

Glendale Infant School

Internet Access and E-Safety Policy

Rationale

Computing continues to play an important role in the curriculum at school as the children prepare their computing capabilities for the future. As a school we understand the importance of staying safe on the internet and using computing. This policy has been written to ensure that the children in our care as well as the staff are aware of how to stay safe on the internet. E-Safety focuses on the education of children and young people considering the benefits and risks of using new technology, including internet technologies and electronic communications such as mobile phones and wireless technologies. We aim to ensure that children are protected from harm and supported to achieve the maximum benefit from new and developing technologies, without risk to themselves or others. At Glendale Infant School, we are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Aims

- ❖ To raise awareness of the benefits and risks in using all electronic communication and information technologies.
- ❖ To promote the safe and acceptable use of technologies.
- ❖ To ensure suitable processes and systems are in place in school.
- ❖ To broaden the pupil's understanding of the effects of the use of computing.
- ❖ To provide safe and suitable internet access for the pupils.
- ❖ To ensure safe and acceptable usage of the internet by the whole school community.
- ❖ To ensure pupils know how to maintain personal safety whilst online.
- ❖ To encourage pupils to communicate and handle information safely.

Organisation

- ❖ All classrooms have an online safety (SMART rules) poster on display. This is introduced to the pupils at the start of the year as part of a computing lesson and referred to during lessons where the internet is being used by the pupils.
- ❖ Pupils will be taught what internet use is acceptable and what is not and given clear objectives for internet use.
- ❖ Pupils to take greater responsibility for their own learning.
- ❖ Appropriate elements of the online safety policy will be shared with pupils.
- ❖ Pupils will be informed that network and internet use will be monitored.
- ❖ Curriculum opportunities to gain awareness of online safety issues and how best to deal with them will be provided for pupils.
- ❖ Online safety and cyber-bullying are included in anti-bullying activities.

- ❖ PSHE to include teaching on safe use of internet.
- ❖ The school will seek to ensure that the use of internet derived materials by staff and by pupils complies with copyright law.
- ❖ Pupils will 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 how to report unpleasant internet content.

Social Networking

- ❖ The school will control access to social networking sites, and consider how to educate pupils in their safe use.
- ❖ Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- ❖ Pupils must not place personal photos on any social network.
- ❖ Pupils will be advised to use nicknames and avatars when using social networking sites.
- ❖ Pupils are advised on security and encouraged to set effective passwords, deny access to unknown individuals.
- ❖ Pupils will not use the internet without a member of staff being aware.
- ❖ Pupils will be taught about Cyber-bullying which is the use of any communication medium to offend, threaten, exclude or deride another person or their friends, family, gender, race, culture, ability, disability, age or religion.
- ❖ Pupils will not be allowed to send or receive e-mails unless supervised (School accounts only).
- ❖ Pupils will not be allowed access to mobile phones in the classroom.
- ❖ No labelled photographs of individual pupils or other information that may enable the pupils to be identified outside the school community will be published on the internet.
- ❖ Pupils and parents will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils.
- ❖ Pupil contract to be displayed in ICT suite.
- ❖ Warwickshire broadband, including firewalls and filters, will be used to protect children from unsuitable sites.
- ❖ Internet use will be monitored through our subscription to ICTDS – Smoothwall monitoring system. Regular reports are sent through to the headteacher.

Limitations

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 prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor WCC can accept liability for the material accessed, or any consequences of Internet access.

Managing Internet Access and Assessing Risks

- ❖ The school will teach pupils safe internet practices that should also help them keep safe outside school when freely accessing the internet.
- ❖ Authorised adults will only use the internet for business relevant to school activities, or for legitimate personal use.
- ❖ Staff passwords must be kept private.
- ❖ Monitoring of internet use will be through the LA.
- ❖ Mobile phones may not be used around school, whether for communications, photo/video or other reasons, unless previously agreed by a member of the SLT.
- ❖ Staff phones kept in bags around school should be password protected.
- ❖ Mobile phones and associated cameras will not be used during lessons or formal school time.
- ❖ During school trips, teachers will have their mobile phones for use in emergencies only. The use of the camera facility must not be used. No other adults accompanying the children should use their mobile devices.
- ❖ Staff should not use social media accounts outside of school in a way that could the school could be identified from. They should also take care when posting or replying in a way that could bring the school into disrepute.
- ❖ Any unsuitable site that penetrates the firewall will be noted and reported to the ICT Development Service.
- ❖ If staff or pupils come across unsuitable online materials, the site must be reported to the school office who will then report it to IT technicians, who will block the site.
- ❖ Staff must use social internet sites appropriately. Confidential or sensitive school information must not be posted even on a protected site.
- ❖ Evidence of improper behaviour, which impinges on the standing of the school or staff member, which is posted on the internet by anyone, will result in an investigation of misconduct.
- ❖ Improper use of the internet is a cause for summary dismissal.
- ❖ Staff and Governors to read and agree to the Policy on Staff/Governor Use of Social Networking and Internet Sites.
- ❖ Declaration to be signed by all staff.

SMART Rules

As modern-day technology is being used more frequently by pupils both at school and at home, we recognise the importance of educating pupils from a young age about the dangers of the internet in the hope that they will remain safe on the internet whilst they benefit from its many uses.

We take E-Safety very seriously. The E-Safety Rules that we promote are known as the SMART Rules. Please help us to ensure that your child knows the following rules:

S is for safe- Never give your personal information to people that you do not know.

M is for meet- Never arrange to meet with strangers.

A is for Accepting- Never accept emails or messages from people that you do not know as they might contain a virus.

R is for reliable- Not everything that you read on the internet is true.

T is for tell- If anything upsets you on the internet always tell a trusted adult.

To promote safe practices

Children will be made aware of basic rules for safety when using the internet.

I will:

- only play online with people I know in real life;
- tell my teacher or parents if anything makes me feel scared or uncomfortable on the internet;
- only e-mail people I know, or with an adult's permission;
- not tell people about myself online, especially my name, my age, where I live, about my family or routines;
- not upload photographs of myself onto the internet without first asking an adult;
- never meet someone I met online without an adult with me.

Reviewed and edited by: Momina Ahmed

Signed: 

Date: 15. 12. 22