

Policy – e-Safety 2019

Rationale

The purpose of Internet access in school is to raise the achievement of pupils, to support the professional work of staff and to enhance the school's management information and business administration systems.

Access to the Internet is a necessary tool for all staff and students irrespective of gender, race, religion, culture or ability. It is an entitlement for students who show a responsible and mature approach.

The appropriate use of the Internet can now provide a number of benefits to the school.

Aims

- To provide pupils with their entitlement for ICT;
- To use the Internet safely and effectively;
- To protect the school from undesirable content;
- To access the school website.
- To raise the awareness of staff and students to the benefits of Internet access.

Objectives

- To develop strategies to use the Internet;
- To encourage suitable use through the implementation of a contract with users;
- To promote the use of the Internet as a learning tool.

Guidelines

Parental involvement

Due to the increased use of the Internet in homes, the school will try to increase the involvement of parents/ guardians in developing safe Internet practices through:

- Parents / guardians will be required to read the Rules for Responsible Internet Use and sign a permission slip for their child, giving permission for that child to access the Internet at school;
- Suitable educational and leisure activities that make responsible use of the Internet will be developed with parents.
- The website has links to the Know It All site.
- Parents will be offered training on e- safety biannually.

Pupil involvement

Pupils will be taught to:

- Validate information before accepting that it is necessarily accurate;
- Examine the information and how it is displayed compared to other media;
- Validate whether the Internet resource is more or less appropriate than resources from other places;
- Acknowledge the source of information, when using Internet material for their own use;
- Show awareness that the writer of an e-mail or the author of a Web page might not be the person claimed;
- Encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.
- Understand why Internet use will be supervised and sites selected will be monitored;
- Understand the importance of regular training on E Safety.
- Inform the co-ordinator if their password is being used by another person or has been lost;

- Report unsuitable sites to the ICT co-ordinator or teacher; the URL (address) and content will be reported through ICT co-ordinator to the BLN(Bradford Learning Network).

Responsibilities

Role of the Academy Council

To ensure that:

- There is an e-safety Policy document written;
- All staff have been given the opportunity to discuss the policy;
- The policy is ratified and reviewed as regularly.

Role of the Headteacher

To ensure that all staff are:

- Given opportunities to discuss the issues associated with Internet Access and develop appropriate teaching strategies;
- Given appropriate training;
- Aware that monitoring of Internet Access takes place both for staff and pupils;
- Provided with or have access to the Internet Access Policy, and its importance explained;

To ensure that:

- Parents' attention will be drawn to the Policy in newsletters, the school brochure and on the school website;
- New facilities will be thoroughly tested before pupils are given access;
- The policy is implemented and reviewed as necessary.

Role of the Staff

To ensure that:

- They know the rules for Internet access;
- There is equality of access within the classroom;
- They inform the designated person of any problems when they arise;
- They supervise pupils' when they access the Internet;
- They use the Internet in a responsible manner, in line with local and national guidance.
- They maintain a secure password for their school network login.
- They understand the importance of data and data protection, and will not carry photos or sensitive files on their memory sticks or hard drive that are not password protected.
- They understand that if they use personal equipment in school, school has the right to inspect and monitor that equipment at any time.
- Will maintain a responsible and professional attitude when using any social media, such as facebook, twitter and instagram. Information and comments about school should **never** be shared via social media.

Role of the Pupils

- To read and understand the Rules for Responsible Use guidance or have them explained by a teacher where necessary; Rules for Internet access will be posted near computer systems (Rules are there to protect legitimate use).
- To access the Internet in a sensible manner;
- To report to an adult any material which they receive that they consider offensive or inappropriate;
- To refrain from giving their name, address or contact numbers to any person without permission from a parent, carer or teacher.
- To use safe search, and other resources in a responsible, fair manner.
- To refrain from, and understand the dangers of, cyber bullying.

Equal Opportunities

To make sure that that all pupils receive their curriculum entitlement, it is essential that opportunities are provided for pupils to access the Internet, regardless of gender, race, religion, ethnic group, culture or ability. It is equally important that all staff are given the opportunity to access the Internet.

Special Needs

IT can be a positive tool for children with Special Educational Needs. Access to the Internet is therefore a vital link with which communication to the outside world can be achieved. Access to the Internet can also stimulate children to develop their ideas and research independently.

Resources

It is expected that resources will be used from the Internet for teaching and learning materials. Copyright will need to be acknowledged where necessary.

Neither the school nor the Council will be liable under any circumstances for any injury, distress, loss or damage to the pupil or parents, which may arise directly or indirectly from the pupil's use of the Internet facilities, the use of e-mail, or from other pupils unauthorised use of those facilities or e-mail.

The policy will be reviewed every 2 years.

Signed *ALubomski*

Headteacher

Date: 24.1.19

Signed: *EJones*

Chair of the Academy Council

Date: 24.1.19

Sacred Heart Catholic Primary School, A Voluntary Academy

Children's Rules for Responsible Internet Use

The school has installed computers with internet access to help our learning. These rules will help keep us safe and help us be fair to others.

Using the computers:

- I will only access the computer system, with the login and passwords I have been given;
- I will not access other people's files;
- I will not bring in disks or memory sticks from outside school and try to use them on the school computers without the teachers consent.

Using the internet:

- I will ask permission from a teacher before using the internet;
- I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself;
- I understand that the school may check my computer files and may monitor the internet sites I visit;
- I will not complete and send forms without permission from my teacher;
- I will not give my full name, my home address or telephone number
- I will not send bullying messages to other computer users or their mobile phones.
Cyber bullying is wrong!

Using e-mail:

- I will ask permission from a teacher before checking the e-mail;
- I will immediately report any unpleasant messages sent to me because this would help protect other pupils and myself;
- I understand that e-mail messages I receive or send may be read by others;
- The messages I send will be polite and responsible;
- I will only e-mail people I know, or my teacher has approved;
- I will not give my full name, my home address or telephone number;
- I will not use school's e-mail to arrange to meet someone outside school hours.

Pupil name:

Signed:

Date: