

# Hartford Junior School



## Internet and E-Safety Policy

Written: December 2021

Next Review: December 2023

Chair of Governor Signature:

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### Revision and edition Log

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### **Aims**

The purpose of this document is to state how the school intends to implement the National Curriculum statutory E- Safety requirements and ensure that children use the skills taught in a safe manner. E-Safety is an explicit part of the National Curriculum and will be taught within our Computing curriculum and throughout the wider school curriculum and use of Computing.

### **National Curriculum statutory E-safety requirements:**

- use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact

The requirements of the National Curriculum will be met through the teaching of Computing and PSHCE at Hartford Junior School. Elements will be explicitly taught to our pupils. Assessment of children's needs will be used to evaluate and plan for relevant E-Safety work and teaching for our pupils.

### **The Importance of Internet and E-safety**

- The purpose of using the Internet in school is to help 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 students who show a responsible and mature approach to its use.
- The Internet is an essential element of life in the 21<sup>st</sup> century. We have a duty to provide students with good quality Internet access as part of their learning experience.
- It is crucial that children are taught to use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.

### **Developing good practice for Internet use**

Teachers, parents and pupils need to develop good practice in using the Internet as a tool for teaching and learning. There is a fine balance between encouraging autonomous learning and

maintaining adequate supervision. Systems, to ensure Internet use is as safe as possible, will enable increased use; the quality of that use becomes a critical factor.

To do this, Hartford Junior School will ensure that:

- The school Internet access will include filtering at a level appropriate for Key Stage 2 pupils.
- Pupils will be taught what is acceptable and what is not acceptable and given clear objectives for Internet use based on the SMART Rules. (See page 8)
- Staff will 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 and knowledge of location and retrieval.
- Safer Internet Rules will be displayed in classrooms and shared areas around the school.

### **Evaluating Internet content**

- Schools should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law. Pupils and staff must not plagiarise work found on the Internet. Pupils must be made aware that copying from a site is not useful or helpful.
- 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 to acknowledge source information and to respect copyright when using Internet materials in their own work.

### **Managing e-mails**

E-mail is an essential means of communication within education and in life in the 21<sup>st</sup> Century.

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail or they feel someone is mis-using email in any way.
- Pupils must not reveal details of themselves or others, such as address, telephone numbers, or arrange to meet anyone in an e-mail communication.
- Excessive social e-mail use can interfere with learning and may be restricted.
- Whole class e-mail can be used for participation in appropriate computing activities.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.
- Pupils should understand that all e-mail is able to be viewed by the school, and regular checks will be made on it.
- Staff should only use the officially provided e-mail system for transfer of confidential documents between schools as it is on a secure system. E-mails must not be auto-forwarded to other e-mail addresses eg hotmail, yahoo as it damages the integrity of the secure system.

## **Managing Website content**

School websites can inspire pupils to publish work to a high standard, for a very wide audience. A website can celebrate pupils work, promote the school and publish resources for projects or homework. Ground rules are important to ensure that the website reflects the school ethos and that information is accurate and well presented.

As our website can be accessed by anyone on the Internet, the security of staff and pupils must be considered:

- The point of contact on the website is the school address, school e-mail and telephone number. Staff or pupils home information will not be published.
- Website photographs that include pupils will be selected carefully. Pupils full names will not be used anywhere on the website. If a photograph is used there will be no name. If part of a child's name is used there will be no photograph.
- Written permission from parents or carers will be obtained before photographs are published on the school website.
- The head teacher or other individual nominated by the head will take overall editorial responsibility and ensure content is accurate and appropriate.
- 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 use of other applications**

The Internet is merely the technology which allows the sharing of information. There are many more applications, which have been developed to communicate, including conferencing facilities such as Chat, Newsgroups, Web cams and Social Networking Sites. Many of these facilities have great potential for education and children are becoming more familiar with these outside of school. It is our duty to encourage children to use these facilities safely. Therefore in school we should encourage children to use them responsibly.

- Children should only use regulated educational environments. This use will always be supervised and the importance of personal safety emphasised. Safety must be explained to children before use. Use sites such as [www.childnet.com](http://www.childnet.com) and [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
- Children's mobile phones are not allowed in school during the school day. If a pupil brings a mobile phone to school it will be kept in the school office for safe keeping until the end of the school day when it can be collected. The sending of abusive or inappropriate text messages is forbidden.
- The school currently provides a personal device for every pupil. Pupils are taught how to use this device safely. Management software is provided for each device for the school to monitor their use.

## **Authorising Internet**

- 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 leaving, or the withdrawal of a pupils access.
- Pupils will be provided with supervised Internet access.
- Pupils must agree to the 'Smart Rules for Responsible Internet Use' statements.
- Parents will be asked to contact the school if they are not happy with their child using the Internet.

## **Assessing risks**

In common with other media such as books, magazines, and video some material will be available via the Internet, which is unsuitable for primary pupils. We will supervise pupils and take all reasonable precautions to ensure that users only access 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. Neither the school, nor Cambridgeshire County Council, can accept liability for the material accessed, or any consequences of Internet access.

- 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 the Internet Policy is implemented and compliance with the policy monitored.

## **Managing Internet filters**

The Internet is a communications medium that is freely available to any person wishing to send an e-mail or publish a website. Access to appropriate information should be encouraged and the use a filtering system ensures a level of protection for pupils when using the Internet.

- The school will work in partnership with parents, the Cam Academy Trust, the Local Authority and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- Pupils will be encouraged to tell a member of staff if they encounter any material that makes them feel uncomfortable.
- 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.

## **Maintaining the computing system security**

The Internet is a connection to the outside world that could compromise system performance or threaten security. To enable security:

- The school computing systems will be reviewed regularly with regard to security.
- Virus protection will be installed and updated regularly.

- Security strategies will be discussed with the LA, particularly where a wide area network connection is being planned.
- Personal data sent over the Internet will be encrypted or otherwise secure.
- Use of memory sticks/CDs/DVDs/portable memory devices will be reviewed. Personal memory sticks/CDs/DVDs should not be brought into school without specific permission and a virus check.
- Unapproved system utilities and executable files will not be allowed in pupils work areas or attached to e-mail.
- Files held on the schools network will be regularly checked.
- The Computing Co-ordinator will ensure the system has the capacity to take increased traffic caused by Internet use.

### **Handling complaints regarding Internet use**

Prompt action is required if a complaint is made. The facts of the case will be established, for instance whether the issue has arisen within school or at home. Transgressions of the rules could be minor as well as the potentially more serious.

- Responsibility for handling incidents related to the Internet lies with the school's Senior Leadership Team (SLT).
- Any complaint about staff misuse must be referred to a member of the SLT.
- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils will need to work in partnership with staff to resolve issues.
- As with other issues, there may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.
- Sanctions available include:
  - warning
  - informing parents or carers
  - removal of Internet or computer access for a period, which could prevent access to school work held on the system.

The school acknowledges that we may be required to intervene in issues that arise due to pupils' online activity. This intervention may occur under when the pupils' activity:

- Could have repercussions for the orderly running of the school
- Poses a threat to another pupil or member of the public
- Could adversely affect the reputation of the school

### **Internet and E-safety Procedures**

It is essential that all staff have a good understanding of the Internet and E-safety Policy and they follow the 'Rules for Responsible Internet Use' before using the Internet with children. Children must be made aware of the need for safety when using the Internet and follow the 'Rules for Responsible Internet Use'.

- Staff will be involved in the review of the Internet and E-safety Policy.
- All staff will be provided with a copy of the Internet Policy and E-safety and its importance explained.
- Staff should be made aware that Internet traffic could and may be monitored and traced to an individual user. Discretion and professional conduct is essential.
- Staff development in safe and responsible Internet use and on school Internet policy will be provided as required.
- Rules for Internet access will be sent home in the school pack when pupils join the school.
- Pupils and staff will be informed that Internet use will be supervised and monitored.
- Instruction in responsible and safe use should precede Internet access and pupils will be reminded of the rules.
- Children will be taught about Internet safety and Cyber-bullying through PSHCE sessions throughout their time at school.

### **Parental Support**

Internet use at home is becoming more commonplace and parents need to be made aware of the dangers if pupils have unrestricted Computer, Internet and ICT access.

- A copy of the 'Rules for Responsible Internet Use' will be sent home with the pupil's welcome pack.
- Information about E-Safety and Responsible Internet Use will be available in the parents section of the school website.
- Parents will be informed of any updates to this Internet and E-safety policy.
- Internet issues will be handled sensitively to inform parents without undue alarm.

This policy will be updated and reviewed annually by the Computing Co-ordinator.

**Hartford Junior School**  
**Rules for Responsible Internet Use**

These SMART rules help me keep safe on the Internet.

S

**SAFE**

I will not give out personal information (name, email address, phone number, home address or school name) to people I don't know or trust online.

M

**MEETING**

I will not meet someone I have only been in touch with online without my parent or carer being present.

A

**ACCEPTING**

I will only accept emails, IM messages, open files, pictures or texts from people I know and trust to avoid getting computer viruses or nasty messages.

R

**RELIABLE**

I will think carefully about the information I am told or I see on the internet as it may not be true. I can't always trust everything I read.

T

**TELL**

I will tell my parent, carer or teacher if someone or something makes me feel uncomfortable or worried.



I understand that school can monitor my use of the computer and if I send nasty messages I can be stopped from using the Internet or computers.

Signed \_\_\_\_\_

Date \_\_\_\_\_