

Our school Christian Values: Respect, Self-worth/Perseverance, Love, Kindness, Forgiveness



WITTERSHAM SCHOOL

Online Safety Policy

Our e-safety Policy has been written by the school, building on the Kent NGfL policy and government guidance. It has been agreed by the staff and approved by the governors.

Policy agreed February 2003

Presented to and ratified by governors

Revised January 2005
Reviewed June 2007
Revised March 2008
Revised February 2010
Revised January 2012
Revised November 2014
Revised January 2017

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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 including museums and art galleries;
- inclusion in government initiatives such as the National Grid for Learning (NGfL) and the Virtual Teacher Centre (VTC);
- 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 LEA, DfES and local cluster.
- Access to learning platforms to include staff, pupils and parents.

How will Internet use enhance learning?

- The school Internet access is designed expressly for pupils use and includes filtering 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. (Appendix 1)
- 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.

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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, ICT technician 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.
- Whole-class or group e-mail addresses will be used in both Key stages.
- 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.
- The forwarding of chain letters is banned.
- All email correspondence from parents is to be made to the school office. Staff email addresses are not to be used for contact purposes.

How should the School Web Site be managed?

- The point of contact on the Web site is the school address, school e-mail and telephone number. Staff or pupils home information will not be published.
- Web site photographs that include pupils will be selected carefully and will not enable individual pupils to be identified.
- Pupils' full names will not be used anywhere on the Web site, particularly associated with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils will be published on the school Website.
- The Headteacher, IT co-ordinator and ICT technician will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The school Web site will comply with the school's guidelines for publications.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

Social Networking Sites

- Pupils will not be allowed to access any social networking sites. The school will work with the LEA to ensure access to all social networking sites remains blocked.

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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.
- Pupils do not require mobile phones in school and should not bring them to school.

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.
- At Keystage 1, access to the Internet will be adult demonstration with occasional directly supervised access to specific, approved on-line material.
- Parents will be informed that pupils will be provided with supervised Internet access. (Appendix 1)
- Parents will be asked to sign and return a consent form. (Appendix 2)
- At Keystage 2 access to the internet will be monitored by an adult at all times.

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 nor KCC can accept liability for the material accessed, or by any consequences of Internet access.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- 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 LEA, DfS 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 by the ICT technician to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Any material that the school believes is illegal must be referred to the Internet Watch Foundation. See References (Appendix 3)
- Filtering strategies will be selected by the school in discussion with the filtering provider where appropriate. Where possible, the filtering strategy will be selected to suit the age and curriculum requirements of the pupil.

How will the policy be introduced to pupils?

- Rules for Internet access will be posted near all computer systems.

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- 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 will be included in the PSHE programme covering both school and home use.
- Links to sites informing of good practice will be available on the Learning Platform.

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 LEA.

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 be informed of the complaints procedure.
- 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, the school brochure and on the School Website.
- Internet issues will be handled with sensitivity to inform parents without undue alarm.
- A partnership approach with parents should be encouraged.
- A stock of relevant leaflets from organisations such as BECTA, PIN, and NCH Action for children will be maintained.

For all aspects of children's e-safety parents can visit; www.thinkyouknow.co.uk. A link is provided on the school website.

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This policy should be read in association with Wittersham CEP School Equality and Diversity Policy

The legal and local framework for this policy is:

Race Relations Act 1976 (as amended in 2000)

Disability Discrimination Act 1995 (as amended in 2005)

Children Act 2004

Equality Act 2010

Education and Inspections Act 2006

Duty to Promote Community Cohesion, Education and Inspections Act 2006



Wittersham CEP School e-Safety Rules



All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.

Pupil:

Form:

Pupil's Agreement

- I have read and I understand the school e-Safety Rules.
- I will use the computer, network, mobile phones, Internet access and other new technologies in a responsible way at all times.
- I know that network and Internet access may be monitored.

Signed:

Date:

Parent's Consent for Web Publication of Work and Photographs

I agree that my son/daughter's work may be electronically published. I also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil names.

Parent's Consent for Internet Access

I have read and understood the school e-safety rules and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed:

Date:

Please print name:

Please complete, sign and return to the school secretary

Key Stage 1

Think then Click

These rules help us to stay safe on the Internet



We only use the internet when an adult is with us

We can click on the buttons or links when we know what they do.



We can search the Internet with an adult.

We always ask if we get lost on the Internet.



We can send and open emails together.

We can write polite and friendly emails to people that we know.



We do not use Social Networking Sites.

B. Stoneham & J. Barrett

Key Stage 2

Think then Click

e-Safety Rules for Key Stage 2

- We ask permission before using the Internet.
- We only use websites that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any webpage we not sure about.
- We only e-mail people an adult has approved.
- We send e-mails that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know.
- We do not use Internet chat rooms.

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