Whinney Banks Primary School

<u>Internet Access Policy</u> (updated June 2023)

This policy outlines our purpose in providing e-mail online messaging facilities and access to the internet within school and explains how the school is seeking to avoid the potential problems that unrestricted internet access could give rise to. This Policy also applies to any devices loaned from school for use at home.

Internet access in school

Providing access to the internet in school will raise educational standards and support the professional work of staff.

Teachers and pupils will have access to web sites world-wide (including museums and art galleries) offering educational resources, news and current events. Longer term, there will be opportunities for discussion with experts in many fields and to communicate and exchange information with students and others world-wide.

Staff also have the opportunity to access educational materials **to support learning**. In time they will also be able to communicate with the advisory and support services, professional associations and colleagues; exchange curriculum and administration data with the LA and DCSF; receive up-to-date information and participate in government initiatives such as NGfL and the Virtual Teacher Centre.

Staff, including supply staff, will not be expected to take charge of an internet activity without training and signing to state that the have understood this policy. Staff will be given opportunities to discuss the issues and develop good teaching strategies. All staff (including teachers and classroom assistants) and any other adults involved in supervising children accessing the internet, will be provided with the School Internet Access Policy, and will have its importance explained to them. **They will then sign to say that they have read and fully understand the policy.**

Children will be required to read the rules for responsible internet use (see below) and then sign to state that they have read and understood them (or have had them read by an adult).

Copies of the rules for responsible use are available on our website and parents are required to contact the school if there are any queries.

Online Safety

At Whinney Banks Primary School, the Headteacher, ICT co-ordinator and other members of the senior leadership team annually review the policy and the administration of the caching/filtering service.

Ensuring internet access is appropriate and safe

The internet is a widely used communications medium and is freely available to any person wishing to send e-mail or publish a web site. In common with other media such as magazines, books and video, some material available on the internet is unsuitable for pupils. Pupils in school are unlikely to see inappropriate content in books, due to selection by publisher and teacher, and the school will take every practical measure to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the internet. The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- Our internet access is purchased from OneIT which provides a service designed for pupils including a "firewall" filtering system intended to prevent access to material inappropriate for children;
- Children using the internet will normally be working in the classroom, during lesson time and will be supervised by an adult (usually the class teacher) at all times;
- Staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils;
- Staff will be particularly vigilant when pupils are undertaking their own search and will check that the children are following the agreed search plan;
- Pupils will be taught to use e-mail online messaging and the internet responsibly in order to reduce the risk to themselves and others;
- Our Rules for Responsible Internet Use will be easily accessible to all staff to be shared with children;
- The ICT Co-ordinator will monitor the effectiveness of internet access strategies;
- The ICT Co-ordinator will ensure that occasional checks are made on files to monitor compliance with the school's Internet Access Policy;
- The Head Teacher will ensure that the policy is implemented effectively;
- Methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in consultation with colleagues from other schools and advice from the LA, our Internet Service Provider and the DCSF.
- The Head Teacher and ICT co-ordinator are fully aware of the Online Safety incidents flow chart provided by Middlesbrough Council.

It is the experience of other schools that the above measures have been highly effective. However, due to the international scale and linked nature of information available via the internet, it is not possible to guarantee that particular types of material will never appear on a computer screen. *Neither the school nor the LA can accept liability for the material accessed, or any consequences thereof.*

A most important element of our Rules of Responsible Internet Use is that pupils will be taught to tell an adult **immediately** if they encounter any material that makes them feel uncomfortable.

If there is an incident in which a pupil is exposed to offensive or upsetting material the school will wish to respond to the situation quickly and on a number of levels. Responsibility for handling incidents involving children will be taken by the ICT Co-ordinator and the Child Protection Officer in consultation with the Head Teacher and the pupil's class teacher.

- If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. Where appropriate, the pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue;
- If staff or pupils discover unsuitable sites the ICT co-ordinator will be informed. The PC should be left on but have the screen turned off so that the URL (address) of the unsuitable site can be obtained. The ICT Co-ordinator will report the URL (address) and content to the Internet Service Provider and the LA; if it is thought that the material is illegal, after consultation with the ISP and LA, the site will be referred to the Internet Watch Foundation and the police.
- Any incidents will be logged by the ICT co-ordinator in a safe and secure place.

Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying the Rules of Responsible Internet Use, which have been designed to help protect them from exposure to internet sites carrying offensive material. If pupils abuse the privileges of access to the internet or use of e-mail online messaging facilities by failing to follow the rules they have been taught or failing to follow the agreed search plan when given the privilege of undertaking their own internet search, then sanctions consistent with our School Behaviour Policy will be applied. This may involve informing the parents/carers. Teachers may also consider whether access to the internet may be denied for a period.

