

# **Birchgrove Primary School**

**Ysgol Gynradd Gellifedw**



## **E-safety and Appropriate Use Policy**

## **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. There will be opportunities for discussion with experts in many fields and to communicate and exchange information with students and others world-wide.

In addition, staff will have the opportunity to access educational materials and good curriculum practice, to communicate with the advisory and support services, professional associations and colleagues; exchange curriculum and administration data with the LA and Department for Education and Skills (DfES); receive up-to-date information and participate in government initiatives such as National Grid for Learning (NGfL) and the Virtual Teacher Centre.

Internet is also used to enhance the school's management information and business administration systems.

Staff, including supply staff, will not be expected to take charge of an internet activity without training. Staff should be given opportunities to discuss the issues and develop good teaching strategies. All staff (including teachers, supply staff 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.

Our school Internet Access Policy will be available for parents and others to read on demand, and a copy can be obtained from the school office.

### **Appropriate Use – pupils**

The internet is a relatively new 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 delivered by the county's broadband provider 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 and the internet responsibly in order to reduce the risk to themselves and others;
  - our Rules for Responsible Internet Use will be posted near computer systems;
  - the ICT Subject Leader will monitor the effectiveness of internet access strategies;
  - the ICT Subject Leader 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 LEA, our Internet Service Provider (ISP) and the DfES.

Due to the international scale and linked nature of information available via the internet, ICT is not possible to guarantee that particular types of material will never appear on a computer screen. Neither the school nor Swansea City Council 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 a teacher 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 Subject Leader and the Child Protection Officer in consultation who is also the Head Teacher and the pupil's class teacher. All the teaching staff will be made aware of the incident in Pupil Awareness at a Staff Meeting if appropriate.

Staff regularly check the history on the hardware. If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. We also inform the LA so that we are aware and are dealing with it. Staff regularly check the history of the hardware. 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 Subject Leader will be informed. The ICT Subject Leader will report the URL (address) and content to the Internet Service Provider and the LEA; if ICT is thought that the material is illegal, after consultation with the Internet Service Provider (ISP) and LEA, the site will be referred to the Internet Watch Foundation and the police.

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 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.

### **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.

Filtering for the internet and internet services is provided by the Swansea ICT Service.

The ICT Subject Leader will liaise with the Swansea ICT Service to ensure that virus protection is updated regularly, will keep up-to-date with ICT news developments and work with the LEA and Internet Service Provider to ensure system security strategies to protect the integrity of the network are reviewed regularly and improved as and when necessary.

### **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 set out in the County's scheme 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 site which they may access;
- 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 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, at all times. 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.

### **Using information from the internet**

We believe that, in order to use information from the internet effectively, ICT is important for pupils to develop an understanding of the nature of the internet and the information available on ICT. In particular, they should know that, unlike the school library for example, 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 ICT is copyright.

- pupils will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV;
- teachers will ensure that pupils are aware of the need to validate information whenever possible before accepting ICT as true, and understand that this is even more important when considering information from the internet (as a non-moderated medium);
- 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 or the author of a web page may not be the person claimed.

### **Using e-mail**

Staff and pupils will begin to use e-mail to communicate with others, to request information and to share information.

ICT 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 use e-mail 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 using e-mail;
- pupils may send e-mail, using school registered email addresses, as part of planned lessons;
- in-coming e-mail to pupils will not be regarded as private;
- children will be taught how to deal with e-mails that they find offensive, threatening or frightening;

- the forwarding of chain letters will not be permitted;
- pupils will not be permitted to use e-mail at school to arrange to meet someone outside school hours.

### **Using own Mobile Devices**

Pupils are not allowed to use their own mobile devices in school or on school based activities. Mobile devices that are brought into school should be left with the class teacher and then collected from them at the end of the day.

### **e-Safety Group**

The e-Safety Group provides a consultative group that has wide representation from the school community, with responsibility for issues regarding e-Safety and monitoring the e-Safety policy including the impact of initiatives.

Members of the e-Safety Group will assist the *ICT Coordinators* with:

- the production / review / monitoring of the school e-Safety policy / documents
- mapping and reviewing the e-Safety curricular provision – ensuring relevance, breadth and progression
- monitoring network / internet / incident logs where possible
- consulting stakeholders – including parents / carers and the students / pupils about the e-Safety provision
- monitoring improvement actions identified through use of the 360 degree safe Cymru self review tool

### **Our school web site is intended to:**

- provide accurate, up-to-date information about our school;
- enable pupils to publish work to a high standard, for a very wide audience including pupils, parents, staff, governors, members of the local community and others;
- celebrate good work;
- provide pupils with the opportunity to publish their work on the internet;
- promote the school.

In the future ICT may be used to publish resources for projects or homework.

All classes may provide work for publication on the school web site. Class teachers will be responsible for ensuring that the content of the pupils' work is accurate and the quality of presentation is maintained. All material must be the author's own work, crediting other work included and stating clearly that author's identity and/or status. The ICT Subject Leader is responsible for up-loading pages to the school web site, ensuring that the links work and are 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 or photographs that identify individuals on our web pages. Home information or individual e-mail identities will not be published. Staff will be identified by their title 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.

### **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 Subject Leader 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. Further:

- school guidelines on issues such as safe internet use will be made available to parents together with printed information and internet sites providing information for parents about safe access for children;
- the ICT Subject Leader will keep abreast of new information regarding ICT and e-safety. There is a section regarding e-safety on our school website. Pupils have e-safety lessons and parents are offered e-safety workshops or leaflets to support. Leaflets from organisations such as British Educational Communications Technology Agency (BECTa), Parents Information Network (PIN), and National Children's Homes (NCH) Action for Children contain a wealth of information for parents.
- in the future ICT is possible that suitable educational and leisure activities that make responsible use of the internet will be developed with parents.

As noted above, ICT is not possible to be certain of the originator of an e-mail message, and for this reason the school is unable to accept an e-mail as parental authorisation of a pupil absence.

### **Photographing and Videoing**

There has been a lot of controversy recently about adults photographing and filming young people. The concerns are genuine, however at Penllergaer Primary School we have taken a sensible, balanced approach, which allows parents to photograph and film providing they follow certain guidelines:

- At the start of each academic year parents consent to school taking photographs and using these by signing a permission slip at Parents' Evening or upon entry to school. School photographs that are for use outside of school are anonymous unless specific permission has been received from parents.

- Parents taking photographs read the LA advice leaflet.

### **Cyberbullying**

See separate Cyberbullying Policy.

### **Data Protection**

See separate Data Protection Policy.

### **Social Media**

See separate Social Media Policy.

### **Reporting Online Incidents**

See appendix 2 for incident log to be used for recording all online incidents in school. These will be collated electronically and regularly reviewed by the Health and Safety Governor subcommittee.

## **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 password I have been given;

I will not access other people's files;

I will not bring in floppy disks, memory sticks or CDs from outside school and try to use them on the school computers, without permission.

### **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 when completing forms.

### **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 only send an e-mail when ICT has been checked by a teacher;
- I will not give my full name, my home address or telephone number;
- I will not use e-mail to arrange to meet someone outside school hours.

## **Birchgrove Primary Pupil Agreement**

### **Using the computers:**

I will only access the computer system with the login and password I have been given; I will not access other people's files;

I will not bring in pen drives or CDs from outside school and try to use them on the school computers without permission.

### **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 when completing forms.

### **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 only send an e-mail when ICT has been checked by a teacher; I will not give my full name, my home address or telephone number;

I will not use e-mail to arrange to meet someone outside school hours.

## **Appropriate Use – staff**

To remain competitive, better serve our pupils and provide our employees with the best tools to do their jobs Penllergaer Primary School for and on behalf of Swansea City Council (hereinafter called ‘the school’) makes available to our workforce access to one or more forms of electronic media and services, including computers, e-mail, telephones, voicemail, fax machines, external electronic bulletin boards, wire services, online services, intranet, Internet and the World Wide Web.

The school encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information about educational issues, ideas, technology, and new products and services. However, all employees and everyone connected with the organization should remember that electronic media and services provided by the school are school property and their purpose is to facilitate and support school business. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

To ensure that all employees are responsible, the following guidelines have been established for using e-mail and the Internet. No policy can lay down rules to cover every possible situation. Instead, it is designed to express the philosophy of the school and set forth general principles when using electronic media and services.

