Cromford C of E Primary School
Name of Policy: Internet Safety
Policy Number: 84

This policy has been reviewed and has been impact assessed in the light of all other school policies including the Disability Equality Scheme.

Approved:	**15th March 2018, 11.1.6**
Next date for review/approval:	**Spring 2022**
Chair of Governors:	**Gill Donaldson**

Contents

Introduction 3

Context and background 4

Roles and responsibilities 5

Technical and hardware guidance 6

Internet Safety for children 7

Teaching safe use of the internet and ICT 8

Using e-mail at school 9

Chat, discussion and social networking sites 9

Internet enabled mobile phones and handheld devices 9

Cyberbullying, online bullying and harassment 10

Contact details and privacy 10

Deliberate misuse of the internet facilities 10

Complaints regarding Internet Safety 10

Use of the internet and ICT resources by school staff 11

Staff laptop and ICT equipment loans 12

Data Protection Policy 13

Monitoring and review 14

Introduction

Our Internet Safety Policy has been written by the school.

It has been discussed with staff, agreed by the senior management and approved by Governors. It will be reviewed annually.

It is the duty of the school to ensure that every child in our care is safe, and the same principles should apply to the 'virtual' or 'digital' world as would be applied to the school's physical buildings.

This policy document is drawn up to protect all parties: the children, the staff and the school and aims to provide clear advice and guidance on how to minimise risks and how to deal with any infringements.

Context and background

ICT in the 21st Century has an all-encompassing role within the lives of children and adults. New internet and online technologies are enhancing communication and the sharing of information.

Current and emerging internet and online technologies used in school and, more importantly in many cases, used outside of school by children include:

- The internet – World Wide Web
- E-mail
- Instant messaging (often using simple web cams)
- Web based voice and video calling (e.g. Skype)
- Online chat rooms
- Online discussion forums
- Social networking sites (e.g. Facebook)
- Blogs (e.g. Twitter)
- Podcasting (radio/audio broadcasts downloaded to computer or MP3/4 player)
- Video broadcasting sites (e.g. You Tube)
- Music and video downloading (e.g. iTunes)
- Mobile phones with camera and video functionality
- Smart phones with e-mail, messaging and internet access

Creating a safe ICT learning environment includes three main elements at the school:

- An effective range of technological tools.
- Policies and procedures, with clear roles and responsibilities.
- Internet Safety teaching is embedded into the school curriculum and schemes of work.

Roles and responsibilities

Internet Safety is recognised as an essential aspect of strategic leadership in the school and the Headteacher, with the support of Governors, aim to embed safe practices into the culture of the school.

Leadership team

The SLT ensure that the policy is implemented in school via the usual monitoring procedures.

Internet Safety co-ordinator

Our Internet Safety co-ordinator is the headteacher (Liz Foster) who is responsible for overseeing and reviewing all school policies, including the Internet Safety policy.

Governors

The Governing Body is responsible for overseeing and reviewing all school policies, including the Internet Safety Policy.

School staff

All teachers are responsible for promoting safe behaviours in their classrooms and following school Internet Safety procedures. Central to this is fostering a 'no blame' culture so children feel able to report any bullying, abuse or inappropriate materials.

Staff should ensure they are familiar with the school's Internet Safety Policy, and ask for clarification where needed.

They should sign the Internet Safety and Staff Acceptable Policy annually.

Children

Children are expected to take an active part in planned lessons and activities to support their understanding and confidence in dealing with Internet Safety issues, both at home and school. They are asked to agree to a set of internet user guidelines covering their responsibilities when using ICT at school.

Parents/carers

Parents/carers are made aware of the school Internet Safety Policy. They are also given copies of internet user guidelines for children as part of our safety weeks, so they can support with these rules at home.
They should sign the Internet safety Acceptable Policy annually.

Technical and hardware guidance

School internet provision

The School uses the standard Local Authority internet provider which is KCOM and Capita.

Downloading files and applications

The internet is a rich source of free files, applications, software, games and other material that can be downloaded and installed on a computer. Whilst some of this material may be useful, much is inappropriate, and may adversely affect the performance and reliability of school equipment.

Children are not allowed to download any material from the internet unless directed to do so by an appropriate member of staff.

Portable storage media

Staff are allowed to use their own password protected portable media storage. If use of such a device results in an anti-virus message they should remove the device and immediately report it to the ICT subject leader.

Security and virus protection

Antivirus protection is installed on all school PC, tablets and laptops.

Any software messages or pop-up screens reporting evidence of viral infection should always be reported to the ICT subject leader.

Internet Safety for children

We believe it is our responsibility to prepare children for their lives in the modern world, and ICT is an integral part of that world. As a school we are committed to teaching children to use ICT effectively and appropriately in all aspects of their education.

Internet access at school

Internet access is carefully controlled by teachers according to the age and experience of the children, and the learning objectives being addressed. Children are always actively supervised by an adult when using the internet, and computers with internet access are carefully located so that screens can be seen can be seen at all times by all who pass by.

In line with inclusion policies, we want to ensure that all children have access to the internet, particularly where this will directly support their learning.

There will be no unsupervised access to the internet at any time during out-of-hours provision.

Using the internet for learning

The internet is now an invaluable resource for learning for all our children, and we use it across the curriculum both for researching information and a source of digital learning materials.

Using the internet for learning is now a part of the Computing Curriculum (September 2014). We teach all of our children how to find appropriate information on the internet, and how to ensure as far as possible that they understand who has made this information available, and how accurate and truthful it is.

- Teachers carefully plan all internet-based teaching to ensure that children are focused and using appropriate and relevant materials.
- Children are taught how to use search engines and how to evaluate internet-based information as part of the ICT curriculum, and in other curriculum areas where necessary.
- Children are taught that web-based resources have similar copyright status as printed and recorded materials such as books, films and music, and that this must be taken into consideration when using them.

Teaching safe use of the internet and ICT

We think it is crucial to teach children how to use the internet safely, both at school and at home, and we focus on this during the year as well as in a dedicated ‘Safer Internet’ day.

Suitable material

We encourage children to see the internet as a rich resource, but we also recognise that it can be difficult to navigate and find useful and appropriate material. We provide children with suggestions for suitable sites across the curriculum, and staff always check the suitability of websites before suggesting them to children, or using them in teaching.

Non-educational materials

We believe it is better to support children in finding their way around the internet with guidance and positive role modelling rather than restrict internet use to strict curriculum based research. As well as internet material directly linked to the curriculum, we encourage children to visit appropriate entertainment and child-orientated activity sites that have interesting and relevant activities, games and information in lesson time, free time and at home.

Unsuitable material

Despite the best efforts of the Local Authority and school staff, occasionally children may come across something on the internet that they find offensive, unpleasant of distressing. Children are taught to always report such experiences directly to an adult at the time they occur, so that action can be taken. The action will include:

- Making a note of the website and any other websites linked to it.
- Informing the ICT subject leader who will liaise with the ICT technician.
- Logging the incident – ICT incident log book in the school office.
- Discussion with the child about the incident, and how to avoid similar experiences in future.

Using e-mail at school

E-mail is a valuable and stimulating method of communication that plays an important role in many aspects of our lives today. We believe it is important that our children understand the role of e-mail, and how to use it appropriately and effectively.

- We teach the use of e-mail as part of our ICT curriculum, and use appropriate class email accounts where necessary.
- Children are not allowed to access personal e-mail using school internet facilities.

Chat, discussion and social networking sites

These forms of communication are used more and more by children, and can also contribute to learning across a range of curriculum areas.

Online chat rooms, discussion forums and social networking sites present a range of personal safety and privacy issues for children, and there have been some serious cases highlighted in the media.

All commercial instant messaging and social networking sites are filtered as part of the Local Authority (LA) Internet policy.

Children may take part in discussion forums or post messages on bulletin boards that teachers have evaluated as part of specific lesson activities. Individual child names or identifying information will never be used.

Internet-enabled mobile phones and handheld devices

More and more children have access to sophisticated new internet-enabled devices such as SMART mobile phones, tablets and music players.

Children are not allowed to have personal mobile phones or other similar handheld devices in school.

Cyberbullying – online bullying and harassment

The federation has a range of strategies and policies to prevent online bullying which include:

- No access in school to public chat rooms, instant messaging and bulletin boards.
- Children are taught how to use the internet safely and responsibly, and are given access to guidance and support resources from a variety of sources.

We encourage children to discuss any concerns or worries they have about online bullying and harassment with staff, and have a range of materials available to support children and their families.

- Complaints of cyber-bullying are dealt with in accordance with our Anti-Bullying Policy.
- Complaints related to Child protection are dealt with in accordance with our school child protection procedures.

Contact details and privacy

Children's personal details, identifying information, images or other sensitive details will never be used for any public internet-based activity unless written permission has been obtained from a parent/carer.

Children are taught that sharing this information with others can be dangerous – see section on 'teaching the safe use of the internet'.

