



**Broadfield Primary School**  
**Safe Use of the Internet/E-Safety Policy**

**Approved Date: 14/12/16**

**Approved By : Curriculum committee**

**Review Date: 14/12/18**

**Aims**

- Our aims in writing a policy for Safe Access to the Internet are to ensure that:-
- All members of the school community – children, teachers, parents and governors – are aware of the need for safe and responsible internet use
- The issues surrounding internet safety are discussed • Internet use supports schools' educational aims
- LA requirements are satisfied.

**Implementation of the Policy**

**What is the need for Internet Access at school?**

- School internet use is now an important part of teaching, learning, administration and communication
- It makes possible a wider range of information, the scope and nature of which may or may not be appropriate
- Used responsibly it can raise educational standards, support the professional work of staff and to enhance the school's management information and business administration systems.
- It is a beneficial learning tool when children have been taught to understand its value and limitations.

**How can the Internet be used as a teaching and learning tool?**

Teachers, parents and children should be able to develop good practice in using the Internet as a tool for teaching and learning. We believe that:-

- Internet access will enrich and extend learning activities.
- On-line activities that will support the learning outcomes planned for the children's age and maturity.
- Children should be confident using the Internet for research, including the skills of knowledge location, retrieval and evaluation of material found.

### **What are the benefits?**

Benefits of internet access at Primary level include:

- Access to world-wide educational resources including museums and art galleries
- Educational and cultural exchanges between children world wide
- Cultural, vocational, social and leisure use in libraries, clubs and at home
- Access to experts in many fields for children 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 LEA and DfE.

### **How will children be taught to assess Internet content responsibly?**

- Children will be taught ways to validate information before accepting that it is necessarily accurate
- Children will be taught to acknowledge the source of information, when using Internet material for their own use.
- Children will be made aware that the writer of an email or the author of a Web page might not be the person claimed.
- Children will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

### **How will email be managed?**

Email is an essential means of communication within education and the government is encouraging the ownership of personal email Ids for both teachers and children. Children need to use email as part of the National Curriculum.

The following rules for email use will be as followed:-

Email must only be used in school for educational purposes.

Children will not be allowed to access personal email from the school system

In coming email will be regarded as public. Received email may be examined and could, for example, be pinned to a notice board.

Messages sent using the school domain name should be regarded in the same way as messages written on school headed paper.

The forwarding of e-letters is not permitted.

### **How will publishing on the web be managed?**

Many schools have created websites that inspire children to publish work to a high standard, for a very wide audience. A Web site can celebrate children's work, promote the school and publish resources for projects or homework. Ground rules are important to ensure that the website reflects the school's ethos and that information is accurate and well presented.

As Broadfield Primary School website can be accessed by anyone on the Internet, the security of staff and children is paramount. Although common in newspaper reports, the publishing of children's names beside photographs that identify individuals will not occur.

Editorial responsibility will lie with a Web Editorial Committee made up of the Head Teacher and the Curriculum Leader for ICT, even where parental help has been established to maintain the site. This is in order to ensure that content is accurate and quality of presentation is monitored.

Staff and children will be made aware that the quality of their work published on the web needs to reflect the standard of work expected at Broadfield.

All material must be the author's own work, or where permission to reproduce has been obtained, clearly marked with the copyright owner's name

The point of contact on the website should be the school address and telephone number. Home information or individual email identities will not be published.

Photographs must not identify individual children. Group shots or pictures taken over the shoulder will be used in preference to individual "passport" style images.

Full names will not be used anywhere on the Web site, particularly alongside photographs.

Written permission from parents will be sought to give permission for the school to use photographs of their children on the website.

### **Social Media**

Many schools now use social media as a way of communicating with parents and with the world in general. Social Media can provide access to experts in their fields who can enhance learning in a range of subjects.

At

Broadfield Primary School, we have a twitter account which is used mainly to promote and share sporting achievements. This account is managed by staff following the guidelines for the school website in terms of publishing photographs etc.

Personal use of social media sites both by staff and pupils is prohibited.

As part of E-safety lessons, children should be taught about age restrictions on social media sites such as Facebook, Twitter, Youtube; apps such as Snapchat and Instagram and gaming networks such as Playstation Network and Xbox Live.

Where a child already has an account on social media, parents should be responsible for ensuring the privacy of the account is set to an appropriate level. The child should not access their site using school equipment. Children will be educated about the risks of using social media, and about only communicating with people they know "in real life".

