



Nether Kellet Community Primary School

Safer Internet Use Policy

This policy outlines our purpose in providing e-mail facilities and access to the internet and it explains how we are aiming to avoid the potential problems that unrestricted internet access could give rise to.

Ensuring internet access is appropriate and safe

In common with other media such as magazines, books and video, some material available on the internet is unsuitable for pupils. We shall take every practical measure to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the internet. The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- our internet access is purchased from Lancashire County Council which provides a service designed for pupils including a "firewall" filtering system intended to prevent access to material inappropriate for children;
- children using the internet will normally be working in the classroom during lesson time and will be in the presence of an adult (usually the class teacher) at all times;
- staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils;
- staff will be particularly vigilant when pupils are undertaking their own search and will check that the children are following the agreed search plan;
- pupils will be taught to use e-mail and the internet responsibly in order to reduce the risk to themselves and others;
- our Rules for Responsible Internet Use will be posted near computer systems in classrooms & on the homepage;
- the ICT subject leader will ensure that occasional checks are made on files & web pages visited to monitor compliance with the school's Internet Access Policy;

It is the experience of other schools that the above measures have been highly effective. However, due to the international scale and linked nature of information available via the internet, it is not possible to guarantee that particular types of material will never appear on a computer screen. **Neither the school nor Lancashire**

County Council can accept liability for the material accessed, or any consequences thereof.

A most important element of our Rules of Responsible Internet Use is that pupils will be taught to tell a teacher **immediately** if they encounter any material that makes them feel uncomfortable.

If there is an incident in which a pupil is exposed to offensive or upsetting material the school will respond to the situation quickly.

- If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue;
- If staff or pupils discover unsuitable sites the ICT subject leader will be informed. The ICT subject leader will report the URL (address) and content to the Internet Service Provider and the LA. If it is thought that the material is illegal, after consultation with the ISP and LA, the site will be referred to the Internet Watch Foundation and the police.

Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying the 'Rules of Responsible Internet Use'. If pupils abuse the privileges of access to the internet or use of e-mail facilities by failing to follow the rules they have been taught or failing to follow the agreed search plan when undertaking their own internet search, then sanctions consistent with our School Behaviour Policy will be applied. This will include informing parents/carers. Teachers may also consider whether access to the internet may be denied for a period.

Maintaining the security of the school ICT network

We are aware that connection to the internet significantly increases the risk that a computer or a computer network may be infected by a virus or accessed by unauthorised persons. The ICT subject leader will ensure that the virus protection is up-dated regularly as well as other security updates.

Using the internet to enhance learning

Pupils will learn how to use a web browser and will be taught to use suitable web search engines. Access to the internet is often a planned part of the curriculum that will enrich and extend learning activities and is integrated into the class schemes of work. As in other areas of their work, we recognise that pupils learn most effectively when they are given clear objectives for internet use.

Different ways of accessing information from the internet will be used depending upon the nature of the material being accessed and the age of the pupils:

- access to the internet may be by teacher demonstration;
- pupils may access teacher-prepared materials, rather than the open internet;
- pupils may be given a suitable web page or a single web site to access;
- pupils may be provided with lists of relevant and suitable web sites which they may access;
- more experienced, pupils may be allowed to undertake their own internet search having agreed a search plan with their teacher; pupils will be expected to observe the 'Rules of Responsible Internet Use' and will be informed that checks can and will be made on files held on the system and the sites they access.

Pupils accessing the internet will be supervised by an adult, normally their teacher, at all times. They will only be allowed to use the internet once they have been taught the 'Rules of Responsible Internet Use' and the reasons for these rules.

Using information from the internet

We believe that, in order to use information from the internet effectively, it is important for pupils to develop an understanding of the nature of the internet and the information available on it. In particular, they should know that, unlike the school library for example, most of the information on the internet is intended for an adult audience, much of the information on the internet is not properly audited/edited and most of it is copyright.

- pupils will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV;

- teachers will ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the internet (as a non-moderated medium);
- when copying materials from the Web, pupils will be taught to 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.

Using e-mail

Pupils will learn how to use an e-mail application and be taught e-mail conventions. Pupils will begin to use e-mail to communicate with others, to request information and to share information.

It is important that communications with persons and organisations are properly managed to ensure appropriate educational use and that the good name of the school is maintained. Therefore:

- pupils will only be allowed to use e-mail once they have been taught the 'Rules of Responsible Internet Use' and the reasons for these rules.
- pupils may send e-mail as part of planned lessons but will not be given individual e-mail accounts;
- incoming e-mail to pupils will not be regarded as private;
- children will have the e-mail messages they compose checked by a member of staff before sending them;
- the forwarding of chain letters will not be permitted.

Avoiding Inappropriate Internet Use

All children in school receive age-appropriate advice and teaching on aspects of safer internet use on a termly basis. Staff use resources such as the CEOP website to educate the children about appropriate internet use and avoidance of cyber-bullying and online abuse.

Regular updates and recommendations for parents in terms of advice to follow at home to protect children on the internet are issued via newsletters, leaflets and the school website.