### **PROHIBITED COMMUNICATIONS**

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

1. Discriminatory or harassing;
2. Derogatory to any individual or group;
3. Obscene, sexually explicit or pornographic;
4. Defamatory or threatening;
5. In violation of any license governing the use of software; or
6. Engaged in for any purpose that is illegal or contrary to the school policy or interests.

## **PERSONAL USE**

The computers, electronic media and services provided by the school are primarily for educational use to assist employees in the performance of their jobs. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their educational purposes. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

## **ACCESS TO EMPLOYEE COMMUNICATIONS**

Generally, electronic information created and/or communicated by an employee using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and similar electronic media is reviewed by the school.

The school reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other school policies.

Employees should not assume electronic communications are completely private. Accordingly, if they have sensitive information to transmit, they should use other means. The school office use encrypted data systems to send any personal pupil data electronically.

## **SOFTWARE**

Only software registered through the school or authorised by the ICT subject leaders is downloaded. Employees should use virus trapping software on any home computer that is used to download planning or other information onto the school computers. Employees should contact the headteacher if they have any questions.

## **SECURITY/APPROPRIATE USE**

Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by school management, employees are prohibited from engaging in, or attempting to engage in:

1. Monitoring or intercepting the files or electronic communications of other employees or third parties;
2. Hacking or obtaining access to systems or accounts they are not authorized to use;
3. Using other people's log-ins or passwords (TAs may use class teacher log ins with their permission); and

4. Breaching, testing, or monitoring computer or network security measures.

No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.

## **PARTICIPATION IN ONLINE FORUMS**

Employees should remember that any messages or information sent on school-provided facilities to one or more individuals via an electronic network—for example, Internet mailing lists, bulletin boards, and online services—are statements identifiable and attributable to the school.

The school recognizes that participation in some forums might be important to the performance of an employee's job. For instance, an employee might find the answer to a technical problem by consulting members of a news group devoted to the technical area.

The school follows LA guidance regarding social networking sites.

### **Use of social networking by staff in a personal capacity**

It is possible that a high proportion of staff will have their own social networking site accounts. It is important for them to protect their professional reputation by ensuring that they use their personal accounts in an appropriate manner.

Guidelines are issued to staff:

- Staff must **never** add pupils as 'friends' into their personal accounts (including past pupils under the age of 16).
- Staff are **strongly advised** not to add parents as 'friends' into their personal accounts.
- Staff **must not** post comments about the school, pupils, parents or colleagues including members of the Governing Body.
- Staff **must not** post information or opinions about Penllergaer Primary School or pictures of school events.
- Staff must not use social networking sites within lesson times (for personal use).
- Staff should only use social networking in a way that does not conflict with the current National Teacher's Standards.
- Staff should review and adjust their privacy settings to give them the appropriate level of privacy and confidentiality.

- Staff should read and comply with 'Guidance for Safer Working Practice for Adults who Work with Children and Young People'.
- Inappropriate use by staff should be referred to the Headteacher in the first instance and may lead to disciplinary action.

### **Use of Mobile Phones tablets/iPads and mobile devices.**

**Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of school children for their own records during the school day.**

#### **Procedures**

- Staff are asked not to make personal calls during their working hours. Mobile phones need to be put onto silent mode .However in urgent cases a call may be made or accepted if deemed necessary and by arrangement with the Headteacher.
- If staff wish to use mobile phones and personal mobile devices to access school emails this is allowed provided that they are secured by a 4 digit numeric code or of equivalent security to prevent unauthorised use of the device.

#### **VIOLATIONS**

Any employee who abuses the privilege of their access to e-mail or the Internet in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

This policy is reviewed annually or sooner if circumstance require or legislation changes.

## E-Safety Incident Log

<b>Date:</b>	<b>Class:</b>	<b>Teacher:</b>	<b>Pupil Name/s:</b>
<b>Incident:</b>			
<b>Action taken:</b>			
<b>Any further action needed?</b>			