Internet and E-Safety Policy

INTERNET AND E-SAFETY POLICY RATIONALE

The purpose of internet access in school is to raise educational standards, to support the professional work of staff and to enhance the school's management information and business administration systems.

AIMS
• encourage appropriate use of the internet by staff and pupils
• enhance the use of new technologies in the classroom to improve standards of teaching and learning
• research a wide range of resources and information
• develop skills to analyse and evaluate information
• enhance pupils' digital learning skills to equip them for life-long learning

ACCESSING THE INTERNET
Internet access is supported and maintained by the local authority. This service is designed for pupils. It includes filtering appropriate to the age of pupils.
1. Pupils will be given clear objectives for Internet use and when they may use their mobile phones or computer tablets in class for any explicit educational purposes. Beyond this pupils will not be able to

record or film other pupils or members of staff, without the written permission of a parent/carer or verbal permission of a member of staff;

2. Pupils will be advised on E-safety through the curriculum and in assemblies;
3. Pupils will be made aware that the writer of an e-mail or the author of a Web page might not be the person claimed;
4. Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable;
5. Staff will select sites which will support the learning outcomes planned for pupils' age and maturity;
6. Pupils will be taught ways to validate information before accepting that it is necessarily accurate;
7. Pupils will be taught to acknowledge the source of information, when using internet material for their own use;
8. Pupils and their parents/carers will be asked to sign an internet agreement as part of their school induction;
9. E-mail must only be used in school for educational purposes.

THE SCHOOL WEBSITE

1. The Headteacher will delegate editorial responsibility to a member of staff to ensure that content of the school website is accurate and quality of presentation is maintained;
2. The website will comply with the school's guidelines for publications;
3. Pupils will be made aware that the quality of their work published on the web needs to reflect the diversity of the audience;
4. 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;
5. The point of contact on the Web site should be the school address and telephone number;
6. Home information or individual e-mail identities will not be published;
7. Photographs must not identify individual pupils. Group shots or pictures taken "over the shoulder" will be used in preference to individual "passport" style images;
8. Full names will not be used anywhere on the Web site without parental permission particularly alongside photographs;
9. Use of chat rooms, newsgroups and blogs for educational purposes will be permitted under the supervision of teachers.

USING THE INTERNET IN THE CLASSROOM

Internet access is a necessary part of the statutory curriculum.

1. Internet access will be granted to a whole class as part of the scheme of work, after a suitable education in responsible Internet use;
2. Parents will be asked to sign and return a permission form;
3. In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate material. However, 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;
4. Neither Willows High School nor the Cardiff Local Authority can accept liability for the material accessed, or any consequences thereof;

5. 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;
6. Methods to identify, assess and minimise risks will be reviewed.

E-SAFETY

Pupils will be informed that Internet use will be supervised and monitored. The school will work in partnership with parents; the local authority; the Welsh Government and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.

1. Staff will ensure that occasional checks are made during lessons to ensure that the filtering methods selected are effective in practice;
2. Rules for Responsible Internet Use will be displayed clearly;
3. All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the Internet Access and E-Safety Policy;
4. Parents will have access to the policy via the school website;
5. A module on responsible Internet use will be included in IT Scheme of Work covering both school and home use;
6. If staff or pupils discover unsuitable sites, the URL (address) and content will be reported to the Internet Service Provider via the Network Manager;
7. Any material that the school suspects is illegal will be referred to the local authority Audit Department and the Internet Watch Foundation;
8. Appropriate filtering will be used to protect against inappropriate materials;
9. Security strategies will be discussed with the LA;
10. The security of the whole system will be reviewed with regard to threats to security from Internet access;
11. Personal data sent over the Internet will be encrypted or otherwise secured;
12. Virus protection will be installed and updated regularly.

LOSS OF ITEMS

The school does not accept any liability for the cost of items such as mobile phones and other electronic items that are brought into school and lost or damaged. The exception to this is when for reasons of security or confiscation a member of staff agrees to take responsibility for such an item.

COMPLAINTS

Any complaints or concerns about the use of the Internet should be raised in accordance with the school's complaints policy.

MISUSE

Any misuse of the internet by pupils will be dealt with according to the school Behaviour Policy.

REFERENCES

Child Exploitation & Online Protection Centre - internet safety - CEOP http://ceop.police.uk
WISE online Information about education for parents www.dfee.gov.uk/parents/
NCH Action for Children A Parents' Guide to the Internet, leaflet www.nchafc.org.uk/internet/
Internet Watch Foundation www.iwf.org.uk entre for Technology in Education
Related policies Data Protection Policy
Safeguarding and Child Protection Policy Related documents

Internet permission form
Guidelines for using mobile phones in the classroom
Guidance for staff using social networking