Introduction

The Internet is used to help to raise educational standards, promote pupil achievement, support the professional work of staff and to enhance the school's management information and administration systems

Why is the internet important?

Internet use is part of the statutory curriculum. It is an essential element of 21st century life. Access to the Internet is an entitlement, but pupils need to show a responsible and mature approach to its use. We have a duty to provide pupils with quality Internet access.

E-Safety

E-Safety takes in both Internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to make children aware of both the the benefits and risks of new technology. It provides the safeguards they need and enables us to control their online experiences.
E-Safety depends on effective practice at a number of levels:

Responsible ICT use by all staff and pupils; encouraged by education and made explicit through published policies.
Sound implementation of e-safety policy in both administration and curriculum, including secure school network design and use.
Safe and secure broadband from the London Grid for Learning including the effective management of content filtering.

How will the school ensure Internet use provides effective learning?

- Pupils using the Internet will be supervised appropriately
- Pupils will be given clear objectives for Internet use;
- Pupils will be provided with lists of relevant and suitable Web sites;
- Pupils will be informed of their responsibilities;
- Pupils will be informed that checks can be made on files held on the system;
- Curriculum planning will identify opportunities to enrich and extend learning activities via access to the Internet.
- Internet access will be purchased through the LA, which provides a firewall that filters out inappropriate sites
- The school will work with the LA to ensure systems to protect pupils are regularly reviewed and improved.

How can Internet Use Enhance Learning?

Internet access will be designed expressly for pupil use and includes 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.
Staff should guide pupils in on-line activities that will support learning outcomes planned for the pupils' age and maturity.
Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

How will pupils be taught to assess Internet content?
- ICT teaching in Year 6 will incorporate Internet content issues, for instance the value and credibility of Web materials in relationship to other media.
- Pupils in Year 6 will be taught to validate information from the web before accepting it as true, and to discriminate between fact and opinion.
- Children will be encouraged to use the Internet to **enhance** rather than replace existing methods of research
- When copying materials from the Web, pupils will observe copyright;
- Pupils will be made aware that the writer of an E-mail or the author of a Web page may not be the person claimed;
- Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

How will Internet access be authorized?

- Internet access is a necessary part of the statutory curriculum. *It is an entitlement for children based on* <u>*responsible use*</u>.
- The school will maintain a current record of all staff and pupils who are granted Internet access.
- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.
- Parents will be informed that students will be provided with monitored Internet access.
- Children and staff must agree to the Acceptable Use Policy before they are given access to the Internet.
- Staff passwords will be removed when access is no longer required, or is withdrawn.
- This policy will be made available to parents on request

How will the School ensure Internet access is safe?

- Staff and children will be informed that Internet use will be monitored
- A member of staff will regularly monitor Internet logs to ensure that appropriate sites are being visited to ensure compliance with the Internet Access Policy.
- If staff or pupils discover unsuitable sites, the URL (address), time, content must be reported to the Local Authority helpdesk via the e-safety coordinator or network manager.
- School will ensure that the use of Internet derived materials by pupils and staff complies with copyright law.
- Pupils will be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.
- The school reserves the right to remove access to any website it considers inappropriate
- The school will work in partnership with parents; the LA and the DFE to ensure systems to protect children are reviewed and improved.
- The school will ensure that regular checks are made to ensure that the filtering methods selected are effective in practice
- If staff or children discover unsuitable sites, the URL (address) and content will be reported to the borough ICT Support team via the ICT co-ordinator
- Any material that the school suspects is illegal will be referred to the appropriate authorities immediately.

The Internet is a communications medium that is freely available to any person wishing to publish a Website with no editorial intervention. While access to appropriate information should be encouraged, students will generally need protected access to the Internet and the school will do its utmost to ensure this.

How will E-mail be managed?

- Pupils are expected to use E-mail as part of the National Curriculum
- Pupils may send E-mail as part of planned lessons, using class email addresses as part of software packages controlling E-mail security.
- Emails to persons and organizations made as part of planned lessons will be checked to ensure appropriate educational use and that the good name of the school is maintained;
- The forwarding of chain letters will be banned;

Social Networking

We will block/filter access to social networking sites and newsgroups unless a specific use is approved.

Pupils will be advised never to give out personal details of any kind which may identify them or their location

Pupils will be advised not to place personal photos on any social network space.

Pupils will be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Pupils should be encouraged to invite known friends only and deny access to others.

Filtering

URL filtering is in place in school through the LGFL WebScreen 2.0 Filtering System. Policies are applied to IP addresses or directly to users (per-user filtering) or via a combination of the two methods. However, in order for per user filtering to be possible, each user must be identifiable through a unique IP address. All surfing activity is logged. A variety of reports can be generated. These depend on the type of filtering used.

