



## **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:

- Children are taught about safer internet use during designated lessons at the start of the year and incidentally throughout the year as well as in assemblies during Safer Internet Week;
- we use Surf Protect filtering to protect our children from accessing inappropriate material online;
- filtering records are scrutinized every two weeks by our ICT technician and reported to the head - where any inappropriate searches have taken place, these are dealt with and any child(ren) involved spoke to about the dangers of such searches on the internet;
- 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;
- where children are using devices more independently, staff will remain vigilant and ensure that they are accessing only the sites they are allowed to;
- 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;

Our safer internet use lessons and Rules of Responsible Internet Use teach pupils to tell a trusted adult **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 on 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 head will report the URL (address) and content to the IT support team and seek to block using the filtering program. 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. There are also links to safer internet use in Kidsafe sessions on safeguarding more generally.

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.netherkellet.lancs.sch.uk](http://www.netherkellet.lancs.sch.uk)

### **Internet access and home/school links**

Parents will be informed in their induction of our 'Rules for Responsible Internet Use' and will be asked to sign a parents'/carers' agreement when their child joins our school.

School sends information to parents and carers regularly to help them. 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**

Children are not permitted to use mobile phones on the school premises or to have them in their possession. They are to be handed into the office if children bring phones into school. 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.

### **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.
- Making or sharing derogatory, inappropriate or embarrassing videos of someone via mobile phone or email.

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: Advice for headteachers and school staff**

**Reference: DFE-00652-2014**

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.

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:

### [National Bullying Helpline contact information](https://www.nationalbullyinghelpline.co.uk)

<https://www.nationalbullyinghelpline.co.uk>

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/bullying-and-cyberbullying/>

<https://wisekids.org.uk/wk/cyberbullying/>

[www.childnet-int.org](http://www.childnet-int.org)

### **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, via email and on the school website.*
- *All parents/ carers will be required to sign an Acceptable Use of Internet Agreement for parents/carers.*
- *All children in KS1 and above will sign an Acceptable Use of Internet Agreement for pupils.*
- *All staff will sign an Acceptable Use of Internet Agreement for staff.*
- *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.*

For detailed guidance on staff, pupils' and visitors' use of IT, please see Acceptable Use of ICT documents.