### **How will Internet access be authorised?**

- At Key Stage 1, the majority of the access to the Internet will be by teacher or adult demonstration. However there may be situations when children have supervised access to specific approved on-line materials.
- At Key Stage 2, Internet access will be granted to a whole class as part of the scheme of work, after a suitable education in responsible Internet use
- Parents will be informed that children will be provided with supervised Internet access
- Parents and pupils will be asked to sign and return a Safe Internet Use Agreement.

### **How will the risks be assessed?**

It is difficult to remove completely the risk that children might access unsuitable materials via the school system whatever safeguards are put in place.

- Due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that unsuitable material will never appear on a terminal

- Neither the school nor the Local Authority can accept liability for the material accessed, or any consequences thereof.
- The use of computer systems without permission or for purposes not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990
- Methods to identify, assess and minimise risks will be reviewed at the same time as the policy is reviewed.
- Staff, parents, governors and advisers will work to establish agreement that every reasonable measure is being taken.
- The Curriculum Leader for ICT and the Headteacher will ensure that the policy is implemented effectively.

#### **How will the school ensure Internet access is safe?**

- The system the school will use is a blocking system
- Children will be informed that internet use will be supervised and monitored
- The school will work in partnership with parents; the LEA, DfE and the Internet Service Provider to ensure systems to protect children are reviewed and improved.
- Teachers will ensure that occasional checks are made to ensure that the filtering methods selected are effective in practice
- In the unlikely event that staff or children discover unsuitable sites, the URL (address) and content will be reported to the Internet Service Provider via the Curriculum Leader for ICT and blocked through the schools computer filters.
- At Broadfield Primary School we ensure that our children are free from the threat of terrorist or extremist material by using the internet filtering provided by our ICT provider. If members of staff suspect that children have accessed extremist material they must report it immediately to the designated person.

#### **How will the security of school ICT systems be maintained?**

- Security strategies will be discussed with our ICT provider
- The security of the whole system will be reviewed with regard to threats to security from Internet access

- Personal data sent over the Internet will be encrypted or otherwise secured • Virus protection will be installed and updated regularly

#### **How will complaints regarding Internet use be handled?**

- Prompt action will be required if a complaint is made. The facts of the case will need to be established as quickly as possible.
- Responsibility for handling incidents will be given to the Curriculum Leader for ICT and if further action is required the School Complaint's Procedure should be followed
- Sanctions available include interview/counselling by the Headteacher and, if appropriate, informing parents or carers
- A pupil may have email, Internet or computer access denied for a period of time depending on the nature of the incident.

#### **How will staff and children be consulted?**

- Rules for Safe Use of Internet access will be discussed with children through School and class council and posted near computer systems
- All staff including teachers, supply staff, classroom assistants and support staff and parents will be made aware these rules, and their importance explained
- Parents' attention will be drawn to the Policy in newsletters, the school prospectus and on the school Web site and parents will be asked to sign to say they have seen a copy of it.
- Digital leaders will consult on this policy and support the teaching of e-safety through the school. A unit on responsible Internet use will be included where appropriate in the PSH programme covering on any proposed changes to the policy in line with normal school procedures.

#### **How will parent's support be enlisted?**

The school believes it has a duty to help parents plan appropriate use of the Internet at home, and as such:-

- A careful balance between informing and alarming parents will be maintained
- Joint home/school guidelines on issues such as safe Internet use will be established
- Suitable educational and leisure activities that make responsible use of the Internet will be developed with parents.

#### **Disability Equality Impact Assessment**

This policy has been written with reference to and in consideration of the school's Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents.

## **Safe Internet Use**

These rules help us to be fair to others and keep everyone safe.

- I will ask permission before using the Internet.
- I will use only my own network login and password, which is secret.
- I will only look at or delete my own files.
- I understand that I must not bring software or disks/USB pens into school without permission.
- I will only email people I know, or my teacher has approved.
- The messages I send will be polite and sensible.
- I understand that I must never give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an email or an email attachment sent by someone I do not know.
- I will not use Internet chat.
- If I see anything I am unhappy with, or I receive messages I do not like, I will tell a teacher immediately.
- I understand that the school may check my computer files and the internet sites I visit.
- I understand that if I deliberately break the rules, I may not be allowed to use the internet or computers.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of email and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be taking place, or the system is or may be used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

**Think then Click**



**We only use the Internet when an adult is with us.**



**We can click on the buttons or links when we know what they do.**



**We can search the Internet with an adult.**

**We always ask if we get lost on the Internet.**



**We can send and open emails together.**



**We can write polite and friendly emails to people that we know.**