

Hall Green Primary School



Internet Usage and E-safety Policy

Internet and E-Safety at Hall Green Primary School

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N.B: This policy should to be read alongside the National Curriculum (published 2013) as well as other school policies including:

- *Computing Policy*
- *Acceptable User Policy*
- *Inclusion policy*
- *Special Needs policy*
- *Child Protection Policy*
- *Health and Safety Policy*
- *Home School Agreement and Behaviour (including Anti-Bullying) Policy*

1 Introduction

- 1.1. The resources used by pupils at Hall Green Primary School are usually carefully chosen by the teacher and determined by curriculum policies. Use of the Internet, by its very nature, will occasionally provide access to information which has not been selected by the teacher - particularly as children reach the later years of Key Stage 2. Within school and our wider community, there is genuine cause for concern that children may access unsuitable material either accidentally or deliberately.
- 1.2. The purpose of this document is to provide a basis for us all to secure safety online. It's content has been devised in accordance with national guidance from BECTA and 3 key documents "*E-Safety: Developing whole-school policies to support effective practice, Safeguarding children in a digital world and Signposts to Safety*". It should be considered alongside complementary school policies on Child Protection, Health and Safety, Home-School Agreement and Behaviour (including the Anti-bullying policy). Under the "Every Child Matters" framework, the implementation of this policy seeks to ensure that children stay safe, and that they "be protected from harm and neglect and grow up able to look after themselves."

- 1.3. The Internet and other digital and information technologies are powerful tools that open up new opportunities for everyone. We believe that the benefits to pupils from access to the resources of the Internet, far exceed the disadvantages. Ultimately, the responsibility for setting and conveying the standards that children are expected to follow, when using media and information resources, is one the School shares with parents and guardians. We feel that the best recipe for success lies in a combination of site-filtering, of supervision and by fostering a responsible attitude in our pupils in partnership with parents.

2 Using the Internet for Education

2.1 The benefits include

- access to a wide variety of educational resources including libraries, art galleries and museums, that can stimulate discussion and promote creativity
- rapid and cost effective world-wide communication
- gaining an understanding of people and cultures around the globe
- staff professional development through access to new curriculum materials

2.2 At Hall Green, we teach pupils about the vast information resources available on the Internet, using it as a planned aspect of many lessons. All staff will review and evaluate resources available on web sites appropriate to the age range and ability of the pupils being taught and the Computing Curriculum Leader will assist in the dissemination of this information.

2.3 It is essential that every child in the school reviews our expectations (as outlined in this policy) when using the internet regularly. As well as being referred to throughout the academic year regularly, E-safety is *discretely* taught to pupils at the beginning of each academic year and is age appropriate. For this, we use the 'Hectors World' interactive programme, found at www.thinkuknow.co.uk/hectorsworld

2.4 Initially the pupils may be restricted to sites that have been reviewed and selected for content. They may be given tasks to perform using a specific group of web sites. We are currently reviewing our VLE but hope to provide pupils, staff, governors and parents access to a new secure VLE in due course. Within this site, all stakeholders will have the opportunity to exchange information with others via email.

- 2.5 As pupils gain experience, they will be taught how to use searching techniques to locate specific information for themselves. Comparisons will be made between researching from different sources of information such as CD Roms, books and the World Wide Web. We hope that pupils will learn to decide when it is appropriate to use the Internet as opposed to other sources of information, in terms of: the time taken; the amount of information found; the usefulness and reliability of information located.
- 2.6 At times information, including photographs and images, may be downloaded from the Internet for use in pupils' presentations. As children become older, tasks will be set to encourage pupils to view web sites and information with a critical eye. However, Hall Green Primary School discourages the downloading of text for inclusion in pupils' work. As well as encouraging pupils to create original work and avoid plagiarism (a serious academic offence), Hall Green Primary School considers it appropriate to emphasise the importance of protecting intellectual property rights and, in particular, copyright. Pupils will be made aware of these issues and, as soon as they are able, will be encouraged to look for copyright information on websites, so reinforcing their understanding of the importance of copyright. Within Computing lessons, from Year 1 up, children will be taught how to search for safe images that have been set to 'modify'.
- 2.7 Within our school network, pupils and staff will have the ability to upload and share appropriate photographs and videos of themselves. This site is password protected and whilst monitored by all teachers, the process will be overseen by the Computing Co-ordinator and Child Protection Officer. No photographs or videos will be published to the site unless approved by a permanent teacher, and no images of children will be published to the site unless parents/guardians have signed an agreement for this to happen. **At no point** should photographs and videos be accessible by the general public.

3 Pupils' Access to the Internet

- 3.1 Hall Green Primary School will use Sandwell Council's actively monitored and 'filtered' Internet Service, which will minimise the chances of pupils encountering undesirable material. No pupil is able to use a mobile phone during school hours/trips and so internet access should only occur via the school networks. We will only ever allow children to use the Internet when there is a responsible adult present to supervise them.

