

# Summercroft Primary School E safety policy

## **Introduction**

This document is a statement of the aims, principles and strategies for the Acceptable use of ICT at Summercroft Primary School.

This policy will be reviewed when necessary.

## **Why is Internet access important?**

The purpose of an ICT network with broadband Internet access in schools is to raise educational standards, to support the professional work of staff and to enhance the school's management information and business administration systems.

Access to the ICT network with broadband Internet access is a necessary tool for staff and an entitlement for pupils who show a responsible and mature approach. It should be noted that the use of a computer system without permission or for a purpose not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990.

## **What are the benefits to the school?**

The Government has set targets for ICT use in all schools through the National Grid for Learning Initiative. A number of studies and government projects have indicated the benefits to be gained through the appropriate use of the Internet in education, including:

- Access to world-wide educational resources including museums and art galleries
- Inclusion in government initiatives such as NGfL and the Virtual Teacher Centre
- Information and cultural exchanges between students world-wide
- News and current events
- Cultural, social and leisure use in libraries, clubs and at home
- Discussion with experts in many fields for pupils and staff;
- Staff professional development - access to educational materials and good curriculum practice
- Communication with the advisory and support services, professional associations and colleagues
- Exchange of curriculum and administration data with the LEA and DfES

The Government's priorities and proposals for improving the use of interactive technologies to achieve its educational goals are outlined in Harnessing technology (DfES 2005)

The six priorities are to provide:

- an integrated online information service for all citizens
- integrated online personal support for children and learners
- a collaborative approach to personalised learning activities
- a good quality ICT training and support package for practitioners
- a leadership and development package for organisational capability in ICT
- a common digital infrastructure to support transformation and reform

## **Assessment of risk**

In common with other media (including books, magazines, DVDs etc) some material available via the Internet is unsuitable for pupils. The school will supervise pupils and

take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of information available via the Internet, it is not possible to completely guarantee that particular types of material will **never** appear on a terminal. Neither the school nor the LEA can accept liability for the material accessed, or any consequences thereof.

In the light of this, the following measures will be taken:

- The school accesses the Internet via the Hertfordshire Grid. The Grid, which is run by the LEA filters and monitors all Internet access and E-mail use, providing an additional level of protection and normally preventing access to any undesirable sites.
- The school will regularly review methods to quantify and minimise the risk
- The school and the LEA will work to ensure every reasonable measure is being taken
- The Headteacher will ensure that the policy is implemented effectively

#### **How will Internet access be authorised?**

- Internet access is a necessary part of planned lessons. It is an entitlement for pupils based on responsible use;
- At Key Stage 1, access to the Internet will either be by teacher/adult demonstration with pupils accessing specified Internet sites already screened by the teacher, rather than exploring the open Internet;
- At Key Stage 2, Internet access will be granted to pupils as part of the scheme of work, after a suitable introduction to the rules for responsible Internet use;
- Parents/carers will be informed that pupils will be provided with supervised Internet access where it is important to their education (see appendix for Rules for Acceptable use of ICT letter);
- All parents/carers will be given an Acceptable use of ICT permission form which they will be asked to sign and return by a specified date. (Permission will assume to have been granted by parents/carers who do not return the form by the due date.)
- All pupils with parental permission and all staff in the school will normally be assumed to have Internet access rights. Staff and pupils will be removed from the record when access is no longer required.
- Staff and Governors will read and sign the Acceptable use of ICT Statement

#### **How will the security of the school ICT system be maintained?**

- The security of the whole system will be regularly reviewed with regard to threats to security from Internet access
- Personal data sent over the Internet will be secured through the Herts Grid
- Virus protection has been installed and will continue to be updated regularly
- Any personal portable storage devices from outside school may not be brought into school without specific permission and any portable storage devices used on the system, by staff or students will be virus checked

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- The ICT technician will maintain contact with the LEA to ensure that measures for system security are kept up-to-date.

### How will the school ensure Internet access is appropriate and safe?

- Staff will check that sites selected for pupil use are appropriate to the pupil's age and maturity;
- Senior staff will monitor the effectiveness of Internet access strategies
- Access levels will be reviewed as pupils' Internet use expands and their ability to retrieve information develops
- Access to the internet during wet breaktimes will be restricted to sites authorised by the teacher and stored in favourites

### How will the school ensure Internet use provides effective learning?

- Internet access will be planned to enrich and extend learning activities as an integrated aspect of the curriculum;
- Pupils will be given clear objectives for Internet use (*Appendix 1*)
- Pupils will be provided with lists of relevant and suitable Web sites
- Pupils will be educated in taking responsibility for Internet access
- Pupils will be informed that checks can be made on files held on the system
- Pupils using the Internet will be supervised appropriately
- Internet access will be provided through the Hertfordshire Grid which provides a service designed for pupils and includes filtering appropriate to the age of pupils
- The school will work with the LEA and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.

