



# Acceptable Internet Use and E-Safety Policy

Approved by Governing body - February 2010

Signed -

Date for Review - January 2011

Our e-Safety Policy has been written by the school, building on the NCC e-Safety Policy and government guidance. It has been agreed by all staff and approved by governors. The e-Safety Policy and its implementation will be reviewed annually.

## Aims

- 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.
- The internet provides an interesting and rapid means of gaining access to information in a range of different formats.
- Internet use is part of the statutory curriculum and a necessary tool for staff and pupils.
- The Internet is essential in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.

## Benefits of using the Internet for learning

- Access to world-wide educational resources.
- Inclusion in government initiatives.
- 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 DCSF.
- Access to the Virtual Learning Platform which will enhance home-school links.

## Internet Content and Controls

- The school Internet access will be designed specifically for pupil use and will include LA 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.
- If staff or pupils discover unsuitable sites, or any material that the school believes to be illegal the URL (address) and content must be reported to ICT Solutions and the appropriate agencies via the ICT co-ordinator.
- Schools should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.
- Staff will need to view sites before using with the children.
- Pupils will be taught about Internet safety.
- Pupils will not have unsupervised access to the internet at any time.
- The school will work in partnership with ICT Solutions and the LA to ensure systems to protect pupils are reviewed and improved.

## Children and e-mails

- Pupils may only use approved e-mail accounts on the school system.
- Whole-class or group e-mail addresses may be used.
- Pupils must not reveal details of themselves or others in e-mail communication or via a personal web space, such as address or telephone number, or arrange to meet anyone.
- Pupils must inform a teacher if they receive offensive e-mail.
- E-mail 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.

## Website and Virtual Learning Platform Content

- The point of contact on the Website should be the school address and telephone number. Staff or pupils' home information will not be published.
- Pupils' full names will not be used anywhere on the Website, particularly in association with photographs.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

## Internet Access

- Staff will have access to the Internet.
- Children will have access to the Internet with the permission of the teacher to approved on-line materials.
- Parents will be informed that pupils will be able to access the internet with supervision.
- Parents will be asked to sign and return a consent form.
- Pupils will not be issued individual email accounts, but will be authorised to use a group/class email address under supervision.

## Assessing the Risks

- 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 and the Local Authority has a very strict filtering system in place for schools to ensure that inappropriate sites are not accessible. 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.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The head-teacher and ICT coordinator will ensure that the e-safety policy is implemented and compliance with the policy monitored.

## Emerging Technologies

- Emerging technologies will be assessed for educational benefit and risk assessments will be carried out before use in school is allowed.

## Personal Data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

## Introducing the Policy to the Children

- Responsible Internet use will be included in ICT lessons covering both school and home use in all year groups.

## Consultation of Staff

- All staff must read and agree to the terms of the 'Staff conduct for ICT in schools' document before using any Internet resource in school.
- All staff will be shown the Acceptable Internet Use 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.
- Professional development in safe and responsible Internet use and on the school Internet policy will be provided as and when required.

## ICT System Security

- Virus and Spyware protection will be installed and updated regularly.
- The school ICT systems will be reviewed regularly with regard to security.
- Files held on the school's network will be regularly checked.

## Parent's Support

- Parents' attention will be drawn to the School Acceptable Internet Use Policy in newsletters and on the school Web site.
- A partnership approach with parents will be encouraged. This could include suggestions for safe Internet use at home.
- Internet issues will be handled sensitively to inform parents without undue alarm.



## Responsible Internet Use

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

- I will ask an adult for permission before using the Internet.
- I will only e-mail people when supervised.
- 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 over the internet.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.

Signed:




## Staff Code of Conduct for ICT

- I understand that the school ICT equipment and systems are the property of the school whether used on or off the premises.
- I understand that it is a disciplinary offence to use any school ICT system or equipment for a purpose not permitted by its owner - Headteacher can provide clarification.
- I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras; email and social networking. ICT use may also include personal ICT devices with the permission of the Headteacher if used for school business.
- I understand that school information systems and equipment may not be used for private purposes without permission from the Headteacher.
- I understand that my use of school information systems, Internet and email is monitored and recorded to ensure policy compliance.
- I will respect system security and I will not disclose or share any password or security information to anyone other than an authorised system manager.
- I will not install any software or hardware without permission.
- I will ensure that personal data is stored securely and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding the inappropriate use of ICT systems or equipment to the ICT Coordinator, the Designated Child Protection Coordinator or Headteacher.
- I will ensure that all electronic communications that I make are compatible with my professional role.

**The school may exercise its right to monitor the use of the school's information systems and Internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound. I have read, understood and accept the Staff Code of Conduct for ICT.**

Signed: .....

Name: .....

Date: .....



## E-Safety Agreement

Parent / guardian name: \_\_\_\_\_

Pupil name: \_\_\_\_\_

Pupil's class: \_\_\_\_\_

As the parent or legal guardian of the above pupil(s), I grant permission for my child to have access to use the Internet, the Virtual Learning Environment, school Email and other ICT facilities at school.

- I know that my child has agreed that they will keep to the school's rules for responsible ICT use, outlined in the Acceptable Use Policy (AUP).
- I also understand that my child may be informed, if the rules have to be changed during the year. I know that the latest copy of the AUP is available on the school website or from the school office.
- I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using a filtered internet service, secure access to email, employing appropriate teaching practice and teaching e-safety skills to pupils.
- I understand that the school can check my child's computer files, and the Internet sites they visit.
- I also know that the school will contact me if there are concerns about my child's e-safety or e-behaviour.
- I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.

Parent's signature:

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_