- 3.2 Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils, on a regular basis, the expectation we have of them. Teachers will have access to pupils' emails and workspaces, and will make periodic checks these on a regular basis to ensure expectations of behaviour are being met.
- 3.3 Hall Green will endeavour to make parents and carers aware of the potential misuse and dangers involved when pupils access the internet.

4 Expectations for Internet use

- 4.1 At Hall Green primary School, we expect everybody to follow the Acceptable user policy. We also expect the following:
- Everyone to be responsible for their own behaviour on the Internet, just as they are anywhere else in school.
 - Pupils must always ask permission before using the Internet and have a clear idea why they are using it.
 - Children and staff will never reveal personal details, home addresses and telephone numbers on the web or in dialogue with other Internet users.
 - Children will not engage in any form of conversation or dialogue with unknown users on the Internet without permission and supervision from their teacher.
 - The use of public chat rooms and Internet Messaging Services is prohibited.
 - The use of public social networking sites such as Facebook are not appropriate to primary education and the use of the Internet for such purposes is not permitted.
 - Files may only be downloaded by staff, or children under supervision.
- 4.2 Pupils using the Internet are expected not to deliberately seek out offensive materials. Should any such material be encountered accidentally, or if any child finds themselves uncomfortable or upset by anything they discover on the Internet, they will turn off the monitor immediately and report it immediately to the supervising adult. (Any adult should report it to the Computing Leader or Head Teacher immediately. Arrangements can then be made to request that the ISP- Internet Service Provider- blocks the site).

- 4.3 Pupils should only access the network using their own class login. No network user should access other people's files unless permission has been given.
- 4.4 All activity on the network will be monitored by Forensic Software and reports sent weekly to the Computing co-ordinator and the Head Teacher who will act on any miss-use.
- 4.5 Any infringement of these conditions of use will be dealt with by the class teacher/Head Teacher as appropriate and sanctions may apply. Parents will be informed.

5 School Web Site Guidelines

- 5.1 A web site can celebrate good work, promote the School, develop children's understanding of the internet as a 'public' domain, develop children's e-safety, publish resources for projects and homework, and link to other good sites of interest. However, to protect our children, the following guidelines will be adhered to:
- Children are only referred to by first names on our school website
 - Images of children will only be used on our password protected network and only for those children whose parents/guardians have signed the agreement at the beginning of the year.
 - Group photographs will not contain a names list
 - We will only use images of pupils in suitable dress and suitable stances
 - Home information and e-mail identities will not be included - only the point of contact to the School, i.e., telephone number, school address and e-mail to the school office
 - Work displayed will be of the highest quality and reflect the status and ethos of the School
- 5.2 Parents who would prefer that their children do not appear on our school website, for whatever reason, are asked to indicate this on their agreement form at the beginning of each academic year. We would also request that parents inform the Head Teacher in writing. An up-to-date list of such children is kept in the school office, in each classroom and referred to before new pages are added. If, at any time, a parent expresses concern about usage of an image or piece of work, it will be removed from our site as quickly as possible.

6 Learning Platform

- 6.1 Our Virtual Learning Platform is currently under review.
- 6.2 As our community moves towards use of a Learning Platform, it is important to note that any user who accesses this provision following the review, will be expected to agree to a Community Acceptable Use Policy before access is granted.
- 6.3 As online reporting and parental engagement develops, our e-safety guidelines will be reviewed.

7 Information and further guidance for parents:

We have done all that is possible to ensure children are protected through the use of a filtered service and a requirement that an adult always supervises Internet access. Our children are taught to use the facility sensibly - the rules concerning Internet use are regularly discussed in class and we welcome your endorsement of these. We strongly recommended that parents consider and develop a similar set of rules for the use of the Internet outside of school. You might also like to discuss as a family the issues surrounding the downloading of music, mobile phones, social networking sites, and the use of blogs, within the home environment. You may find the following websites extremely useful to help ensure that children stay safe.

Childnet International is a non-profit organisation working to help make the Internet a great and safe place for young people. These sites are all created by this organisation:

<http://www.childnetint.org>
[.chatdanger.com](http://www.childnetint.org/chatdanger.com)

<http://www.kidsmart.org.uk>

<http://www>

You can find downloadable safety leaflets here:

<http://www.childnet-int.org/downloads/parents-leaflet.pdf>

<http://www.childnet-int.org/downloads/musicLeaflet.pdf>

<http://www.childnet-int.org/downloads/ICRA-Bill-of-Rights.pdf>

<http://www.childnet-int.org/downloads/a2poster.pdf>

Other useful sites include:

Safe Kids

<http://www.safekids.com>

Updated 2015

Cyber Patrol <http://www.cyberpatrol.co.uk>

Net Nanny <http://www.netnanny.com>

CBBC <http://www.bbc.co.uk/cbbc/help/safesurfing> (aimed at KS1)

Bullying Online <http://www.bullying.co.uk>

Think U Know <http://www.thinkuknow.co.uk>

Adopted by staff and governors _____

To be reviewed annually.