Video Conferencing

Pupils must ask permission from the supervising teacher before making or answering a videoconference call.

Videoconferencing will be appropriately supervised for the pupils' age.

Managing Emerging Technologies

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

Staff will be issued with a school phone where contact with pupils is required.

Staff are to use school owned devices only for capturing, recording and storing data or photos of children.

Published Content and the School Web Site

The contact details on the Web site should be the school address, e-mail and telephone number. Staff or pupils personal information will not be published.

The headteacher or ICT Leader will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing Pupils' Images and Work

Occasionally, we may wish to use photographs taken in school on our school website.

Pupils' full names will not be used anywhere on the Web site or Blog in association with photographs.

Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.

Work can only be published with the permission of the pupil and parents.

Information System Security

School ICT systems capacity and security will be reviewed regularly.

Virus protection will be installed and updated regularly.

Security strategies will be discussed with the Local Authority.

Protecting Personal Data

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

Assessing Risks

The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Southwark LA can accept liability for the material accessed, or any consequences of Internet access.

The school will audit ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate.

How will incidents be handled?

The management of the acceptable use of the Internet in school is achieved by ensuring that:

- Protection software installed on the computers
- Acceptable Use Policy adopted by the school
- A range of procedures for infringements of the policy is in place

Whenever a child or staff member infringes the policy, the final decision on the level of sanction will be at the discretion of the Head teacher and / or Senior Management Team.

Handling E-safety Complaints

Complaints of Internet misuse will be dealt with by a senior member of staff.

Any complaint about staff misuse must be referred to the head teacher.

Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

Pupils and parents will be informed of the complaints procedure.

Discussions will be held with the Police Youth Crime Reduction Officer to establish procedures for handling potentially illegal issues.

<u>Infringements (in order of severity)</u>

Children

- Use of non-educational sites during lessons
- Unauthorised use of email
- Use of chatrooms, newsgroups or social networking sites.
- Continual use of non-educational sites during lessons after being warned
- Unauthorised use of email after being warned
- Accidentally accessing offensive material and not logging off or notifying a member of staff of it
- Deliberately corrupting or destroying others' data,
- Any purchasing or ordering of items over the internet
- Bringing the school name into disrepute

Suggested Sanctions:

1. Head teacher informed
2. Parents informed
3. Internet access withdrawn

Staff

Category A Infringements
- Use of Internet for personal activities during lesson time.
- Use of Internet to access chatrooms and social networking sites.

Teaching Staff
- Use of internet for personal activities between the hours of 8.00 am and 4.30 pm, with the exception of lunch break.

All other staff
- Use of internet for personal activities during paid working hours.

Sanctions:
1. Verbal reminder by head teacher
2. Formal written warning from head teacher informing staff member that Internet access will be withdrawn

Category B infringements
- Continued use of Internet for personal activities during lesson time
- Deliberately accessing, downloading and disseminating any material deemed offensive, obscene, defamatory, racist, homophobic or violent
- Receipt or transmission of material that infringes the copyright of another person or infringes the conditions of the Data Protection Act, revised 1988
- Bringing the school name into disrepute

Sanction: Internet Access withdrawn.

How will staff and children be informed?
- Rules for Internet access will be posted near computer systems. The Acceptable Use Statement or Rules for Responsible Internet Use will be printed as posters
- All staff will be provided with the Internet Access Policy, and its importance explained. The policy will be made available to parents on request

The issue of responsible use of the Internet will be addressed during the teaching of ICT in Year 6.

Staff are expected and required to inform the Headteacher or a member of the SMT of any infringements as listed above.

E-Safety Audit – Heber Primary School

This quick self-audit will help the senior leadership team (SLT) assess whether the e-safety basics are in place.

Has the school an e-Safety Policy that complies with CYPD guidance?	Y
Date of latest update:	
The Policy was agreed by governors on:	
The Policy is available for staff at: Shared Teaching Server	
And for parents at: School office	
The designated Child Protection DSP is: Mr David Block	
The e-Safety Coordinator is: Gavin Summerfield	
Has e-safety training been provided for both pupils and staff?	Y
Do all staff sign an ICT Code of Conduct on appointment?	Y
Have school e-Safety Rules been set for pupils?	Y
Are these Rules displayed in all rooms with computers?	Y
Internet access is provided by an approved educational Internet service provider and complies with DfE requirements for safe and secure access.	Y
Has the school filtering policy has been approved by SLT?	Y
Is personal data collected, stored and used according to the principles of the Data Protection Act?	Y