SAFE USE OF THE INTERNET POLICY

Introduction

Effective use of the Internet is an essential life-skill. Unmediated Internet access would bring with it the possibility of placing pupils in uncomfortable, inappropriate and even dangerous situations. We aim to create a safe IT learning environment to ensure that everyone is aware of the issues and how they impact upon the school environment and the pupils within the school.

This policy aims to ensure responsible Internet use by all Users and the safety of pupils. This policy relates to other policies including those for Acceptable Use of IT, Anti-Bullying, Data Protection Policy for Pupils, Use of Cameras, Mobile Phones and Recording Devices and Safeguarding Policy.

Scope

The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide pupils with quality Internet access as part of their learning experience. St Piran's School wishes to ensure that our children are able to use the Internet and related communications technologies appropriately and safely. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

We believe that 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.

The school Internet access (provided by School Broadband – a dedicated provider for schools) is designed expressly for pupil use. Comprehensive, age appropriate filtering is provided via Lightspeed Systems, who supply content-filtering solutions to the education market. Lightspeed Systems is a Member of the Internet Watch Foundation (IWF).

Pupils will

- be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation, including adherence to Copyright laws.
- be shown how to keep themselves safe when online.
- sign an Acceptable Use of IT policy, which details the rules that pupils must follow when using school devices on which they can access the Internet. This form is counter-signed by their parents.

Use of the Internet

At Key Stage 1, access to the Internet is by adult demonstration with directly supervised access to specific, approved educational sites.

At Key Stage 2 children have supervised access to specific, approved sites and online materials.

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 suitable material and uses LightSpeed Filtering to block inappropriate web content. However, due to the scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will *never* appear on a school computer. The school cannot accept liability for the material accessed, or any consequences of Internet access.

Particular care will be taken when using search engines with the children. If anyone encounters a website containing inappropriate material it should be exited immediately and reported to the member of staff present, who will notify the Head of IT to block the site.

Introducing E Safety to the children

We introduce e-Safety to the children by:

- embedding e-Safety within the IT scheme of work and discussing safe use of the Internet regularly during IT and PSHCE lessons,
- developing a programme of training in e-Safety, including Internet Safety talks and Safer Internet Day,
- posting Internet safety rules in rooms where computers are used.

Use of email and social networking sites

The children do not have access to email in school, other than 2Email, which is a teaching tool. As part of the topic on Email communication they are taught that:

- they must not reveal personal details of themselves or others in email communication, such as school, address or telephone numbers,
- incoming email from unknown senders should be treated as suspicious and attachments should not opened.

Children will not be allowed to use social networking sites on the premises, but will be educated in their safe use.

- They will be told never to give out personal details of any kind which may identify them, their friends or their location and that the use of social network spaces outside school brings a range of dangers for primary aged pupils.

- They will be advised to use nicknames and avatars when using social networking sites at home.

Published content and the school web site

- The point of contact on the website will be the school address, school email and telephone number.

- Staff or pupils' home information will not be published.

- Children's full names will not be used, particularly in association with photographs.

- Written permission from parents or carers will be obtained before photographs of pupils are published on the school web site.

Parents and Safe Use of the Internet

- The school will maintain a list of e-safety resources for parents/carers which will be posted on the school web site.

- Parents and carers will be invited to attend Internet Safety talks.

- The school will ask all new parents of children in Middle and Upper School to sign the Parent /Pupil Acceptable Use of IT Agreement.

Staff and Safe Use of the Internet

- All staff will receive regular e-Safety training and be kept updated of current issues.

- All staff will be given the School Safe Use of the Internet Policy and its importance explained.

- All staff must sign the Staff Acceptable Use of IT Agreement.

Complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff.

- Any complaint about staff misuse must be referred to the Deputy Head or Head of Pre-Prep in the first instance or the Headmaster.

- Complaints of a child protection nature must be dealt with in accordance with the school Safeguarding policy.

Monitoring and Evaluation

The Head of IT will ensure that the Safe Use of the Internet policy is being followed and will refer any concerns to the Headmaster.

Success Criteria

The policy will be deemed to be successful if there are no incidents of unacceptable use of the Internet by staff or pupils whilst at school and the pupils know how to stay safe online, using the SMART acronym.

Reviewed by: **Ms Gresham**
Review Date: **January 2017**
Next Review Date: **January 2018**