

E-Safety and Internet Policy

- *Our E- safety and Internet Policy has been written by the school, building on the Kent NGfL policy and government guidance. It has been agreed by the senior management and approved by governors. It will be reviewed annually.*

Created by: Rachel Burton

Date: 01.04.15

To be revised: 01.04.16

Approved:

Why is E-safety and Internet use important?

- The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, develop parental partnership, 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 requirement/curriculum and a necessary tool for staff and pupils.
- Internet access is an entitlement for pupils who show a responsible and mature approach to its use.
- Internet use and awareness of e-safety, is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide pupils with quality Internet access and e-safety training 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;
- educational and cultural exchanges between pupils world-wide;
- cultural, vocational, social and leisure use in 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 parents, support services, professional associations and colleagues;
- exchange of curriculum and administration data with the LEA and DfES.

How will the Internet use enhance learning?

The school Internet access is designed expressly for pupil use and will include filtering appropriate to the age of pupils.

Pupils will be taught e-safety and what Internet use is acceptable and what is not and given clear objectives for Internet use.

- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Staff should 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 the Internet research.
- E-safety training will be an integral part of the 2014 curriculum, with parental guidance available through the web-site and parental meetings.

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 Learning Platform and/or Internet Service Provider via the ICT co-ordinator.

Schools should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.

How will the Riverside Learning Platform 'Juniverse' be managed?

The school will provide access to a Learning Platform. It is an environment which enables staff and students to exchange ideas, submit and receive educational resources.

It is the responsibility of the user to utilise the Learning Platform in a sensible, reasonable and educationally appropriate manner. This includes:

- Taking all reasonable steps to ensure that files uploaded onto the Learning Platform are free from viruses or other malicious software files (i.e. performing a virus scan)
- Access to the Learning Platform should only be made via the authorised account and password of the user, which should not be divulged to any other person
- Users should not allow themselves to become involved in online activities or discussions which are offensive, abusive or illegal
- By logging into the Learning Platform acknowledge that all users are responsible and accountable for all computerised communications sent using

the Learning Platform, even in the event that the Learning Platform is used outside of the school premises

- Computerised communications includes email messages sent, forum/blog/wiki postings, chat messages and any other textual, graphical or audio-visual communication made possible through the medium of computers
- Users are also informed that a number of Acts exist within the United Kingdom which relate to the use of computer-based communicative tools. These Acts should be adhered to when utilizing the Learning Platform and are listed below:
 - [The 1988 Copyright, Designs and Patents Act](#)
 - [The 1990 Computer Misuse Act](#)
 - [The 1998 Data Protection Act](#)
- Users should report undesirable websites and email/chat-room/forum or personal messages to a teacher – who will then ensure that this report is followed up by appropriate action

The school will reserve the right to examine or delete any files that may be held on its computer network or Learning Platform which are deemed to be in breach of the above.

The school will also reserves the right to monitor forum/blog/wiki postings, chat-room activity and all form of electronic messages which take place within the Learning Platform. Failure to adhere to the above guidelines may be the subject of further action. Furthermore, publication of abusive, illegal, offensive or controversial material is against the spirit of an educational learning environment and may be the subject of further action.

How will e-mail be managed?

Pupils may only use approved e-mail accounts on the school system or through the Learning Platform.

- Access in school to external personal e-mail accounts may be blocked.
- 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.

How should Learning Platform content be managed?

The point of contact on the Learning Platform should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.

Learning Platform photographs that include pupils will be selected carefully and only available to view through the secure log-in procedure for staff and children.

Written permission from parents or carers will be obtained before photographs of pupils are published on the Learning Platform.

- The Computing Coordinator and Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate. This role may also be delegated to editors of Learning Platform pages and class teachers where appropriate.
- The Learning Platform should 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.

How can emerging Learning Platform and Internet applications be managed?

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

How will Learning Platform and/or Internet access be authorised?

Each member of staff and children will have their own individual log-in to the Learning platform.

The Computing coordinator will keep a record of all staff and pupils who are granted Learning Platform and Internet access.

The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn.

- Parents will be informed that pupils will be provided with Learning Platform and supervised internet access.
- Parents will be asked to sign and return a consent form.

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 Calderdale Council can accept liability for the material accessed, or any consequences of Learning Platform or 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/Computing Coordinator will ensure that the Learning Platform and E-Safety/Internet policy is implemented and compliance with the policy monitored.