Parents are expected to follow the signed Loan Agreement when using school equipment.

Parents should immediately report any unpleasant or inappropriate material or messages that make their child feel uncomfortable to the school or if serious via the CEOP web link
https://www.ceop.police.uk/ceop-reporting/

Maintaining the security of the school ICT network

We are aware that connection to the internet significantly increases the risk that a computer or a computer network may be infected by a virus or accessed by unauthorised persons.

Parents should inform school immediately if they suspect their loaned device has been infected by a virus or accessed by unauthorised persons.

Using the internet to enhance learning

Pupils will learn how to use a web browser. Older pupils will be taught to use suitable web search engines. Staff and pupils will begin to use the internet to find and evaluate information. Access to the internet will become a planned part of the curriculum that will enrich and extend learning activities and will be integrated into the class schemes of work.

As in other areas of their work, we recognise that pupils learn most effectively when they are given clear objectives for internet use.

Different ways of accessing information from the internet will be used depending upon the nature of the material being accessed and the age of the pupils:

- Access to the internet may be by teacher (or sometimes other-adult) demonstration;
- Pupils may access teacher-prepared materials, rather than the open internet;
- Pupils may be given a suitable web page or a single web site to access;
- Pupils may be provided with lists of relevant and suitable web sites which they may access. If home access is required, relevant passwords and user names will be provided;
- Older, more experienced pupils may be allowed to undertake their own internet search having agreed a search plan with their teacher; pupils will be expected to observe the Rules of Responsible Internet Use both in school and at home and will be informed that checks can and will be made on files held on the system and the sites they access.

Pupils accessing the internet will be supervised by an adult, normally their teacher or teaching assistant, at all times. If home access is required, children should be supervised by an adult. They will only be allowed to use the internet once they have been taught the Rules of Responsible Internet Use and the reasons for these rules. Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor the children using the internet.

Throughout the year, children will be educated about Online Safety as part of our Computing and PSHE curriculum to ensure safe and responsible use of the internet. This will cover the three main areas of content, contact and conduct.

Using information from the internet

We believe that, in order to use information from the internet effectively, it is important for pupils to develop an understanding of the nature of the internet and the information available on it. In particular, they should know that, most of the information on the internet is intended for an adult audience, much of the information on the internet is not properly audited/edited and most of it is copyright protected.

- Pupils will be taught to expect a wider range of content of varying levels and for a wide audience
- Teachers will ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the internet;
- When copying materials from the Web, pupils will be taught to observe copyright;
- Pupils will be made aware that the writer of an e-mail online message or the author of a web page may not be the person claimed.

Using online communications

Pupils will learn how to use various online messaging systems including an e-mail application and be taught appropriate conventions. Staff and pupils will begin to use online methods to communicate with others, to request information and to share information.

It is important that communications with persons and organisations are properly managed to ensure appropriate educational use and that the good name of the school is maintained. Therefore:

- Pupils will only be allowed to communicate online once they have been taught the rules of Responsible Internet Use and the reasons for these rules.
- Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor children communicating online;
- Pupils may communicate online as part of planned lessons and these will not be regarded as private;
- Pupils will be taught to tell a member of staff immediately if any communications they receive contains inappropriate material.
- Children will have the online messages they compose checked by a member of staff before sending them;
- Pupils will not be permitted to use online messaging at school to arrange to meet someone outside school hours.
- If incidents of bullying are found through the use of online communications, the school's bullying policy will be used.

Staff use of E-mail / Messaging

All members of staff who access online messaging will use appropriate content and language when communicating through this medium. It is recommended that school or work email / messaging addresses are not used for personal use.

Staff use of the Internet

Staff should not access the Internet during working hours for purposes other than those for which they are employed. Occasional and reasonable use for 'browsing' the Internet outside of core working hours is permitted. Downloading of software is not permitted.

Individual Log-ins

All staff and all loaned devices will have an individual login. Year groups will have a year group login. Passwords are crucial to the security of the PC, network and individuals. The guidelines for responsible use are:

- Never share your password with anyone
- Never provide a password requested online
- Passwords should be complex in nature including capitals, lowercase, symbols and numerals
- Passwords should be changed regularly

In the event of inappropriate material being accessed or found on your PC or an IP the user can be traced by the logon and password used. If you have a shared password or have left your PC open via your password or shared your password with another user or friend you could be under suspicion.

In the event of explicit materials being accessed the police will be contacted immediately.

