INTERNET AND ON-LINE POLICY

The Internet is now as commonplace as the telephone or TV and its effective use is an essential life-skill. Unmediated Internet access brings with it the possibility of placing pupils in embarrassing, inappropriate and even dangerous situations. A policy is required to help to ensure responsible use and safety of pupils.

The Kent NGfL Internet Policy as adapted for use in RBWM is built on the following five core principles

1. Significant educational benefits should result from curriculum Internet use including access to information from around the world and the abilities to communicate widely and to publish easily. Internet use should be planned, task-orientated and educational within a regulated and managed environment. Directed and successful Internet use will also reduce the opportunity for activities of dubious worth.

2. 21st Century life presents dangers including violence, racism, bullying and exploitation from which children and young people need to be protected. At the same time, they need to learn to recognise and avoid these risks, perform risk assessments and implement a policy for Internet use. Risk assessments should be reviewed frequently. Pupils need to know how to cope if they come across inappropriate material.

3. Internet safety depends on staff, schools, governors, advisors, and parents and, where appropriate, the pupils themselves taking responsibility for the use of Internet and associated communication technologies. The balance between education for responsible use, regulation and technical solutions must be judged carefully.

4. The use of a limited and expensive resource, which brings with it the possibility of misuse, must be regulated. In some cases, access within schools must simply be denied, for instance unmoderated chat rooms present immediate dangers and are banned. Fair rules, clarified by discussion are constantly reinforced by both class teachers and in Computing lessons and this, we hope, will help pupils make responsible decisions.

5. This document describes strategies to help to ensure responsible and safe use. They are based on limiting access, developing responsibility and on guiding pupils towards educational activities. Strategies must be selected to suit the school situation and their effectiveness monitored. There are no straightforward or totally effective solutions and staff, parents and the pupils themselves must remain vigilant.

Our Internet policy has been written by the school, building on the RBWM policy framework adapted from KENT NGfL policy, and government guidance. It has been agreed by senior management and approved by governors. It will be reviewed bi-annually.

- The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, 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 curriculum and a necessary tool for staff and pupils
- Internet access is an entitlement for students who show a responsible and mature approach to its use
- The Internet is an essential element of 21st Century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience

How does the Internet benefit education?

Benefits of using the Internet is education include:

- Access to the world-wide educational resources including museums and art galleries
- Educational and cultural exchanges between pupils world-wide
- Cultural, vocational, social and leisure use in libraries, 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 support services, professional associations and colleagues
- Improved access to technical support including remote management of networks
- Exchange of curriculum and administration data with the LA and DfE
- Home Learning can be enriched if pupils have internet access at home

How will Internet use enhance learning?

- 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 in research, including the skills of knowledge location and retrieval

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 Internet Service Provider via the Computing co-ordinator
- Schools should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy
- Pupils will be taught to acknowledge the source of information and to respect copyright when using Internet material in their own work
- Training should be available to staff in the evaluation of Web materials and methods of developing students' critical attitudes
- Pupils may only use approved e-mail accounts on the school system
- Pupils must immediately tell the teacher if they receive an offensive e-mail
- Pupils must not reveal details of themselves or others, such as address or telephone number, or arrange to meet anyone in e-mail communications
- Access from school to external personal e-mail accounts will be restricted
- School e-mail addresses may not be used for social benefit

- 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
- The forwarding of chain letters is banned

How Should Web Site content be managed?

Photographs of a pupil should not be published on the Intranet or the Internet without the parent's/carers written permission.

- The point of contact on the Web Site should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published
- Web site photographs that include pupils will be selected carefully and will not enable individual pupils to be easily identified
- Pupils' full names will not be used anywhere on the Web site, particularly associated with photographs
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site
- The Headteacher or nominee will take overall editorial responsibility and ensure content is accurate and appropriate
- The Web site 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

Are Newsgroups and chat safe?

- Pupils will not be allowed access to public or unregulated chat rooms
- Children should use only regulated educational chat environments. This use will always be supervised when it takes place in school and the importance of chat room safety emphasised
- A risk assessment will be carried out before pupils are allowed to use a new technology in school.

How can emerging Internet uses 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 for formal school time. The sending of abusive or inappropriate text messages is forbidden

How will Internet access be authorised?

- The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance a member of staff leaving or the withdrawal of a pupil's access
- At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials
- Parents/carers will be informed that pupils will be provided with supervised Internet access
- Parents/carers will be asked to read the letter from the Headteacher and the 'Responsible Internet Use' documents on Pages 6 and 7. Parents/Carers are asked to write in if they do not want their child to have access

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 RBWM can accept liability for the material accessed, or any consequences of 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 will ensure that the Internet policy is implemented and compliant with the policy monitored

How will filtering be managed?

- The school will work in partnership with parents, the LA, DfE and the Internet Service Provider, EXA via Turniton, 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 Internet Service Provider via the ICT Coordinator
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable
- Any material that the school believes is illegal must be referred to the Internet Watch Foundation
- Filtering strategies will be selected by the school in discussion with the filtering provider where appropriate. Where possible, the filtering strategy will be selected to suit the age and curriculum requirements of the pupil

How will the policy be introduced to pupils?

- Rules for Internet access will be emphasised whenever pupils are using the internet
- Pupils will be informed that Internet use will be monitored
- Instruction in responsible and safe use should precede Internet access

How will staff be consulted?

- All staff must accept the terms of the 'Responsible Internet Use' statement before using any Internet resource in school
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the School Internet Policy, and importance explained
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential
- The monitoring of Internet use is a sensitive matter. Staff who operate monitoring procedures should be supervised by senior management
- All staff will be asked to complete a Key Online training course which will cover the following areas to support staff:
- The '4Cs' of online safety, and how to spot that a child may be suffering or at risk
- Apps that your pupils may be using and the associated risks
- Cyber-bullying and how to deal with an incident

- Sharing nudes and semi-nudes and how to deal with an incident
- Cybercrime and what to do if you're worried a child is involved

On-Line safety Useful sites:

Useful sites

Think you know

http://www.thinkuknow.co.uk

Report Abuse

http://www.ceop.gov.uk/reportabuse/index.asp

Childnet International

http://www.childnet.com/kia

Safe Social Networking

http://www.safesocialnetworking.com

Microsoft Family Safety Site

http://www.microsoft.com/protect/family

Facebook Safety

http://www.facebook.com/safety

Please also refer to our:

Safeguarding and Child Protection Policy

Preventing Extremism and Radicalisation Policy

Remote Learning Policy

July 2023

Dear Parents/Carers

Responsible Internet Use

As part of your child's curriculum and the development of Computing skills, Oldfield Primary School is providing supervised access to the Internet. We believe that the use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world.

When children enter EYFS, they are given an e-mail address to access 'Microsoft Teams' at home with the help of their parents/carers. Once they reach Year 1, they will receive Computing lessons which will involve appropriate supervised access to the Internet and at the end of Year 2 or the beginning of Year 3 they will be shown how to use their email independently.

Please would you read the Rules for Responsible Internet Use on the reverse of this letter and discuss this with your child. If you do not wish your child to be given a school e-mail address or have controlled access to the Internet, please would you confirm this in writing to me or our IT Coordinator Ms Fran Hodge.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in school. Our school Internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe Internet access if you wish. We also have leaflets from national bodies that explain the issues further.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any damages arising from your child's use of the Internet facilities.

All pupils are required to behave in a responsible way when using the Internet and to be mindful of their own safety. Any breach of these rules will be assessed on an individual basis and the school's behaviour policy applied as relevant.

Should you wish to discuss any aspect of Internet use (or to see a lesson in operation) please telephone me to arrange an appointment.

Yours sincerely

Catherine Page
Headteacher

Oldfield Primary School

Responsible Internet Use

We use the school computers and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any Web site, unless my teacher has already approved that site.

- On a network, I will use only my own login and password, which I will keep secret.

- I will not look at or delete other people's files.

- I will not bring in memory sticks or removable media into school without permission.

- I will only e-mail people, or organisations my teacher has approved.

- The messages I send will be polite and sensible.

- When sending e-mail, I will not give my home address or phone number, or arrange to meet someone.

- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.

- I will not use Internet chat or access public or unregulated chat rooms

- If I see anything I am unhappy with, or I receive messages I do not like, I will tell a teacher or responsible adult immediately.

- I know that the school may check my computer files and may monitor the Internet sites I visit.

- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mail and the deletion of inappropriate materials in circumstances 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 text or imagery which is unauthorised or unlawful.

Consent Form - Staff

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Oldfield Primary School ## Responsible Internet Use
Please complete, sign and return to the school office as soon as possible
Name:
Staff Agreement I have read and understand the school Rules for Responsible Internet Use. I will make sure that I and children of Oldfield School will use the computer system and Internet in a responsible way and obey these rules at all times.

Name: ***Signed:***	 ***Date:***