



MITCHELDEAN ENDOWED PRIMARY SCHOOL

USE OF INTERNET (E-SAFETY) POLICY

Our Vision

To ensure that every child receives the highest quality education that is engaging, enriching and inclusive, in an environment that works hard to develop, support and care for all its members, with people that foster mutual respect and encouragement in accordance with Christian Values.

Introduction

Children and young people will need to develop high level Computing skills, not only to maximise their potential use as a learning tool, but also to prepare themselves as lifelong learners and for future employment. Internet access plays an important part in this process.

The benefits of use of the Internet include:

- access to a wide variety of educational resources including libraries, art galleries and museums
- rapid and cost effective world-wide communication
- gaining an understanding of people and cultures around the globe
- staff professional development through access to new curriculum materials, experts' knowledge and practice
- exchange of curriculum and administration data with LEA/DfE

Usually the resources used by pupils in school are carefully chosen by the teacher and determined by curriculum policies. Use of the Internet, by its nature, will provide access to information which has not always been selected by the teacher. The problem and issues that have been highlighted by the media concern all schools.

Some of the dangers pupils may face include:

- access to illegal, harmful or inappropriate images or other content
- unauthorised access to/loss of/sharing of personal information
- the risk of being subject to grooming by those with whom they make contact on the internet
- the sharing/distribution of persona images without an individual's consent or knowledge
- inappropriate communication/contact with others, including strangers
- cyber-bullying
- access to unsuitable video/internet games
- an inability to evaluate the quality, accuracy and relevance of information on the internet
- plagiarism and copyright infringement
- illegal downloading of music or video files
- the potential for excessive use which may impact on the social and emotional development and learning of the young person



As with all other risks, it is impossible to eliminate those risks completely. However, we believe that the educational benefits of Internet access far outweigh the risks.

The purpose of this policy is to:

- establish the rules that we have in school for using the Internet
- demonstrate the methods used to protect the children from sites containing inappropriate material
- protect all parties – the pupils, the staff and the school

Another important objective is to help the pupils (and their parents/carers) become responsible users and stay safe while using the Internet and other communications technologies for educational, personal and recreational use.

This policy applies to all members of the school community (including staff, students/pupils, volunteers, parents/carers, visitors, community users) who have access to and are users of the school ICT systems, both in and out of school.

Due to the ever changing nature of Computing, the school will review this E-Safety policy annually.



STEPS TAKEN TO PROTECT CHILDREN IN SCHOOL

Use of a filtered service

As part of the South West Grid for Learning, the school automatically receives a filtered broadband service. This is intended to prevent users accessing material that would be regarded as illegal and/or inappropriate in an educational establishment. Any inappropriate site that is not filtered will be reported to the Subject Leader via the Concern Book in the Staff Room.

Supervision

No filtering system is 100% effective, so therefore all children's use of the Internet is supervised by an adult.

Planned activities

Internet access is a necessary part of the statutory curriculum and should be a planned activity. Aimless surfing is not allowed. Children are taught to use the Internet in response to a need e.g. a question which has arisen from work in class.

Staff will review and evaluate resources available on web sites appropriate to the age range and ability of the pupils. Initially the pupils may be restricted to web sites which have been previewed and selected for content. They may be given tasks to perform using a specific group of websites accessed from a common 'Favourites' menu.

As pupils gain experience, they will be taught how to use searching techniques to locate specific information for themselves. They will discuss sensible search words which have been tried out beforehand.

Comparisons will be made between researching from different sources of information. (Books and Internet). It is hoped that the children will learn to decide when it is appropriate to use the Internet as opposed to other sources of information, in terms of: the time taken; the amount of information found, the usefulness and reliability of information located.

Pupils are not allowed to access the Internet without first asking permission.

Restrictions on E-mail

Pupils will have the opportunity to exchange information via e-mail. They will be taught how to use the address book, how to attach files to an e-mail and how to follow the conventions of politeness.

Messages sent and received are supervised by the teacher. No child is allowed to send an email message without permission from a teacher. Children are made aware that all e-mails sent by them are open to scrutiny by staff.

Internet safety rules

Children are made aware of the importance of Internet safety, a topic which is included in the Computing and CPSHE curriculum.

Copies of the Internet Safety rules are displayed around the ICT suite and in all classrooms.

There will be an annual input from staff in each class. An external provider will add input to upper Key Stage 2 classes.

Children are taught to use 'Hector the Protector' and tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

Web Site Guidelines

A web site can celebrate good work, promote the school and publish information.



No names and photographs, that identify individual children, will appear on it if parents/guardians so wish. Home information and e-mail identities will also not be included.

Internet Agreements

All pupils and their parents/guardians will be asked to read and sign an agreement covering the expectations expected of pupils when using the Internet.

Members of staff will also be expected to sign an acceptable user agreement.

Whilst every endeavour is made to ensure that suitable restrictions are placed on children to prevent inappropriate materials being accessed, the school cannot be held responsible for the nature or content of materials accessed through the Internet.

The use of digital and video images agreements

The use of digital/video images plays an important part in learning activities. Pupils and members of staff may use digital cameras, including iPods and iPads, to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons and for evidence in books. These cameras remain in school as detailed in the Acceptable user agreement.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media. Parents will be asked to complete a permission form.

This policy cross-references to our anti-bullying policy and Acceptable user agreement.

Updated April 2017 by Kirsty Down (subject leader)



MITCHELDEAN ENDOWED PRIMARY SCHOOL

INTERNET SAFETY RULES FOR PUPILS IN FS/KS1

I want to feel safe all of the time.

I know that these rules will help keep me safe:

- I will always keep my passwords secret.
- I will only open pages which my teacher has said are ok.
- I will press Hector the Protector and then tell my teacher, if anything makes me feel scared or uncomfortable.
- I will make sure all messages I send are polite.
- I will show my teacher if I get a nasty message.
- I will talk to my teacher before using anything on the Internet.
- I will only use my class e-mail.
- I will not tell people about myself. (I will not tell them my name, age, anything about my home, family and pets)

I know that anything I do on the computer may be seen by someone else.

Pupil's Signature _____ **Date:** _____

Parent/Guardian

As the parent or legal guardian of the above pupil, I grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites. I recognise that I have a joint responsibility with the school to ensure my child uses the Internet safely and sensibly. I also accept that I should not bring the school into disrepute through irresponsible use of the Internet.

Signature _____ **Date:** _____



MITCHELDEAN ENDOWED PRIMARY SCHOOL

INTERNET SAFETY RULES FOR PUPILS IN KS2

The school has computers and internet access to help our learning. These rules will keep everyone safe and help us be fair to others:

- I will always keep my passwords secret.
- I will not access other people's files, unless permission has been given.
- I will ask permission from a member of staff before using the Internet.
- I will only visit sites that are appropriate to my work at the time.
- I will only e-mail people a teacher has approved.
- The messages I send will be polite and sensible.
- I will not reply to any nasty message or anything which makes me feel uncomfortable.
- I will always keep my personal details private (My name, age, family information, what I look like, my journey to school, my pets and my hobbies are all examples of personal details).
- To help protect other pupils and myself, I will press Hector the Protector and tell a responsible adult if I see anything, which I am unhappy with.
- I will talk to a responsible adult before joining chat rooms or networking sites.
- I understand 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.

Pupil's Signature _____ **Date:** _____

Parent/Guardian

As the parent or legal guardian of the above pupil, I grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites. I recognise that I have a joint responsibility with the school to ensure my child uses the Internet safely and sensibly. I also accept that I should not bring the school into disrepute through irresponsible use of the Internet.

Signature _____ **Date:** _____