Llangattock Church in Wales Primary School

Internet Safety Policy

Date Adopted: 25/06/14
Review date: June 2016

Internet Access Policy

This policy outlines our purpose in providing e-mail facilities and access to the internet at Llangattock C in Wales and explains how school is seeking to avoid the potential problems that unrestricted internet access could give rise to.

Internet access in school
Providing access to the internet in school will raise educational standards and support the professional work of staff.
Teachers and pupils will have access to web sites world-wide (including museums and art galleries) offering educational resources, news and current events.

Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. Benefits to the school include:

- access to world-wide educational resources including museums and art galleries;

- educational and cultural exchanges between pupils world-wide;

- access to experts in many fields for pupils and staff;

- staff professional development through access to national developments, educational materials and good curriculum practice;

- exchange of curriculum and administration data with the LA and DfES.

The school's Internet access includes the filtering of information through the Powys firewall, appropriate to the age of pupils.

What the school focuses on

The school aims to teach pupils to use the Internet effectively in response to an articulated need - e.g. a question arising from work in class.

Teachers will also choose a topic with care, select the search engine and then discuss with pupils sensible search words, which should be tested beforehand.

Children should be able to answer the question 'Why are we using the Internet?' In their responses they will be encouraged to evaluate their information.

Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

Teachers will help pupils to evaluate Web materials and develop healthy and critical attitudes.

The school will ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.

If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Powys ICT staff, via the ICT subject leader.

Ensuring internet access is appropriate and safe

The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- our internet access is controlled by Powys County Council which provides a service designed for pupils including a "firewall" filtering system intended to prevent access to material inappropriate for children;
- children using the internet will normally be working in the classroom or computer suite, during lesson time and will be supervised by an adult (usually the class teacher) at all times;
- staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils;
- staff will be particularly vigilant when pupils are undertaking their own search and will check that the children are following the agreed search plan;
- pupils will be taught to use e-mail and the internet responsibly in order to reduce the risk to themselves and others;
- the IT co-ordinator will monitor the effectiveness of internet access strategies;
- the headteacher will ensure that the policy is implemented effectively;
- methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in consultation with colleagues from other schools and advise from the LEA, our Internet Service Provider and the DfEE.

In a primary school, where pupil usage is fully supervised, government guidance is that all pupils in a class might be authorised as a group.

At Foundation Phase, access to the Internet will be by adult demonstration. Where further investigation is required there will always be supervised access to approved on-line materials.

At Key Stage 2, where children are beginning to demonstrate independent thinking and research skills, children will be directed to appropriate web sites that have been researched by the class teacher.

It is the experience of other schools that the above measures have been highly effective. However, due to the international scale and linked nature of information available via the internet, it is not possible to guarantee that particular types of material will never appear on a computer screen. *The school cannot accept liability for the material accessed, or any consequences of Internet access.*

A most important element is that pupils will be taught to tell a teacher **immediately** if they encounter any material that makes them feel uncomfortable.

If there is an incident in which a pupil is exposed to offensive or upsetting material the school will wish to respond to the situation quickly and on a number of levels. Responsibility for handing incidents involving children will be taken by IT Co-ordinator, Head Teacher and the pupil's class teacher. All the teaching staff will be made aware of the incident at a Staff Meeting if appropriate.

- If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue;
- If staff or pupils discover unsuitable sites the IT co-ordinator will be informed. The IT co-ordinator will report the URL (address) and content to the Internet Service Provider and the LA; if it is thought that the material is illegal, after consultation with the ISP and LA, the site will be referred to the Internet Watch Foundation and the police.

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Methods to identify, assess and minimise risks will be reviewed regularly. The Headteacher will ensure that the Internet policy is implemented and compliance with the policy monitored.

The school will work in partnership with parents, the LA, DfES 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 for Learning via the ICT subject leader.

How will e-mail be managed?

The government encourages the use of e-mail as an essential means of communication for both staff and pupils. Directed e-mail use can bring significant educational benefits and interesting projects between schools can be created.

The e-mail address will be one approved through the schools' accounts system. This will be managed by individual class teachers.

School Web Site

The school web site is used to celebrate pupils' work, promote the school and provide information. Editorial guidance will ensure that the Web site reflects the school's ethos that information is accurate and well presented and that personal security is not compromised. An editorial team ensure common values and quality control. Towards this outcome the site content is currently managed by a web site manager.

As the school's Web site can be accessed by anyone on the Internet, the school has to be very careful to safeguard the interests of its pupils and staff. The following rules apply.

- The point of contact on the Web site should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.

- Web site photographs that include pupils will be selected carefully. Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.

- Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs.

- The Headteacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.

- The Web site should 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.

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Emerging technologies

Many emerging communication technologies offer the potential to develop new teaching and learning tools. Mobile communications, wide Internet access and multimedia present opportunities which need to be evaluated to assess risks, to establish benefits and to develop good practice. The safest approach is to deny access until a risk assessment has been completed and safety demonstrated.

Therefore 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 by staff or pupils.

How will the policy be introduced to pupils?

Pupils will need to be reminded of the school rules at the point of Internet use. This will be done in lesson time when the need arises.

How will staff be consulted?

It is important that teachers and learning support assistants are confident to use the Internet in their work. The School Internet Access Policy will only be effective if all staff subscribe to its values and methods. Staff should be given opportunities to discuss the issues and develop appropriate teaching strategies. It would be unreasonable, for instance, if cover staff or supply staff were asked to take charge of an Internet activity without preparation. Clarification and discussion may be required.

Policy Review
This policy will be reviewed as detailed in the school's policy review cycle. It may also be necessary to review and amend it sooner to reflect both local and national changes.

Signed _____ (Chair)
Date _____
Review Date _____

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