### How will pupils be taught to assess Internet content?

- Pupils will be taught to validate information before accepting it as true, an important aspect of higher levels of subject teaching
- When copying materials from the Web, pupils will be taught to extract relevant information, to reference the source
- 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
- 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
- Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

### How will E-mail be managed?

- Pupils are expected to use E-mail as part of the ICT curriculum as well as the National Grid for Learning Initiative and they may send E-mail as part of planned lessons
- Communications with persons and organisations will be managed to ensure appropriate educational use and that the good name of the school is maintained;
- The forwarding of chain letters is banned;

### **How will publishing on the School Website/Learning Platform be managed?**

- The Headteacher will delegate editorial responsibility to appropriate members of staff to ensure that content is accurate and quality of presentation is maintained;
- The contact point on the Website/Learning Platform will be the school postal and E-mail addresses and telephone and fax numbers. Home information or individual E-mail identities will not be published;
- The Website/Learning Platform will comply with school publications guidelines. Published material will state clearly the author's identity/status, be the author's own work, and credit any other work included
- Pupils will be taught that any work published on the Website/Learning Platform will be accessed by a wide range of audiences, which might include governors, parents or young children;
- Photographs of identifiable individual pupils are published on the Website/Learning Platform with parental permission. Group photographs will not have a name list attached.

### **How will complaints be handled?**

- In the event of unsuitable internet use, a pupil may have Internet or computer access denied for a period;
- Complaints will be dealt with by the Headteacher
- Pupils and parents/carers will be informed of the procedure
- Parents/carers and pupils will need to work in partnership with staff to resolve any issue
- If staff or pupils discover unsuitable sites, the URL (address) and content will be reported to the Hertfordshire Grid;

### **How will staff, pupils and parents/carers be kept informed?**

- All staff including teachers, supply staff, teaching assistants, support staff and governors, will be provided with the Internet Access Policy, and its importance explained (Appendix 3)
- Rules for Internet access will be posted near computer systems. (Appendix 1 and 2)
- Parents' attention will be drawn to the Policy in newsletters, the school brochure and on the school Web site
- A module on responsible Internet use will be included in the PSHCE programme covering both school and home use.

### **How will parents'/carers' support be enlisted?**

- A careful balance between informing and alarming parents/carers will be maintained
- Demonstrations and practical ICT sessions for parents will be organised to encourage a partnership approach

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- Joint home / school guides on issues such as acceptable use of ICT will be established
- Suitable educational and leisure activities that make responsible use of the Internet will be developed with parents

**Policy Prepared by: Teaching and Learning Committee**

Policy Approved by Governing Body on .....

Signed: .....

Title: .....

Date: .....

Date of next Review: .....

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**Appendix 1 Summercroft Primary School**  
**Pupil acceptable internet use agreement/e-Safety Rules**

- ✓ I will only use ICT in school for school purposes.
- ✓ I will only use my class email address when emailing.
- ✓ I will only open email attachments from people I know, or who my teacher has approved.
- ✓ I will not tell other people my ICT passwords.
- ✓ I will only open/delete my own files.
- ✓ I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- ✓ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- ✓ I will not give out my own details such as my name, phone number or home address.
- ✓ I will not arrange to contact someone unless this is part of a school project approved by my teacher.
- ✓ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- ✓ I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my e-Safety.

***Dear Parent/ Carer***

***ICT including the internet, email and mobile technologies, etc has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.***

***Please read and discuss these e-Safety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation please contact the head teacher.***

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We have discussed the internet user agreement and .....(child's name) agrees to follow the e-Safety rules and to support the safe use of ICT at Summercroft Primary School.

Parent/Carer Signature ..... Child's class.....

## Appendix 2

# MILE and stay safe

**S**taying safe means keeping your personal details private, such as full name, phone number, home address, photos or school. Never reply to ASL (age, sex, location)

**M**eeeting up with someone you have met online can be dangerous. Only meet up if you have first told your parent or carer and they can be with you.

**I**nformation online can be untrue, biased or just inaccurate. Someone online may not be telling the truth about who they are - they may not be a 'friend'

**L**et a parent, carer, teacher or trusted adult know if you ever feel worried, uncomfortable or frightened about something online or someone you have met or who has contacted you online.

**E**mails, downloads, IM messages, photos and anything from someone you do not know or trust may contain a virus or unpleasant message. So do not open or reply



## Appendix 3

### Staff, Governor and Visitor Acceptable Use Agreement / Code of Conduct



ICT and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the ICT subject leader who is the school e-Safety coordinator.

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body.
- I will not install any hardware or software without permission of the ICT technician
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes inline with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Head teacher.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Head teacher.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.

#### User Signature

I agree to follow this code of conduct and to support the safe use of ICT throughout the school

Signature ..... Date .....

Full Name .....(printed)

Job title .....