Nether Kellet Community Primary School Web Site

Our school web site is intended to:

- provide accurate, up-to-date information about our school;
- enable pupils to publish work to a high standard, for a very wide audience including pupils, parents, staff, governors, members of the local community and others;
- celebrate good work;
- provide pupils with the opportunity to publish their work on the internet;
- promote the school.

All classes may provide work for publication on the school web site. Class teachers will be responsible for ensuring that the content of the pupils' work is accurate and the quality of presentation is maintained.

The point of contact on the web site will be the school address, telephone number and e-mail address. We do not publish pupils' full names on our web pages. If a photo of a child is shown then that child's name will not be shown alongside. Children's work will only be published with their first name when their face is not visible. Home information or individual e-mail identities will not be published. Staff will be identified by their title and surname unless they request otherwise. Permission will be sought from other individuals before they are referred to by name on any pages we publish on our web site.

School website address: www.nether.lancs.sch.uk

Internet access and home/school links

Parents will be informed in our school prospectus of our 'Rules for Responsible Internet Use'.

Internet use in pupils' homes is rapidly increasing and some parents may be grateful for any advice/guidance that school can offer - especially with regard to safe access for children. The ICT subject leader is willing to offer advice and suggest alternative sources of advice on the understanding that neither they, the school nor the LA can be held responsible for the consequences of such advice.

As noted above, it is not possible to be certain of the originator of an e-mail message, and for this reason the school is unable to accept an e-mail as parental authorisation of a pupil absence.

Mobile Phones

In a situation where a pupil is found to be in possession of a mobile phone on the school premises, the school reserves the right to check images and content on the 'phone to ensure that the privacy of pupils and staff has not been compromised. Child safety has to be paramount at all times. Unauthorised use of mobile 'phones on the school premises will lead to confiscation of the device and the parents of the pupil involved will be contacted. See staff use of mobile phones policy for details.

Cyberbullying

Cyber bullying is bullying through the use of communication technology like mobile phone text messages, e-mails or websites. This can take many forms for example:

- Sending threatening or abusive text messages or e-mails, personally or anonymously
- Making insulting comments about someone on a website, social networking site (eg: MySpace, Bebo, Facebook) or online diary (blog)
- Making or sharing derogatory or embarrassing videos of someone via mobile phone or e.mail (such as 'Happy Slapping' videos)

Any reports of cyberbullying that occur inside school will be dealt with in accordance to the school's behaviour policy. Incidents that give rise to safeguarding concerns will be dealt with in accordance with the school's safeguarding policy.

Key national document :

"Cyberbullying - Safe to Learn: Embedding Antibullying work in schools"

DCSF-00658-2007

Parents, pupils and staff should immediately report any instances of cyberbullying of which they become aware and which may involve a pupil or pupils at the school, as soon as possible after the event occurs. Speed is vital in ensuring that evidence is preserved. The school's policy on cyberbullying comes under the remit of the school's general policy on bullying, but because of the 'virtual' nature of cyberbullying, it is important that offensive messages are not deleted and that such messages are not responded to by the recipient. The school will work

with parents and children involved to resolve any problems. However, the school may also advise the recipient of an offensive communication to:

- Secure and preserve any evidence
- Inform the sender's e-mail provider
- Consider informing the police, depending on the severity or repetitious nature of the offence. The school recognises that some cyberbullying activities could be a criminal offence under a range of laws.

If malicious or threatening comments are posted on an Internet site or Social Networking Site or are shared through mobile technology about a pupil or a member of staff, the school will:

Inform and request that the comments be removed if the site is administered externally

Secure and preserve any evidence

Endeavour to trace the origin and inform the police as appropriate.

The school will issue information on online safety for parents and will incorporate messages on online safety and cyberbullying into ICT lessons. Please read the pages which follow this section and which are taken from the DCSF publication *Cyberbullying: Safe to Learn- Embedding anti-bullying work in schools* DCSF-00658-2007

The following sites are important sources of information about online safety and cyberbullying and it is recommended that parents, staff and governors make themselves familiar with the relevant issues through them:

www.childnet-int.org

www.stoptextbully.com

Cyberbullying.org - one of the first websites set up in this area, for young people, providing advice around preventing and taking action against cyberbullying. A Canadian-based site (www.cyberbullying.org).

Chatdanger - a website that informs about the potential dangers online (including bullying),

and advice on how to stay safe while chatting (www.chatdanger.com).

How will parents' support be enlisted

Internet use in pupils' homes is increasing rapidly, it is vital that children's access to the internet is restricted to content appropriate to them. NKCPs will support parents in achieving this through the following measures:

- *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 sensitively to inform parents without undue alarm.*
- *A partnership approach with parents will be encouraged. This could include demonstrations, practical sessions and suggestions for safe Internet use at home.*
- *Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parents.*

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Responsible Internet Use

Rules for all staff and student teachers

The school computer system provides Internet access to students and staff. This Responsible Internet Use statement will help protect students, staff and the school by clearly stating what is acceptable and what is not.