Deliberate misuse of the internet facilities

All children have discussed the rules for using the internet safely and appropriately.

Where a child is found to be using the internet inappropriately, for example to download games, or search for unsuitable images, then sanctions will be applied according to the nature of the misuse, and any previous misuse.

Complaints regarding Internet Safety

Staff and children are given information about infringements in use and possible sanctions which include:

- All incidents being recorded.
- Interview by class teacher, senior management team, or headteacher.
- Informing parents/carers.
- Removal of internet or computer access for a period.
- Referral to the LA and/or police.

The Internet Safety co-ordinator / headteacher acts as the first point of contact for any complaint regarding misuse.

Use of the internet and ICT resources by school staff

The internet

Cromford School understand that the internet is a valuable resource for school staff. It provides a wealth of resources, teaching materials and information that teachers can use across the curriculum. It allows staff to share resources with other schools, and to engage in debate and discussion.

We are committed to encouraging and supporting our school staff to make the best use of the internet and all the opportunities it offers to enhance our teaching and support learning.

Internet availability

To enable staff to make full use of these important resources, the internet is available in school to all staff for professional use. The school also provides a Derbyshire Services for Schools user account that gives further access to specific resources, online tools and email.

ICT equipment and resources

The school also offers staff access to appropriate ICT equipment and resources, including computers, laptops, tablets, interactive whiteboards, data projectors, digital cameras, video camcorders, sound recorders, control and data logging equipment and a range of professional and curriculum software.

Professional use

Staff are expected to model appropriate ICT and internet use at all times. This supports our commitment to encouraging safe and appropriate ICT and internet use by our children both in school and at home.

Staff are also careful to consider inclusion and equalities issues when using ICT and the internet, and to provide children with appropriate models to support the school inclusion and equal opportunities policies.

Staff who need support or INSET in using ICT as part of their professional practice can ask for support from the headteacher.

Personal use of the internet and ICT resources

Some equipment (including laptops) is available for loan to staff with permission from the ICT subject leader and headteacher. The appropriate forms and agreements must be signed which are available from the ICT subject leader.

E-mail and efficient professional communication

We recognise that e-mail is a useful and efficient professional communication tool. To facilitate this, staff members will be given a school email address and we ask staff to use it for all professional communication with colleagues, organisations, companies and other groups.

Staff are reminded that using this email address means that they are representing the school, and all communications must reflect this.

Online discussion groups, bulletin boards and forums, online chat and messaging

We realise that a growing number of educationalists and education groups use discussion groups, online chat forums and bulletin board to share good practice and disseminate information and resources.

The use of online discussion groups and bulletin boards relating to professional practice and continuing professional development is encouraged, although staff are reminded that they are representing the school, and appropriate professional standards should apply to all postings and messages.

Social networking

The school appreciates that many staff will use social networking sites and tools. The use of social networking tools and how it relates to the professional life of school staff is covered in the Code of Conduct and Safer Working Practice document

Data protection and copyright

Staff understand that there are complex copyright issues around many online resources and materials, and always give appropriate credit when using online materials or resources in teaching and learning materials. They also support children to do the same.

See section below on data protection policy.

Staff laptop and ICT equipment loans

Any member of staff who borrows or uses a school laptop, computer or any other ICT equipment must adhere to all aspects of this Internet Safety Policy.

This must be the case wherever the laptop, computer or other such device is being used as it remains the property of Cromford C of E Primary School at all times.

Staff must undertake to take proper care of the equipment whilst in their possession and will abide by the requirements of the school's insurance policy with regard to protecting the equipment from loss or damage. They must also agree that, should the equipment be lost or damaged due to exposure to a non-insured risk, they will replace or arrange for the repair of the equipment at their own expense.

Data protection policy

The school is aware of the Data Protection law as it affects our use of the internet, both in administration and teaching and learning.

The school is registered under the current Data Protection Act and holds a single current Data Protection notification document.

Staff understand the legal and disciplinary implications of using the internet at school for illegal purposes.

Where appropriate, the police and other relevant authorities will be involved in cases of deliberate misuse or abuse of the internet by members of the school community using the connection provided by the school.

Monitoring and review

The Headteacher monitors and reports to the Governing Body on the effectiveness of this policy on a regular basis and makes recommendations for further improvements.

This scheme will be reviewed in accordance with the school's monitoring and review cycle. The Governing Body may, however, review the scheme earlier than this in response to new regulations, or if they receive recommendations on how the scheme might be improved.