

Berkswell Church of England Primary School **Internet Safety Policy- November 2016**

Our Internet Safety Policy has been written by the school, building on the SMBC Schools Internet Safety Policy and government guidance. It has been agreed by the senior management and approved by the governing body.

Purpose of Internet Safety Policy

The development and expansion of the use of ICT, and particularly of the internet, has transformed learning in schools in recent years. Children and young people need to develop high level ICT skills, not only to maximise their potential use as a learning tool, but also to prepare themselves as lifelong learners and for future employment. There is a large body of evidence that recognises the benefits that ICT can bring to teaching and learning. Schools have made a significant investment both financially and physically to ensure these technologies are available to learners. The benefits are perceived to “outweigh the risks.” However, schools must, through their Internet Safety policy, ensure that they meet their statutory obligations to ensure that children and young people are safe and are protected from potential harm, both within and outside school.

Using the Internet for learning

New technologies have become an integral part of the lives of children and young people in today’s society, both within schools and in their lives outside school. The internet and other digital information technologies are powerful tools, which open up new opportunities.

The Internet is now an invaluable resource for learning for all our pupils, and we use it across the curriculum both for researching information and a source of digital learning materials. Using the Internet for learning is now a part of the National Curriculum for Computing. We teach all of our pupils how to find appropriate information on the Internet, and how to ensure, as far as possible, that they understand who has made this information available, and how accurate and truthful it is.

- Teachers carefully plan all Internet-based teaching to ensure that pupils are focussed and using appropriate and relevant materials.
- Children are taught how to use search engines and how to evaluate Internet-based information as part of the ICT curriculum, and in other curriculum areas where necessary.
 - They are taught how to recognise the difference between commercial and non-commercial web sites, and how to investigate the possible authors of web-based materials.
 - They are taught how to carry out simple checks for bias and misinformation
 - They are taught that web-based resources have similar copyright status as printed and recorded materials such as books, films and music, and that this must be taken into consideration when using them

Internet Access

The school will maintain a current record of all staff and pupils who are granted Internet access. All users must read, sign and abide by the 'Acceptable ICT Use Policy' before using any school ICT resource. At the Foundation Stage and Key Stage 1, access to the Internet will be by directly supervised access to specific, approved on-line materials. Parents will be asked to sign and return a consent form for pupil access.

Roles and Responsibilities

Internet Safety is recognised as an essential aspect of strategic leadership in this school and the Head, with the support of Governors, aims to embed safe practices into the culture of the school.

Leadership team

The SLT ensures that the Policy is implemented across the school via the usual school monitoring procedures.

Internet Safety Co-ordinator

Our school Internet Safety Co-ordinator is responsible for keeping up to date on all Internet Safety issues and ensuring that staff are updated as necessary.

Governors

The School Governing body is responsible for overseeing and reviewing all school policies, including the Internet Safety Policy.

School Staff

All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following school Internet Safety procedures. Central to this is fostering a culture where pupils feel able to report any bullying, abuse or inappropriate materials. Class teachers ensure that pupils are aware of the Internet Safety rules, introducing them at the beginning of each new school year.

Pupils

Pupils are expected to take an active part in planned lessons and activities to support their understanding and confidence in dealing with Internet Safety issues, both at home and school. They are asked to agree to a set of guidelines and rules covering their responsibilities when using ICT at school.

Parents/Carers

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. Parents will be able to access the school's Internet Safety policy on request. Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parents as appropriate.

Unsuitable material

Despite the best efforts of the LA and school staff, occasionally pupils may come across something on the Internet that they find offensive, unpleasant or distressing. Pupils are taught to always report such experiences directly to an adult at the time they occur, so that action can be taken. The action will include:

1. Making a note of the website and any other websites linked to it.
2. Informing the ICT Administrator.
3. Logging the incident.
4. Discussion with the pupil about the incident, and how to avoid similar experiences in future.

Managing Filtering

The school will work in partnership with Solihull MBC and Becta to ensure filtering systems are as effective as possible. If staff or pupils discover unsuitable sites, the URL, time and date must be reported to the school Internet Safety coordinator.

As of the 1st July 2015, all schools and registered childcare providers are subject to a duty to, in the exercise of their functions, have 'due regard to the need to prevent people from being drawn into terrorism'. In line with the Prevent Strategy, we work to ensure that, 'children are safe from terrorist and extremist material when accessing the internet in schools'. Any unsuitable materials or communication of this nature should be reported to the Headteacher.

Publishing images of staff and children

Photographs on the school website or Twitter that include pupils will be selected carefully. Full names will not be used anywhere on the website or on Twitter, particularly in association with photographs. Written permission from parents or carers will be obtained before photographs of pupils are published on the school website or Twitter.

Images of staff should not be published without consent.

Social networking

Social networking sites and newsgroups will be locked unless a specific need is approved. Each of the following points are discussed with the children so that they understand them:

1. Never post any personal information (such as age, hobbies, phone numbers, where they live, photographs etc).
2. Never post anything that you would find upsetting (bullied/bullying).
3. If you find anything upsetting, don't reply, tell an adult you trust.
4. Be careful who you talk to, not everybody is who they say they are.
5. If somebody asks you to meet them in the real world, tell your parents or an adult.

Managing Email

Pupils may only use approved email accounts on the school system.

Pupils must immediately tell a teacher if they receive offensive email.

Pupils must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission.

Managing Information Services

The security of the school information systems will be reviewed regularly.

Virus protection will be updated regularly and security strategies will follow Solihull MBC guidelines.

Portable media may not be used without specific permission followed by a virus check. Where they are used to store personal information they will be encrypted.

Protecting Personal Data

Personal data will be recorded, processed, transferred and made available in compliance with to the Data Protection Act 1998.

Internet Safety complaints

Formal complaints of Internet misuse will be dealt with by a senior member of staff.

Any complaint about staff misuse must be referred to the head teacher who should use the agreed SMBC procedures.

K. Allen