Use of Mobile Devices whether Owned by Schools or Individuals

Where staff use laptops or other mobile devices to access the internet in school they must do so via the filtering provided through the CachePilot. Staff should not by-pass the CachePilot.

For information regarding Mobile Phones see the Adults Acceptable Use Policy ICT.

Digital Images

For information regarding use of Digital cameras and video see the Adults Acceptable Use Policy ICT.

Where external providers of activities request permission to take photographs this must be agreed with the HT.
Any images that involve children should not identify children by name and permission should have been given by the parent / carer before hand.
As part of the risk assessment for the activity a record should be made of who will be taking the photos, why the photos are being taken, when they are being taken and what they are to be used for.

Personal photographs must not be stored on loan devices.

WHINNEY BANKS PRIMARY SCHOOL: Online communications including website and Twitter
Our online communications are intended to:

- Provide accurate, up-to-date information about our school;
- Celebrate good work and share achievements with a very wide audience including pupils, parents, staff, governors, members of the local community and others;
- Promote the school.

All classes may provide photographs for publication online. Class teachers will be responsible for the content of the photographs published. The HT is responsible for up-loading content to the school web site, ensuring that it is up-to-date, and that the site meets the requirements of the site host.

The point of contact on the web site will be the school address, telephone number and e-mail address. We do not publish pupils' full names that identify individuals on our web pages. Personal information will not be published. Staff will be identified by their title, initial and surname unless they request otherwise. Permission will be sought from other individuals before they are referred to by name on any pages we publish on our web site.

School website address: http://www.whinneybanks.org.uk

Internet access and home/school links

Parents will be informed in our school prospectus that pupils are provided with supervised internet access as part of their lessons. We will keep parents in touch with future ICT developments by letter and newsletter.

Internet use in pupils' homes is rapidly increasing and some parents may be grateful for any advice/guidance that school can offer – especially with regard to safe access for children. The ICT Co-ordinator is willing to offer advice and suggest alternative sources of advice on the understanding that neither he/she, the school nor the LEA can be held responsible for the consequences of such advice. School guidelines on issues such as safe internet use will be made available to parents.

WHINNEY BANKS PRIMARY SCHOOL

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 individual login I have been given and the password I have been given or created;
- I will not tell anyone my password;
- I will not access other people's files;
- I will not bring in USB sticks or CDs from outside school and try to use them on the school computers, unless I have been given permission to do so;
- I will only use the computers for school work and home learning

Using the internet:

- I will ask permission from an adult before using the internet;
- I will report any unpleasant material and switch off my monitor. I will report any unpleasant messages. I understand this report would be confidential and would 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 or online messages without permission from my teacher;
- I will not give my full name, my home address or telephone number when completing forms;
- Posting anonymous messages is forbidden;
- I understand that any messages or comments I post will be visible and checked by a member of staff

Using online communications:

- I will ask permission from a teacher before checking the online messages;
- I will immediately report any unpleasant messages sent to me because this would help protect other pupils and myself;
- I understand that online messages I receive or send may be read by others;
- The messages I send will be polite and responsible;
- I will only message people I know, or my teacher has approved;
- I will only send a message when it has been checked by a teacher;
- I will never arrange to meet someone or give any personal information over the internet (name, address, telephone number, name and address of school)
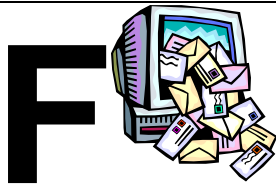
Think before you click.

S	I will only use the Internet with an adult.
A	I will only click on icons and links when I know they are safe.
F	I will only send friendly and polite messages.
E	If I see something I don't like on a screen, I will always tell an adult.

My Name:	
My Signature:	

Acceptable Use Policy – Rules for Using ICT in School

There are some really cool things on the Internet, but a lot of bad stuff too. This means we have to be **SMART** when we are online.

S	**SECRET** – I will always keep my name, home and school address, mobile number, e-mail address, photographs and passwords PRIVATE – it's like giving out the keys to your home if you don't act smart.
M	**MEETING** someone you have contacted on the internet can be dangerous. I will only do so with a trusted adult's permission, and then when they can be with me and we'll all be in a public place.
A	**ACCEPTING** e-mails or opening files from people you don't really know or trust can be hurtful – they may contain viruses or nasty messages. I will only open files and messages from people I know and trust.
R	**RELIABLE** – Not all information on the Internet is true and someone online may be lying and not be who they say they are. Make sure you check information before you believe it.
T	I'll **TELL** a **TRUSTED** adult if something or someone makes me uncomfortable or worried, or if someone you know is being bullied online.
My Name	
My Signature	