- School computer and Internet use must be appropriate to the student's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- Users are responsible for e-mail they send and for contacts made.
- E-mail should be written carefully and politely. As messages may be forwarded, e-mail is best regarded as public property.
- Anonymous messages and chain letters must not be sent.
- The use of public chat rooms is not allowed.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- The security of ICT systems must not be compromised, whether owned by the school or by other organisations or individuals.
- Irresponsible use may result in the loss of Internet access.
- Personal pen-drives or CDs may be brought into school without specific permission but a virus check must take place.
- Personal hardware (e.g.laptops) attached to the school network, is not permitted. The laptops need to be checked by the school technician and the school virus checker installed.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

Responsible Internet and Mobile Technology Use

- pupils' guidance

We use the school computers and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- I will not use the Internet without a teacher present. I will not enter a website unless my teacher has approved it.**
- I will not look at or delete other people's files.**
- I will not bring personal pen-drives or CD ROMs into school without permission.**
- I will only e-mail people via my teacher and class e-mail address.**
- The messages I send will be polite and sensible.**
- When sending e-mail, I will not give my home address or phone number, or arrange to meet someone.**
- I will not use Internet chatrooms.**
- If I see anything I am unhappy with, I will tell a teacher immediately.**
- I know that the school will check my computer files and will monitor the Internet sites I visit.**
- I understand that cyberbullying is the use of the internet and other means, such as mobile 'phones, to bully or upset another person. I will not use my access to the internet to bully or upset anyone and I understand that to do so would mean that school rules about bullying would apply to me and also I could be breaking the law.**
- I understand that I am not allowed to use mobile 'phones on the school premises and that if I am found in possession of a mobile**

'phone in school, it will be confiscated and checked by teaching staff for its content, such as texts and images.

- **I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.**

Dear Parents

Responsible Internet Use

As part of your child's curriculum and the development of ICT skills, Nether Kellet Community Primary School provides supervised access to the Internet. We believe that the use of the Internet and e-mail is worthwhile and is an essential skill for children as they grow up. Please would you read the attached Rules for Responsible Internet Use, and sign and return the consent form so that your child may use Internet at school.

In order to ensure that children do not access unsuitable content or images, our school Internet provider operates a filtering system that restricts access to such materials. This may not be the case at home and we can provide references to information on safe Internet access if you wish.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the school cannot be held responsible for the nature or content of materials accessed through the Internet. The school will not be liable for any damages arising from your child's use of the Internet facilities.

We manage safe use of technologies that are used in school; all children are routinely informed of our Acceptable Use Policy for the use of the internet in school hours as part of our whole school ICT Policy and this set of rules is posted next to each of our computer stations. However children now use a huge range of devices outside school hours. Unfortunately, bullying can happen via new technologies. This form of bullying is known as 'cyberbullying' and can take place by means of text messaging, e-mail, social networking sites, websites and blogs. The DFE defines cyberbullying as *"the use of Information and Communications Technology (ICT), particularly mobile phones and the Internet, deliberately to upset someone else."*

As a matter of general policy, pupils are not allowed to have mobile phones in school. As well as the risk of loss and theft of such high value items, there are also security and privacy issues at stake with the use of mobile phones in school as they can be used to access the Internet without supervision and can also be used to take and upload unauthorised images.

The school has an E-Safety policy, which is available at the school should parents wish to read it. The following websites will be of use and parents are advised to read them for further information:

www.childnet-int.org

www.stoptextbully.com

Cyberbullying.org - one of the first websites set up in this area, for young people, providing advice around preventing and taking action against cyberbullying. A Canadian-based site (www.cyberbullying.org).

Chatdanger - a website that informs about the potential dangers online (including bullying), and advice on how to stay safe while chatting (www.chatdanger.com).

Please read the Acceptable Use Policy for use of the Internet in school, discuss it with your child and then sign, along with your child, to indicate that you have understood the terms for access to the Internet system in school.

Yours sincerely

Nether Kellet CPS

Responsible Internet Use (staff and student teachers)

Please complete, sign and return to the Headteacher

Staff name

Agreement

I have read and understand the school Rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

Rules around other IT devices

I will ensure that I only take photographs of children in school using school devices and these images are kept responsibly and used only for appropriate purposes linked with school.

I will be aware of my responsibility as a professional working with children and will take care to use the internet carefully at home, particularly with regard to social networking sites. I will not communicate with any children from the school past or present via these sites.

I will ensure that my mobile phone is not used at any time during school session times unless approved by the head for specific use.

Signed:

Date:

Please print name:

Nether Kellet Community Primary School

Responsible Internet Use

Please complete, sign and return to your child's class teacher

Pupil:

Form:

Pupil's Agreement

I have read and understand the school Rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

Signed:

Date:

Parent's Consent for Internet Access

I have read and understood the school rules for responsible Internet use and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or 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:

Parent's Consent for Web Publication of Work and Photographs

I agree that, if selected, my son/daughter's work may be published on the school Web site. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.

Signed:

Date:

