ACCEPTABLE USE AND E-SAFETY POLICY

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E-Safety Policy
for St Mary's C.E. School

First Agreed by Governing Body:	**December 2009**

Acceptable Use and E-Safety Policy

This policy has been written to provide a guide to acceptable use of the internet at St. Mary's CE Primary School.

1 WHY HAVE AN INTERNET POLICY?

The internet is an open communications channel, available to all. Anyone can send messages, discuss ideas and publish material with little restriction. These features of the Internet make it an invaluable resource for all to use on a daily basis. However, some of the material is published for adult audiences and is unsuitable for children. Sadly e-mail and chat communication can also be used inappropriately and therefore it is a necessity to provide our pupils with protection from inappropriate material or communications.

2 THE IMPORTANCE OF THE INTERNET IN SCHOOL

The purpose of using the internet 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.

Using the internet is part of the statutory curriculum and a necessary tool for staff and pupils.

The internet has enormous potential to enhance the learning process. To the world of education, the development of the internet is the most significant advance in technology since the invention of printing. Its potential to unlock new ways of teaching and learning is immeasurable.

3 HOW THE INTERNET BENEFITS EDUCATION

Benefits of using the internet in education include:

- Inclusion in government initiatives such as the NGfL; Virtual Teacher Centre (VTC); and the availability of e-Learning credits via internet access

- Professional development for staff through access to national developments, educational materials and good curriculum practice

- Communications with support services, professional associations and colleagues within and outside the borough

- Exchange of curriculum and administration data with the local education authority (LA) and Department for Children, Families and Schools (DCFS)

- Improved access to technical support including remote management of networks

- Access to worldwide educational resources including museums and art galleries

- Educational and cultural exchanges between children worldwide.

- Contributes to raising standards by giving children access to knowledge beyond that which is immediately available in the classroom.

4   ENSURING INTERNET ACCESS IS APPROPRATE AND SAFE

Pupils in school are unlikely to see inappropriate content in books because publishers, teachers and other education staff select books carefully. Similarly, we take the following key measures to help ensure that our pupils are not exposed to unsuitable material via the internet:

- Our internet access is connected through the Richmond LEA intranet facility which provides a service designed for pupils, including a filtering system
- Pupils using the internet are normally working in classrooms, during lesson time, and are supervised by an adult (usually the teacher) at all times
- Staff check that the sites pre-selected for pupil use are appropriate to their age and maturity
- Staff are particularly vigilant when pupils are undertaking their own searches and check that they follow the agreed search plan
- Pupils are taught to use e-mail and the internet responsibly, in order to reduce the risk to themselves and others
- Our *Rules for Responsible Internet Use* (Appendix 1) are posted near the computer suites
- The ICT co-ordinator monitors the effectiveness of internet access strategies
- The ICT co-ordinator ensures that occasional checks are made on files to monitor compliance with the school's policy
- The Head teacher ensures that the policy is implemented effectively and this is monitored by governors through the curriculum committee and safeguarding governor.
- Methods to quantify and minimise the risk of pupils being exposed to inappropriate material are reviewed in consultation with colleagues from other schools and advice from the LEA, our Internet Service Provider (Atomwide) and the DCFS
- Staff are vigilant about the content of e-mail and web pages

5   WHAT HAPPENS IF PUPILS ENCOUNTER INAPPROPRIATE MATERIAL?

Despite these precautions, the scale of the internet, the fact that it is international and that much of the material is linked mean that it is not possible to *guarantee* that any particular type of material will never appear on a computer screen. *Neither the school nor the London Borough of Richmond can accept liability for the material access, or any consequences thereof.*

One of the most important elements of our *Rules of Responsible Internet Use* is that pupils be taught to tell a teacher **immediately** if they encounter any material that makes them feel uncomfortable or is inappropriate.

If there is an incident in which a pupil is exposed to offensive or upsetting material the school will respond to the situation quickly and on a number of levels. Responsibility for handling incidents involving pupils will be taken by the responsible adult (usually the class teacher), the ICT Co-ordinator and the Designated Officers. All teaching staff will be made aware of the incident in *Pupil Awareness* at a Staff Meeting if appropriate. In all circumstances an e-safety incident will be logged by the class teacher and passed on to the ICT Co-ordinator. See appendix 2 for an e-safety incident recording form.

If one or more pupils discover (view) inappropriate material, our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issues.

If any staff or pupil discovers unsuitable sites, the ICT co-ordinator will be informed. The ICT co-ordinator will report the web address and its content to the school's Internet Service Provider, Atomwide, and to the LEA. The site will be immediately blocked to all Richmond schools and a firewall put in place.

Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying the *Rules of Responsible Internet Use*. Pupils who abuse the privileges of internet and e-mail access by failing to follow the rules they have been taught or failing to follow the agreed search plan will have sanctions applied. See also the anti-bullying policy regarding inappropriate use of email.

6   MAINTAINING THE SECURITY OF THE SCHOOL'S ICT NETWORK

Connection to the internet significantly increases the risk that any computer or network is infected by a virus or accessed by unauthorised persons. In order to prevent this from happening, the ICT co-ordinator takes responsibility for ensuring an updated virus protection is installed on every computer monthly. The school subscribes to Atomwide's virus protection plan where an up-to-date scan takes place to ensure system security from latest viruses or any information that may harm our network.

7   USING THE INTERNET TO ENHANCE LEARNING

Staff and pupils learn how to use web browsers, search engines and find and evaluate information via the internet. Access to the internet is part of planned curriculum time that enriches and extends the learning activities integrated into our schemes of work.

As in other areas of work, we recognise that pupils learn most effectively when given clear objectives. Internet access is designed expressly for pupil use and includes a filtering service provided by Atomwide.

Pupils use different ways of accessing the internet depending upon their age and the nature of material required:

- Access to the internet may be demonstrated by the teacher (or sometimes other adult)
- Pupils may access teacher prepared materials, rather than the open internet
- Pupils may be directed to a specific web page or site to use
- Pupils may be provided with a list of relevant and suitable sites which they may access
- Older, more experienced pupils may be allowed to undertake their own internet search having agreed a search plan with their teacher. Pupils will be expected to observe the *Rules of Responsible Internet Use* and will be informed that checks can and will be made on files held on the system and the sites accessed.

Pupils accessing the internet will be supervised by an adult, normally their teacher, at all times. They will only be allowed to use the internet once they have been taught the *Rules of Responsible Internet Use* and the reasons for these rules. Teachers will endeavour to ensure that these rules remain uppermost in the pupils' minds as they monitor the use of the internet.

8   USING INFORMATION FROM THE INTERNET

To use information from the internet effectively, it is important for pupils to develop an understanding of the nature of the internet and the information available on it. In particular, they should know that, unlike the school library, for example, most of the information on the internet is intended for an adult audience, much of it is not properly audited/edited and most of it is copyright. Therefore:

- Pupils are taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV

- Teachers will ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the internet

- When copying materials from the web, pupils are taught to observe copyright laws

- Pupils are made aware that the writer of an e-mail or an author of a web page may not be the person claimed

- Pupils will not be permitted access to any public or unregulated chat rooms for any reason.

9   USING E-MAIL

Pupils learn how to use an e-mail application and are taught e-mail conventions. Staff and pupils registered with the London Borough of Richmond all have an allocated e-mail address and will begin to use e-mail to communicate with others, to request information and to share information.

It is important that communications with persons and organisations are properly managed to ensure appropriate educational use and that the good name of the school is maintained. Therefore:

- Pupils are only allowed to use e-mail once they have been taught the *Rules of Responsible Internet Use* and the reasons for these rules
- Teachers endeavour to ensure that these rules remain uppermost in the children's minds as they monitor pupils using e-mail
- Pupils may send e-mails as part of a planned lesson through a class e-mail address that the teacher has authority over, but will not be given individual e-mail accounts until the latter stages of Key Stage 2
- Incoming e-mail to pupils is not regarded as private and may be opened and read by the class teacher before allowing pupil access
- Pupils have their outgoing e-mail messages checked by a member of staff before sending them
- The forwarding of chain letters is not permitted
- Pupils are not permitted to use e-mail at school to arrange to meet someone outside school hours
- Please see anti-bullying policy regarding the school's policy on handling cyber-bullying

10 ST. MARY'S WEB SITE

Our school website is intended to provide accurate, up to date information about our school. It enables pupils to publish work to a high standard, for a wide audience including pupils, parents, staff, governors, members of the local community and others. It is a way of celebrating pupils' work and providing them with the opportunity to publish their work on the internet as well as promote the school.

All classes may provide work for publication on the school web site. Class teachers are responsible for ensuring that the content is accurate and the quality of presentation is maintained. The ICT co-ordinator is responsible for ensuring that pages are up-loaded to the school site regularly, that the links work and that the site meets the requirements of the host.

The point of contact on the web site is the school's address, telephone number and e-mail address. We do not publish pupils' full names or photographs accompanied by names that identify individuals on our web pages. Home information or individual e-mail addresses will not be available either.

Our school website can be found at:

http://www.st-marys.richmond.sch.uk/

11 RESPONSIBLE INTERNET USE FORM

In accordance with the London Borough of Richmond's guidelines, the school has a home/school internet agreement. This document outlines the *Rules of Responsible*

Internet Use to which pupils must agree. If the parent/carer is happy to support their child's application for access to the internet, under the rules outlined, then they complete and sign the agreement and send it back to school for our records.

The *Rules of Responsible Internet Use* (Appendix 1) and a copy of the Responsible Internet Use form can be found in Appendix 3.

On-going guidance and raising parent/carer awareness of the issues surrounding e-safety will be communicated to all parent/carers via regular ParentMail and letters.

12   E-SAFETY USING PORTABLE EQUIPMENT

The school does not permit pupils to bring their own electronic equipment into school (e.g. includes digital cameras, music players); however in Year 6 the children can bring in their mobile phone. This is as a safety precaution due to many of them walking home after school. Any such items must be clearly labelled and kept securely with the class teacher during school hours and returned to the pupil at the end of the school day. All mobile phones are brought into school and left at the owner's risk.

Staff are required to ensure that any portable equipment they may bring into school – PDAs, mobile phones, laptops, music players etc are kept secure and that pupils cannot access them. Any such item found with inappropriate material will invoke disciplinary measures. See Staff Disciplinary Procedures.

There may be occasions when pupils are issued with portable electronic equipment by the school for certain projects and exercises e.g digital cameras, video cameras, dictaphones. Where possible, the use of this equipment will be supervised by a member of staff, however all pupils will be taught the correct, safe and appropriate use of such equipment and made aware what is deemed to be inappropriate and the consequences.

LEGAL FRAMEWORKS

Computer Misuse Act 1990 makes it a criminal offence to gain access to a computer without permission. The motivation could be technical challenge, data theft or to damage the system or data.

Monitoring of data on a school network could contravene Article 8 of the European Convention of Human Rights and Fundamental Freedoms, e.g. the rights for private and family life, which is protected by the Human Rights Act 1998. The Telecommunications (Lawful Practice) (Interception of Communications) Regulations 2000 also limit monitoring. The 2000 Regulations apply to all forms of electronic monitoring and interception irrespective of whether the material monitored is generated by private use or in the course of the school's day-to-day activities.

Data Protection Act 1984/98 concerns data on individual people held on computer files and its use and protection.

Copyright, Design and Patents Act 1988 makes it an offence to use unlicensed software

Telecommunications Act 1984 Section 43 makes it an offence to send offensive or indecent materials over the public telecommunications system

Protection of Children Act 1978

Obscene Publications Act 1959 and 1964 defines "obscene" and related offences

Rules of Responsible Internet Use

At St. Mary's we use the computers and internet for learning.
These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any web site, unless my teacher has already approved that site

- I will not look at, change or delete other people's files or work

- I will not bring external hard drives, such as: mp3, memory sticks into school without permission

- I will only e-mail people I know, or who 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 permission before opening an e-mail or an e-mail attachment sent by someone I do not know

- I will not use any internet chat rooms or newsgroups

- 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 the computers in school

The school may exercise its right to monitor electronically the use of the school's computer systems. This includes: websites; e-mails; and materials in circumstances 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 text or imagery which is unauthorised or unlawful.

Dear Parents/Guardians,

Responsible Internet Use

As part of your child's curriculum we are providing supervised access to the internet. We believe that the use of the worldwide web and e-mail facilities is worthwhile and an essential skill for children as they grow up in the modern world. Please would you read the attached *Rules of Responsible Internet Use*, and sign and return the consent form which sets an agreement into place for the controlled use of the internet.

Naturally there are concerns about pupils having access to undesirable materials, and we are therefore taking positive steps to deal with this risk in school. Our school Internet Service Provider, Atomwide, operates a filtering system that restricts access to inappropriate materials wherever necessary. Atomwide operates an internet service for all schools in the London Borough of Richmond and updates its filtering system daily.

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.

E-safety videos/links/websites have been emailed to you to allow you to watch/discuss with your child(ren). There are different types of videos and websites, which suit different aged groups, enabling you to have control over how your children understand the importance of e-safety.

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

Yours sincerely

Mr S Campbell

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St. Mary's CE Primary School
Responsible Internet Use: Permission Form

Name (s)…………..…………………………………………………..

I have read and agree with the *RULES OF RESPONSIBLE INTERNET USE* for my child to follow within school. I have watched he video(s) provided, looked at the website(s) with my child to remind them about the important of e-safety. My child also agrees to abide by them.

I therefore give permission for my child / children to use the internet within school under the Rules of Responsible Use.

Signed:…………………………….Print:…………………………….. Date:……….

APPENDIX THREE

E-Safety incident reporting pro-forma

Name of adult investigating the incident _____

Name of adult or young person reporting the incident _____

Date of incident _____

Where and when did it take place? _____

Name(s) of person involved in the incident _____

Summary of incident

What action has been taken and have parents or carers been involved?

State any sanctions or actions involving perpetrator(s)

State any support that has been offered to those involved

Has the incident been resolved to the satisfaction of the e-safety officer?
Yes / No / Still being investigated (please comment below, if appropriate)