

Keir Hardie Primary School & Children's Centre




Internet Safety Policy

Reviewed:	Autumn 2016
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Internet Safety Policy

This policy was reviewed by the co-ordinator

Print Name DANIEL GUNYON

Signature 

Date 7/10/16

This policy was reviewed by the Head Teacher

Print Name VIOLET OTIENO

Signature 

Date 10.10.16

This policy was reviewed and agreed by the Chair of Governors

Print Name Yvette Freestone

Signature 

Date 12/10/2016

Acceptable use & Internet Safety Policy

The Internet is an essential part of life and education in the 21st century. The main purpose of the Internet at Keir Hardie Primary School¹ is to raise educational standards, and promote pupil achievement. We seek to provide pupils with quality Internet access as part of their learning experience. The Internet is an integral part of everyday life, therefore this policy provides a framework for the safe and appropriate use of the Internet for all members of the school community.

Aims and objectives

Through safe use of the Internet we aim to:

- Provide access to rapid world wide educational resources.
- Enable pupils to gain an understanding of people and cultures around the world.
- Enrich and extend learning activities appropriate to the curriculum requirements and age of pupils.
- Educate pupils in how to research effectively, including the skills of information retrieval and understanding reliability of sources.
- Exchange educational exchanges worldwide.
- Educate pupils how to safely use the internet, enabling pupils to have a great understanding of e-safety, and a respect for copyright.
- Continue professional development of all staff by providing access to educational materials.

Guidelines

1. Pupil's internet access

Owing to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that unsuitable material will never appear.

Supervision is the key strategy. Whatever systems are in place, something could go wrong which places pupils in an embarrassing or potentially dangerous situation.

Responsible usage of the Internet for all pupils should be taught routinely through ICT. Aimless surfing should never be allowed. It is good practice to teach pupils to use the Internet in response to an articulated need – e.g. a question arising from work in class. Children should be able to answer the question “Why are we using the Internet?”

Search engines can be difficult to use effectively and pupils can experience overload and failure if the set topic is too open-ended. It is not sensible to have younger pupils ‘searching the Internet’.

Pupils do not need a thousand Web sites. A small selection will be quite enough choice, and as with other resources, the teacher needs to have checked and selected them so they are appropriate for the age group and fit for purpose. Favourites / bookmarks are a useful way to present this choice to pupils.

¹ Please note: ‘School’ refers to KH Primary School and KH Children’s Centre

2. Filters

Keir Hardie Primary School has the educational filtered secure broadband connectivity through the LGfL and so connects to the 'private' National Education Network. We use the LGfL filtering system which blocks sites that fall into categories such as pornography, race hatred, gaming, sites of an illegal nature, etc. All changes to the filtering policy are logged and only available to staff with the approved 'web filtering management' status. We use user-level filtering where relevant, thereby closing down or opening up options appropriate to the age / stage of the students. Our SBT (school based technician) ensures the network is healthy through use of Sophos anti-virus software (from LGfL) etc and the network is set-up so staff and pupils cannot download executable files. All chat rooms and social networking sites are blocked except those that are part of an educational network or approved Learning Platform. Any sites which the school wants unblocking needs authorising through the head teacher, and written confirmation needs to be sent to Tania Hebel at ITASS.

3. e-Safety

All teachers are responsible for promoting and supporting safe behaviour in their classroom and following school e-Safety procedures. Central to this is fostering a 'No Blame' culture where pupils feel able to report any bullying, abuse or inappropriate materials. Children will receive e-Safety education once an academic year, to teach them the importance of using the Internet safely and the potential dangers that they can be exposed to.

E-safety is taught in every year group. EYFS use Smartie the Penguin, Key Stage 1 Hectors World, Lower Key Stage 2 use Captain Kara and the Smart Crew, and upper Key Stage 2 access the Cyber Café. All stimulus is designed to pose problems that children can solve through real-life simulations.

Social Networking Sites - These are a popular aspect of the web for young people. Sites such as Facebook My Space and YouTube allow users to share and post web sites, videos, podcasts etc. It is important for children to understand that these sites are public spaces for both children and adults. They are environments that should be used with caution. Users, both pupils and staff, need to know how to keep their personal information private and set-up and use these environments safely. As part of the LGfL filtering these sites are blocked within school, however as a duty of care to both students and adults it is our responsibility to educate about the potential dangers.

4. Use of email

We do not publish personal e-mail addresses of pupils or staff on the school website. We use anonymous or group e-mail addresses, for example info@keirhardie for communication with the wider public. The school will contact the Police if one of our staff or pupils receives an e-mail that we consider is particularly disturbing or breaks the law. The school manages accounts effectively with up to date account details of users. We are aware that spam, phishing and virus attachments can make e-mails dangerous. We use a number of LGfL-provided technologies to help protect users and systems in the school, including desktop anti-virus product Sophos, plus direct email filtering for

viruses, Trojans, pornography, phishing and inappropriate language. Finally, LGfL WebScreen2 filtering monitors and protects our internet access to the World Wide Web.

Pupils:

We use LGfL LondonMail with pupils and lock this down where appropriate using LGfL SafeMail rules. Pupils' LGfL LondonMail e-mail accounts are intentionally 'anonymised' for their protection. Pupils are introduced to, and use e-mail as part of the ICT scheme of work. Pupils are taught about the safety and 'netiquette' of using e-mail both in school and at home i.e. they are taught:

- not to give out their e-mail address unless it is part of a school managed project or to someone they know and trust and is approved by their teacher or parent/carer;
- that an e-mail is a form of publishing where the message should be clear, short and concise;
- that any e-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper;
- they must not reveal private details of themselves or others in e-mail, such as address, telephone number, etc;
- to 'Stop and Think Before They Click' and not open attachments unless sure the source is safe;
- that they should think carefully before sending any attachments;
- that they must immediately tell a teacher / responsible adult if they receive an e-mail which makes them feel uncomfortable, is offensive or bullying in nature;
- not to respond to malicious or threatening messages;

5. Web-publishing

The school has its own website, and the school is registered under the Data Protection Act. Parental consent is gained upon admission to the school. This is required before any text, audio, pictorial or photographic reference to a child or children being published. Records are kept of parents or carers who decline permission. Individual pupils will not be identifiable by name, and names will not be linked to any photographs. Personal information will never be published without prior consent.

6. Reporting incidents

If one or more pupils discover (view) inappropriate material, the first priority is to provide them with support. Children should report any unsuitable sites to the class teacher. The class teacher is then responsible to report the inappropriate material to the ICT co-ordinator. From there the ICT co-ordinator should inform the head teacher and LEA in order to get the sites blocked. Due to the upgraded LGfL filters there are a lot more restrictions placed upon the internet.

Incidents which occur due to non-compliance with the school e-Safety policy should be reported to the e-Safety co-ordinator (Violet Otieno) issues relating to staff misuse must

be referred to the head teacher. Any incidents which refer to children protection must be reported to either Jean Bond or Violet Otieno.

7. Parents and the community

Internet use in pupils' homes is increasing rapidly, encouraged by low cost access and developments in mobile technology. Unless parents are aware of the dangers, pupils may have unrestricted and unsupervised access to the Internet in the home. The school may be able to help parents plan appropriate, supervised use of the Internet at home and educate them about the risks. Parents should also be advised to check whether their child's use elsewhere in the community is covered by an appropriate use policy. Parents' attention will be drawn to the school e-Safety Policy in newsletters, the school prospectus and on the school website.

8. Roles and responsibilities

E-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. The headteacher ensures that the Policy is implemented and compliance with the Policy monitored. The responsibility for e-Safety has been designated to a member of the senior management team. Our school e-Safety Co-ordinator is Astrid Tromp.

Our e-Safety Co-ordinator ensures that she is up to date with e-Safety issues and guidance through the Local Authority e-Safety Officer and through organizations such as Becta and CEOP. The school's e-Safety Co-ordinator ensures the Head, senior management and the Governors are updated as necessary.