- The monitoring of Internet use is a sensitive matter. This is carried out by members of the senior leadership team.
- Staff development in safe and responsible Internet use and on the school E-safety Policy will be provided as required.

11. How will complaints be handled?

- Responsibility for handling incidents will be delegated to the Headteacher.
- Any complaint about staff misuse must be referred to the Headteacher.
- Parents and pupils will need to work in partnership with staff to resolve issues.
- As with drugs issues, there may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.
- Sanctions available include:
 - interview/counselling by Headteacher.
 - informing parents or carers.
 - removal of Internet or computer access for a period, which could ultimately prevent access to files held on the system.

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‘Within a caring Christian community we enable every child to flourish and inspire a love of learning in all members of our community’

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 class network login and password, which is secret.
- I will only open or delete my own files.
- I understand that I must not bring into school and use software or files without permission.
- I will only email and open attachments from 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.
- 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, emails I send 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 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. The South West Grid for Learning (SWGfL) monitors all Internet use and will notify the police and Local Authority if an illegal website is accessed.

Coombe Bissett CEVA Primary School



'Within a caring Christian community we enable every child to flourish and inspire a love of learning in all members of our community'

Date:

Dear Parents

Responsible Internet Use

As part of your child's curriculum and the development of Computing skills, Coombe Bissett Primary School provides supervised access to the Internet. We believe that the effective use of the World Wide Web and email is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the attached Rules for Responsible Internet Use and sign and return the consent form so that your child may use the Internet at school.

Although there are concerns about pupils having access to undesirable materials, we have taken positive steps to reduce this risk in school. Our school Internet provider, the South West Grid for Learning (SWGfL) operates a filtering system that restricts access to inappropriate materials.

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 do not hesitate to contact the school.

Yours sincerely

Coombe Bissett CEVA Primary School



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Annual Consent Form

Our School

Responsible Internet Use

Please complete, sign and return to the school office.

Pupil:

Class:

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 follow these rules at all times.

Signed:

Date:

Parent's Consent for Internet Access

I have read and understood the school rules for responsible Internet use and give permission for my son/daughter to access the Internet. 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 Internet 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 Website. I also agree that images, sound files and video that include my son/daughter may be published subject to the school rules that this content will not clearly identify individuals and that full names will not be used.

Signed:

Date:

Laptop/Tablet policy for Coombe Bissett School Staff

1. The laptop/Tablet remains the property of Coombe Bissett School.
2. The laptop/Tablet is allocated to a named member of staff and is their responsibility. If another member of staff borrows it, the responsibility still stays with the teacher allocated. Only Coombe Bissett School Staff should use the laptop/Tablet.
3. On the teacher leaving the school's employment, the laptop/Tablet is returned to Coombe Bissett School. Staff on extended leave of 4 weeks and over should return their laptop/Tablet to the school (other than by prior agreement with the Headteacher).
4. When in school and not being used, the laptop/Tablet must be switched off and kept secure.
5. Whenever possible, the laptop/Tablet must not be left in an unattended car. If there is a need to do so it should be locked in the boot.
6. The laptop/Tablet must not be taken abroad, other than as part of a school trip and its use agreed by prior arrangement with the Headteacher with evidence of adequate insurance.
7. Staff may load their own software onto the laptop/Tablet but it must be fully licensed and not corrupt any software or systems already installed on the laptop/Tablet.
8. Any software loaded must not affect the integrity of the school network.
9. If any removable media is used then it must be checked to ensure it is free from any viruses.
10. Staff should not attempt to significantly alter the computer settings other than to personalise their desktop working area.
11. If any fault occurs with the laptop/Tablet, it should be referred immediately to the ICT Leader.
12. When being transported, the carrying case supplied must be used at all times.
13. The laptop/Tablet would be covered by normal household insurance. If not it should be kept in school and locked up overnight.

Policy for responsible email, network and Internet use for Coombe Bissett School

1. I will use all ICT equipment issued to me in an appropriate way. I will not:
 - Access offensive website or download offensive material.
 - Make excessive personal use of the Internet or email.
 - Copy information from the Internet that is copyright or without the owner's permission.
 - Place inappropriate material onto the Internet.
 - Will not send emails that are offensive or otherwise inappropriate.
 - Disregard my responsibilities for security and confidentiality.
 - Download files that will adversely affect the security of the laptop and school network.
 - Access the files of others or attempt to alter the computer settings.
 - Update web pages etc. or use pictures or text that can identify the school, without the permission of the Headteacher.
 - Attempt to repair or interfere with the components, software or peripherals of any computer that is the property of Coombe Bissett School.
2. I will only access the system with my own name and registered password, which I will keep secret.
3. I will always log off the system when I have finished working.
4. I understand that the school may, in line with policy, check my computer files and emails and may monitor the Internet sites I visit.
5. My files should not, routinely, be password protected by my own passwords. Should a confidential matter warrant this, I must gain permission from the Headteacher and register the passwords with the Headteacher.
6. If I use removable media, I will ensure that this has been carefully checked to ensure it is free from any type of virus.

7. I will not open email attachments unless they come from a recognised and reputable source. I will bring any other attachments to the attention of the Network Manager.
8. All joke emails and attachments are potentially damaging and undesirable and therefore should not be used.
9. I will report immediately to the Headteacher any unpleasant material or messages sent to me.
10. I understand that a criminal offence may be committed by deliberately accessing Internet sites that contain certain illegal material.
11. Use for personal financial gain, gambling, political purposes or advertising is forbidden.
12. Storage of emails and attachment should be kept to a minimum to avoid unnecessary drain on memory and capacity.
13. Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden.
14. I understand that if I do not adhere to these rules, my network access will be suspended immediately, my laptop removed and that other disciplinary consequences may follow.

Name.....

Signature:

Date:

19. Glossary of Terms

Blog – Short for Web Log, an online diary

DfE - Department for Education

Podcast – a downloadable sound-recording that can be played on computers and MP3 players

SWGfL – South West Grid for Learning, which provides Internet access and associated managed services to our school

Social Networking – websites that allow people to have “pages” that allow them to share pictures, video and sound and information about themselves with online friends

Video Blogging – online videos that can be uploaded via a web cam

Web 2 Technologies – a collection of online web services that are based around communicating/sharing information