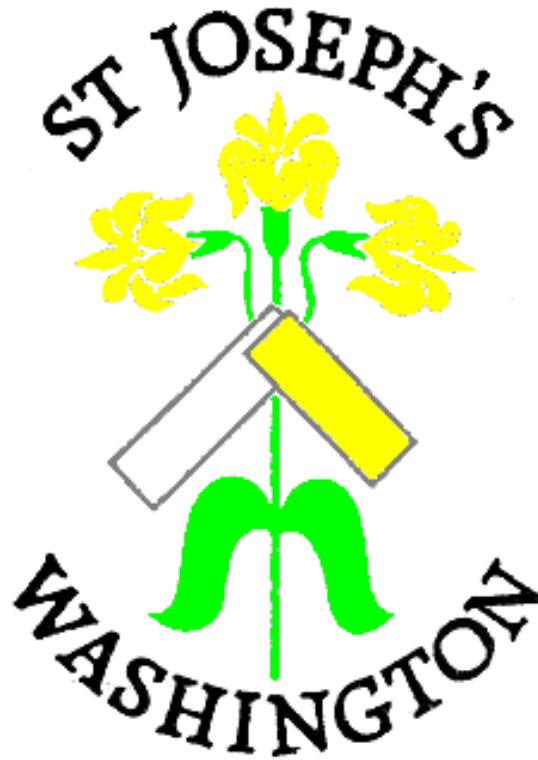


Internet Safety Policy



We are children of God: we achieve, believe and care.

Ratified on: 13/03/2019_____

Chair: V Metcalf_____

Headteacher: J Black_____

To be Reviewed: 2 Years

St Joseph's is a happy and caring Catholic school where everyone aspires to reach their true potential with Christ at the heart of all we do.

Importance of the Internet in School

- 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.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Internet access is an entitlement for pupils who show a responsible and mature approach to its use.
- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.

How does the Internet benefit education?

Benefits of using the Internet in education include:

- access to world-wide educational resources including museums and art galleries;
- educational and cultural exchanges between pupils world-wide;
- cultural, vocational, social and leisure use in libraries, clubs and at home;
- access to experts in many fields for pupils 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 LA and DfE
- mentoring of pupils and provide peer support for them and teachers

How will Internet use enhance Learning?

- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Staff should guide pupils in on-line activities that will support the Learning outcomes planned for the pupils' age and maturity.

- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

How will pupils learn to evaluate Internet content?

If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the Computing Co-ordinator.

St Joseph's RC Primary School staff will ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.

As appropriate to age, ability and maturity, as children progress through the school they will be taught:

- a) to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- b) to acknowledge the source of information used and to respect copyright when using Internet material in their own work.
- c) how web sites are ordered when using search engines and how to avoid the bias and manipulation that is possible in the way search results are presented.

Training will be made available when possible to staff in the evaluation of Web materials and methods of developing students' critical attitudes. All staff are required to register with CEOP and are encouraged to use the materials available when planning lessons.

How will e-mail be managed?

Pupil access to email is under review and to be implemented Summer 2019.

How will Web site, Blog and Social Media content be managed?

- The point of contact on the Web site and Blog will be the school address, school e-mail and telephone number. Staff or pupils' home or personal information will not be published.
- Web site photographs that include pupils will be selected carefully and will have approval from parents/carers.
- Pupils' full names will not be used anywhere on the Web site, Blog and App particularly in association with photographs.
- Written permission from parents or carers will be obtained on entry to school, photographs of pupils are published on the school Web site, Blog and social Media.
- The Headteacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The Web site will comply with the school's guidelines for publications.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

- The school will scan regularly their own web site to check links that have been made into their own sites and to remove links from potentially dangerous sources.

Can chat be made safe?

- Pupils will not be allowed access to public or unregulated chat rooms.
- Children will use only regulated educational chat environments. This use will be supervised and the importance of chat room safety emphasised.
- A risk assessment will be carried out before pupils are allowed to use a new technology in school.
- Pupils will take part in assemblies and activities on Safer Internet Day to remind them of the importance of online safety.
- Internet safety is covered within every topic of the ICT Curriculum.

How can emerging Internet applications be managed?

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones will not be used during lessons or formal school time.

How will Internet access be authorised?

- The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn.
- At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.
- Parents will be informed that pupils will be provided with supervised Internet access.
- Parents will be asked to sign and return the 'Acceptable Use Policy.'

How will the risks be assessed?

- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The Head Teacher will ensure that the Internet policy is implemented and compliance with the policy monitored.

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 appropriate material. However, due to the international 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.

How will filtering be managed?

Despite careful design, filtering systems cannot be completely effective due to the speed of change of Web content.

- The school will work in partnership with parents, the LA, DfE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the Computing Co-ordinator.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Any material that the school believes is illegal will be referred to the Internet Watch Foundation
- When necessary, if a child is exposed to inappropriate and concerning information the school safeguarding and child protection procedures will be followed.

How will the policy be introduced to pupils?

- Rules for Internet access will be posted in the Computer suite and in each classroom.
- Pupils will be informed that Internet use will be monitored.
- Instruction in responsible and safe use should precede Internet access. Key Stage 2 pupils will prepare work alongside Safer Internet Day.
- Discussion focusing on responsible Internet use will be included in the PSHE programme 'Kidsafe' covering both school and home use.

How will staff be consulted?

- All staff must accept the terms of the 'Responsible Internet Use' statement before using any Internet resource in school.
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the policy on use of the Internet and Email in schools and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- The monitoring of Internet use is a sensitive matter. Staff who operate monitoring procedures should be supervised by senior management.
- Staff development in safe and responsible Internet use and on the school Internet policy will be provided as required.
- All staff are required to register with CEOP and access advice and resources from <https://www.thinkuknow.co.uk/>

How will Computer system security be maintained?

- The school IT technical support provider monitors all aspects of the computer network fortnightly.

- The school Computing systems will be reviewed at least termly with regard to security by our IT technical support provider.
- Virus protection is installed and will be updated when updates are available or when there has been a breach.
- Security strategies will be discussed with the LA as appropriate
- Personal data sent over the Internet will be encrypted or otherwise secured.
- Portable media may not be brought into school without specific permission and a virus check.
- Data of a confidential nature cannot be stored on encrypted memory sticks, and instead staff will have access to the remote server using school laptops.
- If memory sticks are to be used (by student teachers/children) no identifiable information, including names can be included.
- Files held on the school's network will be regularly checked.

How will complaints regarding Internet use be handled?

Handling incidents will be the responsibility of the Headteacher and/or Deputy Headteacher

- Any complaint about staff misuse must be referred to the Headteacher and/or Deputy Headteacher.
- Pupils and parents will be informed of the complaints procedure. See Complaints Policy
- Parents and pupils will need to work in partnership with staff to resolve issues.
- As with drugs issues, there may be occasions when the police or child protection staff must be contacted. Early contact could be made to establish the legal position and discuss strategies.
- Sanctions available include:
 - interview/counselling by appointed staff;
 - informing parents or carers;
 - removal of Internet or computer access for a period, which could ultimately prevent access to files held on the system.
- Other sanctions as defined in school disciplinary system.

How will parents' support be enlisted?

- Parents' attention will be drawn to the Internet Policy in newsletters, and on the school Website.
- Internet issues will be handled sensitively to inform parents without undue alarm.
- A partnership approach with parents will be encouraged, through parent 'working group' meetings, support by Computing Co-Ordinator, PSHE Co-Ordinator, Senior Leadership Team and where possible outside agency such as Kinetic.
- Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parents.
- Interested parents will be referred to organisations.

Policy, writing and review:

Our Internet Policy has been written by the Computing co-ordinator and is based on LA policy advice and government guidance. It has been agreed by the staff and approved by governors. It will be reviewed according to the agreed policy review cycle.

Equality statement

- The governors and staff are committed to providing the full range of opportunities for all pupils, regardless of gender, disability, ethnicity, social, cultural or religious background. All pupils have access to the curriculum, and the right to a learning environment, which dispels ignorance, prejudice or stereotyping.
- This policy has been impact assessed by governors in order to ensure that it does not have an adverse effect on race, gender or disability equality.