

**Brookside Primary School
e-safety Policy
May 2019**



Why is internet use important?

- 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.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.
- The internet is an essential element in the 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.

How does the Internet benefit education?

Benefits of using the Internet in education include:

- access to world-wide educational resources;
- access to various programs and web based software for staff, pupils and parents;
- educational and cultural exchanges between pupils world-wide;
- 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 LA, DfE and local cluster.

How will internet use enhance learning?

- The school internet access is designed expressly for pupils use and includes filtering (controlled by TurnitOn) appropriate to the age of pupils.
- Pupils will be taught what is acceptable and what is not acceptable 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 the pupils.
- Staff will guide pupils in on-line activities that will support the learning outcomes planned for the pupils age and maturity.
- Pupils will be educated in the effective use of internet in research, including the skills of knowledge location and retrieval.

How will pupils learn to evaluate internet content?

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT co-ordinator and Headteacher.
- Schools should ensure that the use of internet derived materials by staff and by pupils complies with copyright law.

How will e-mail be managed?

- Pupils may only use approved e-mail accounts on the school system, and access in school to external e-mail accounts may be blocked.
- Pupils must immediately tell a teacher if they receive an offensive e-mail.
- Pupils must not reveal details of themselves or others, such as address or telephone number, or arrange to meet anyone in e-mail communication.
- E-mails sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school paper.

- Staff are not permitted to use school email addresses to send/receive personal emails.

How should the School website be managed?

- The point of contact on the website is the school address, school e-mail and telephone number. Pupils' full names will not be used anywhere on the website, particularly associated with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils will be published on the school website. Permission is obtained from parents each September and recorded on Integris
- The Headteacher and will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The school uses Twitter and ParentHub and this is managed by senior staff in school.

Newsgroups and Chat rooms

Pupils will not be allowed access to public or unregulated chat rooms.

How can emerging internet uses be managed?

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

How will internet access be authorised?

- The school will keep a record of all staff and pupils who are granted internet access. The record will be kept up-to-date, for instance a member of staff leaving or the withdrawal of a pupil's access.
- Parents will be informed that pupils will be provided with supervised internet access.

How will the risks be assessed?

- 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. 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. Neither the school or TurnItOn can accept liability for the material accessed, or by any consequences of internet access.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The Headteacher will ensure that the e-safety policy is implemented and compliance with the policy monitored.

How will filtering be managed?

- The school will work in partnership with parents, the LA, DfE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT co-ordinator and Headteacher.
- The ICT Co-ordinator will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- The school uses the filtered service provided by the ISP. Filtering is controlled centrally and not at the school.

How will the policy be introduced to pupils?

- Rules for internet access will be shared with all pupils.
- Pupils will be informed that internet use will be monitored.
- Instruction in responsible and safe use should precede internet access.
- A module on responsible internet use will be included in the Computing curriculum covering both school and home use.
- Links to sites informing of good practice will be available on the school website.

How will staff be consulted?

- All staff must accept the terms of 'Responsible Internet Use' statement before using any Internet Resource in the school.
- All staff, including teachers, supply staff, teaching assistants and learning support staff will be provided with the School e-safety 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.
- Staff development in safe and responsible internet use, and on school internet policy will be provided as required.

How will ICT system security be maintained?

- The school ICT systems will be reviewed regularly with regard to security.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with the ICT technical support available from TurnItOn.

How will complaints regarding internet use be handled?

- Responsibility for handling incidents will be delegated to a senior member of staff.
- Any complaints about staff misuse must be referred to the Headteacher.
- Pupils and parents will need to work in partnership with staff to resolve issues.
- Sanctions available include: - interview/counselling by Headteacher - informing of parents or carers - removal of Internet or computer access for a period, which would prevent access to school work held on system.

How will parents support be enlisted?

- Parents' attention will be drawn to the School e-safety Policy in newsletters and on the school website
- Internet issues will be handled with sensitivity to inform parents without undue alarm.
- For all aspects of children's e-safety parents can visit; www.thinkyouknow.co.uk.