How will filtering be managed?

The school will work in partnership with Calderdale, Ms Greenwood, the LEA and DfES 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 Computing co-ordinator.

- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

How will the policy be introduced to pupils?

Rules for Learning platform and E-safety/Internet access will be posted in all rooms where computers are used.

Pupils will be informed that Learning Platform and Internet use will be monitored.

Instruction in responsible and e-safety use should precede Learning Platform and Internet access.

How will staff be consulted?

All staff must accept the terms of the 'Responsible Learning Platform and Internet Use' statement before using Learning Platform and/or Internet resource in school.

All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the E-safety and Internet Policy, and its importance explained.

- Staff should be aware that Learning Platform and Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- The monitoring of the Learning Platform and Internet use is a sensitive matter. Staff who operate monitoring procedures should be supervised by senior management.
- Staff development in safe and responsible Learning Platform, E-safety and Internet use and on the school Learning Platform and 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.

- Use of portable media such as memory sticks and CD-ROMs will be reviewed. Portable media may not be brought into school without specific permission and a virus check.

How will complaints regarding Internet use be handled?

Responsibility for handling incidents will be delegated to a senior member of staff.

Any complaint about staff/pupil misuse must be referred to the Computing Coordinator/Headteacher.

- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils will need to work in partnership with staff to resolve issues.
- There may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.
- Sanctions available include:
 - informing parents or carers;
 - removal of Learning platform, Internet or computer access for a period.

How will parents' support be enlisted?

Parents' attention will be drawn to the E-safety and Internet Policy in newsletters and on the school web site.

- Learning Platform, E-safety and 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 Learning Platform, E-safety and Internet use at home.

Juniverse and Internet Use

These rules help us to be fair to others and keep everyone safe.

- **I will ask permission before using the Juniverse and/or the Internet.**
- **I will only access Juniverse with my allocated user name and password.**
- **I will only alter, look at or delete my own files (or those I am given permission to access).**
- **I understand that I must not bring software or USB pen drives into school without permission.**
- **If I see anything I am unhappy with, I will tell a teacher/carers immediately.**
- **I understand what cyber-bullying is. I will be polite and courteous when using the Internet.**
- **I understand that the school may check my Juniverse site, any computer files, and the Internet sites I visit.**
- **I understand that if I deliberately break these rules, I may not be allowed to use the Juniverse, Internet or computers.**

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials 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 unauthorised or unlawful text, imagery or sound.

E-Safety and Internet Use

As part of your child's curriculum and the development of computing skills, Riverside Junior School has provide your child with access to a Learning Platform – the '**Juniverse**'. A Learning Platform provides an environment which enables staff and children not only to exchange ideas, but submit and receive educational resources – both at school and through internet access at home.

The Juniverse provides an excellent opportunity for your child to share with you the learning that has taken place during the school day, as well as providing an online educational community enabling children to collaborate and explore ideas with their peers.

The Juniverse is accessed by your child through a unique reference login with each child/member of staff having an individual account. Most areas of the platform are only accessible by staff and children at the school. All input on and access to the Juniverse is carefully controlled and monitored.

Please would you read the Rules for E-Safety and Internet Use and sign and return the consent form so that your child may use the Juniverse. All policies relating to the use of computers in school, and e-safety are available to read on the school website – if you require a hard copy please contact school.

If you have any questions please do not hesitate to contact me.

Yours sincerely

Rachel Burton
Deputy Head

Our School

E-Safety and Internet Use

Please complete, sign and return to school

Pupil:

Class:

Pupil's Agreement

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

Signed:

Date:

Parent's Consent for Juniverse and Internet Access

I have read and understood the school rules for E-Safety and Internet use and give permission for my son / daughter to access the Juniverse and Internet. I understand that the school will monitor and control content on the Juniverse. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials on the internet or school computer system. 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 Juniverse or Internet facilities.

Signed:

Date:

Please print name:

Parent's Consent for Juniverse/Web Publication of Work

I agree that, if selected, my son/daughter's work may be published on the Juniverse. I also agree that photographs that include my son/daughter may be published subject to the school rules.

Signed:

Date:

Parent's Consent for internet and photographs

I agree that photographs that include my son/daughter may be published subject to the school rules.

Signed:

Date: