



*Love~Respect~Shine*

## E safety and Internet usage policy

2021-2022

Version	Policy approved by	Approval date	Review date	Changes made?
V1	Full Governing Body	Sept 2020	Sept 2021	Updated to incorporate new curriculum
V2	Full Governing Body	23.11.21	23.11.22	

## **E Safety and Internet Usage**

E safety encompasses internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

**The school's E safety policy will operate in conjunction with other policies including those for Behaviour, Anti-Bullying, Safeguarding and Acceptable Use Policy.**

## **Background - Why Is Internet Use Important?**

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 administration systems. Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the internet is therefore an entitlement for pupils who show a responsible and mature approach to its use and Cheadle Catholic Infant School has a duty to provide pupils with quality internet access. Many pupils will access the internet outside school and will need to learn how to evaluate online information and to take care of their own safety and security.

## **How Does Internet Use Benefit Education?**

Benefits of using the internet in education include:

- Access to world-wide educational resources including museums, libraries and art galleries
- Rapid and cost effective worldwide communication
- Access to experts in many fields for pupils and staff
- Professional development for staff through access to national developments, educational materials and effective curriculum practice
- Collaboration across support services and professional associations
- Improved access to technical support including remote management of networks and automatic system updates
- Exchange of curriculum and administration data with the Local Authority
- Access to learning wherever and whenever convenient

- Greatly increased skills in Literacy

### **How Can Internet Use Enhance Learning?**

- The school internet access is designed carefully for pupil use and includes filtering appropriate to the age of our pupils.
- Children 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.
- Staff will guide pupils in online activities that will support 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.

### **Good Practice**

E safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and pupils; encouraged by education and made explicit through published policies.
- Sound implementation of E-safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband from the provider including the effective management of content filtering.

### **Dangers To Consider**

Some of the dangers children may face include:

- Access to illegal, harmful or inappropriate images or other content.
- Unauthorised access to/loss of/sharing of personal information.
- The risk of being subject to grooming by those with whom they make contact on the Internet.
- The sharing/distribution of personal images without an individual's consent or knowledge.
- Inappropriate communication/contact with others, including strangers – Cyberbullying.
- Access to unsuitable video/internet games.
- An inability to evaluate the quality, accuracy and relevance of information on the internet.
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

As with all other risks, it is impossible to eliminate those risks completely. It is therefore essential, through good educational provision to build pupils' resilience to the risks to which they may be exposed, so that they have the confidence and skills to face and deal with these risks. We must demonstrate that we provide the necessary safeguards

to help ensure that we have done everything that could reasonably be expected of us to manage and reduce these risks. The E safety policy that follows explains how we intend to do this.

### **Monitoring**

The school will monitor the impact of the policy using:

- Logs of reported incidents
- Discussions between DSL and Computing co-ordinator to discuss needed updates

### **Internet Access And Responsibility**

- All staff must read and sign the Staff Acceptable ICT Use Agreement (Appendix A) before using any school ICT resource.
- Parents are informed that pupils will be provided with supervised internet access.
- Parents will be sent a copy of the Pupil Acceptable ICT Use Agreement which their children will have read with their teachers and signed in class (Appendix B).
- If staff or pupils discover unsuitable sites, the URL, time and content must be reported to the DSL and network manager (AVA) who will investigate and take appropriate action, liaising with broadband provider if necessary.
- School will ensure that the use of internet derived materials by pupils and staff complies with copyright law.

### **Email and Online Collaboration**

- Pupils may only use approved email accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive messages.
- Pupils must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission.
- Pupils must not access others pupil's accounts or files.
- Whole class or group email addresses should be used in school.
- Pupils must be responsible for their own behaviour on the internet, just as they are anywhere else in the school. This includes the materials they choose to access, and the language they use.
- Pupils must not deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher, so that the school can block further access to the site.
- Pupils are expected not to use any rude or offensive language in their email communications, and contact only people they know or those the teacher has approved. They will be taught the rules of etiquette for email and will be expected to follow them.
- Pupils must ask permission before accessing the internet and have a clear idea of why they are using it.
- Computers and school laptops should only be used for school work unless permission has been given otherwise.

- No program files may be downloaded from the internet to the computer, to prevent corruption of data and to avoid viruses.
- Pupils must not bring in USBs from home for use in school without permission. This is for both legal and security reasons. USBs should be virus scanned before use.

### **Filtering**

- The school will work in partnership with AVA and our Internet Provider to ensure filtering systems are as effective as possible.

### **Managing Emerging Technologies**

- Emerging technologies will be examined for educational benefit and their risks assessed. Mobile phones will not be used for personal use during lessons or formal school time on the school site.
- The sending of abusive or inappropriate text messages or photos (sexting) is forbidden.

### **Published Content & The School Website**

- The contact details on the web site should be the school address, email and telephone number.
- Staff or pupils personal information will not be published.
- The website and social media lead teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

### **Information System Security**

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with our technical support team and broadband provider if necessary.

### **Protecting Personal Data**

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 and GDPR regulations. Please see our Data Protection policy

### **Handling E safety Complaints**

- Complaints of internet misuse will be dealt with by a senior member of staff. Any complaint about staff misuse must be referred to the head teacher.
- These will be logged and dealt with as deemed appropriate by the head teacher.

- Complaints of a child protection nature must be dealt with in accordance with school child protection and safeguarding procedures.

### **Communication Of E safety And Internet Usage Policy**

#### **Pupils**

- Pupils will sign an Acceptable Use Agreement.
- Rules for internet access and E-safety will be posted in all classrooms.
- Pupils will be reminded of E safety rules regularly – especially when using the internet
- Cheadle Catholic Infant School have a clear plan for teaching E safety in an age appropriate way and their understanding is monitored by the Computing Coordinator through the use of Pupil Voice activities. This is then fed back to staff and SLT.

#### **Staff**

- All staff will be given the E safety Policy and its importance explained. Staff will sign an Acceptable Use Agreement.
- Staff should be aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

#### **Parents**

- Parents' attention will be drawn to the E-safety Policy in newsletters, communication home and the school website.
- Parents will receive a copy of their child's Acceptable Use Agreement.

## Appendices Appendix A - Staff and Governor Acceptable Use Agreement

To ensure that all staff are fully aware of their professional responsibilities when using information systems, they are asked to sign this code of conduct.

### CHEADLE CATHOLIC INFANT SCHOOL Internet Acceptable Use Policy

#### **Introduction**

Staff at Cheadle Catholic Infant School recognises and encourages the benefits of using the Internet and E-mail. It is seen as having a wealth of rich information resources that can promote educational skills in all areas of the curriculum. It can support the professional work of staff and enhance the school's management information and business administration systems. Access to the Internet is a necessary tool for staff and pupils. It is an entitlement for pupils who show a responsive and mature approach. We believe that electronic information research skills are fundamental in the preparation of citizens and future employees during the coming information age. However, the school recognises that, under certain circumstances the Internet can give children access to undesirable information and images. Pupils are taught what is acceptable and what is unacceptable. The school has done all that is possible to ensure children are protected from such information through the use of security software and a filtering system.

This Acceptable Use Policy outlines the rules and procedures taken to protect our children.

#### **Benefits or using the Internet, E-mail and our school Website**

- Promote and explore the uses of educational resources such as libraries, databases, museums and other repositories of information.
- Enhance and stimulate learning.
- Exchange communication with other Internet users around the world.
- Provide our students and staff with a world wide audience.
- Provide opportunities for publishing and displaying work on a school web page.
- Develop ways of supporting, extending and enhancing knowledge from other curriculum areas
- Exchange of curriculum and administration data with the LA and DfEE.
- Provide vital life skills.

#### **Aims of the Policy**

1. To allow all users safe access and use of the Internet and E-mail for educational purposes.
2. Provide a mechanism by which staff and students are protected from sites, information and individuals that would undermine the principles and aims of the school.
3. Provide rules which are consistent with the acceptable procedures commonly used on the Internet

### **Effective use**

Internet access will be planned to enrich and extend learning activities as an integral aspect of the curriculum.

The school will;

- Carefully plan and provide suitable links for all lessons.
- Bookmark approved sites.
- Allow the children the opportunity to search only when supervised.
- Supervise and monitor pupil's Internet access.
- Ensure that all pupils have followed the Internet procedures.
- Never reveal personal information, either their own or others'
- Never disclose any password or login name to anyone other the persons responsible for running and maintaining the system.
- Never label images of pupils on web pages with their names.
- Only use images of work or photos on the web where permission has been given.
- Teach the children about staying safe when using technologies.

Pupils will;

- Be given clear objectives for Internet use.
- Be educated in responsible and effective Internet use.
- Use their first names only when communicating with others
- Be supervised appropriately.
- Learn to copy, save and use material found on the Internet with supervision and without infringing copyright laws.
- Freely use provided links supplied a member of staff and use search engines selected and supervised by staff.
- Never reveal personal information, either their own or others, to other users on the Internet without adult permission.
- Notify a member of staff if they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.
- Never engage in conversation or dialogue with other users without permission of supervision from their teacher.
- Only access E-mail information from known addresses and with adult supervision.

### **The management of E-mail**

- E-mail is an essential means of communication within education.



- E-mail must only be used in school for educational purposes.
- Pupils will not be allowed to access personal E-mail from the school system.
- Pupils may send E-mail as part of planned lessons. This will be supervised and monitored by an appropriate adult.
- In-coming E-mail will be regarded as public.

### Agreement Form

#### User Signature

I agree to abide by all the points above. I understand that I have a responsibility for my own and others' e-safeguarding and I undertake to be a 'safe and responsible ICT user'. I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent online safety / safeguarding policies. I understand that failure to comply with this agreement could lead to disciplinary action.

Signature .....

Date.....

Full Name ..... (printed)

Job title/Role .....

## Appendix B

### Acceptable Use Agreement for KS1

- I will use technology only for educational purposes.
- I will make sure to use school technology properly and to take care of the equipment.
- I will not view, send, or copy anything that is inappropriate, disrespectful, or threatening.
- I will turn off the screen or turn Ipad over and let my teacher know right away if I come to something inappropriate.
- I will make sure to get permission from my teacher to use email.
- I will not give anyone my personal information on the internet or through email.

Signed.....

