

**Westminster Primary School**  
**Internet/Online Safety Policy**

Online computing and Social Media is developing year on year which brings many opportunities, but we must also be mindful of the.

In line with school policies that protect pupils from other dangers, there is a requirement to provide pupils with as safe an Internet environment as possible and a need to teach them to be aware of and respond responsibly to the risks.

**Why is Internet use important?**

- The Internet is an essential element in 21<sup>st</sup> 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
- 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 and exchange of data with support services, professional associations and colleagues
- improved access to technical support including remote management of networks

**How will Internet use enhance learning?**

- 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.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

**How will pupils learn to evaluate Internet content?**

- Pupils should 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 the source of information used and to respect copyright when using Internet material in their own work.
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the Head Teacher.

**How should website content be managed?**

- The Head Teacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.
- Website photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- Pupils' full names will not be used anywhere on the website.

- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.
- Children's blogs and forums will be monitored by class teachers and any issues followed up.

### **What are the rules for using digital images?**

- When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.
- Members of staff are allowed to take digital still and video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be captured using school equipment; the personal equipment of staff should not be used for such purposes.
- Pupils must not take, use, share, publish or distribute images of others without their permission.

### **What do we expect from parents/carers and family members with regard to digital media?**

- We ask that you think carefully about how you share your child's image on Facebook and other Social Media and that you do not post pictures that include other children if you have taken a photo of your child at a school event. We like our parents to be 'in the moment' when watching a performance or attending a school event, but also recognise that some people enjoy photographing or videoing their child. Any such images should not be posted on Social Media.

### **What are the risks?**

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils.
- Inappropriate communication with and/or contact with others including strangers.
- Sharing of personal information
- Access to unsuitable games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Online-bullying
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the head so that sites can be blocked or appropriate authorities informed.
- Plagiarism and copyright infringement
- Illegal downloading of music or video files
- The potential for excessive use which may impact on social and emotional development and learning.

### **How will we manage risks?**

- Fortnightly visits from an ICT technician to assist us with ensuring our equipment and server are working effectively.
- Ensure our internet content is filtered and provides an important means of preventing users from accessing material that is illegal or inappropriate. The filtering system cannot, however, provide a 100% guarantee of success so we also access a service that allows us to block or unblock individual websites.
- Subscribe to *Securus* - a service that alerts us to inappropriate searches made by individuals - which takes a screen shot of the person's screen and allows us to see which user has behaved in an inappropriate manner so that action can be taken.

- Provide prepared links to the children for internet research is a key feature of a lesson we prepare links for appropriate sites. Monitor searches when children are making their own decisions.
- Share our online rules with our children termly as well as display them in the classroom.
- Provide termly *Think U Know* sessions to promote online safety in an age appropriate way.
- Arrange for a specialists speakers to provide workshops to pupils and parents.
- Meet with parents/carers who wish to discuss online safety.
- Maintain up to date links in our Online safety section of the school website.
- Monitor children's blogs and forums on the school website
- If a child is found to make inappropriate comments this will be dealt with in a case by case basis. Parents are informed to ensure school and home are working in partnership. Online-bullying is dealt with in line with our anti-bullying policy and procedures.

#### **How will the policy be introduced to pupils and staff?**

- Instruction in responsible and safe use should precede online access for pupils.
- Pupils will be informed that Internet use will be monitored
- All staff must accept the terms of the 'Responsible Internet Use' statement before using any Internet resource in school.

#### **How will complaints regarding Internet use be handled?**

- Pupils and parents will be informed of the complaints procedure.
- Responsibility for handling incidents will be delegated to a senior member of staff.
- Any complaint about staff misuse must be referred to the head teacher.

#### **How will parents/carers support be enlisted?**

- Online safety issues will be handled sensitively to inform parents without undue alarm.
- Attention will be drawn to the online Safety Section of the school website.
- A partnership approach with parents will be encouraged. This could include demonstrations, practical sessions and suggestions for safe Internet use at home.

#### **How do we use mobile phones?**

- Members of staff are permitted to bring their personal mobile devices into school. They are required to use their own professional judgement as to when it is appropriate to use them. Broadly speaking this is:
  - ❖ Personal hand held devices will be used in lesson time only in an emergency or extreme circumstances
  - ❖ Members of staff are free to use these devices in school, outside teaching time and are expected to keep them secure.
- Pupils are not currently permitted to bring their personal hand held devices into school, but can by prior arrangement leave a mobile phone in the office for collection at the end of the school day.

**Westminster Primary School**  
**Online Safety**

Dear Parents/Carers,

As part of your child's curriculum and the development of ICT skills, Westminster Primary School is providing supervised access to the Internet.

We believe that the effective use of our school website and the internet is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the attached Rules for Responsible Internet Use and sign and return the consent form so that your child may use Internet at school.

Although there are concerns about pupils having access to undesirable materials, we have taken positive steps to reduce this risk in school. Our school has a filtering system that restricts access to inappropriate materials and we can also block individual websites. We use the *Securus* system which generates reports about your child's computer use and alerts us to possible inappropriate usage. We recommend that you have a look at the Online Safety section on our school website as this includes useful links.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any damages arising from your child's use of the Internet facilities.

Should you wish to discuss any aspect of online safety please telephone me to arrange an appointment.

Yours sincerely,

Ms S Finch (Head Teacher)

**Online Safety Rules**

These rules help us to be fair to others and keep everyone safe:

- I will use only my own network login and password.
- I will ask permission before using the Internet
- I will only use e-mail when it has been approved by my teacher.
- I understand that I must never give my home address or phone number, or arrange to meet someone.
- If see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I understand that the school may check my computer files and the Internet sites I visit.
- I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.

Westminster Community Primary School  
**Internet/Online Safety Consent Form**

<b>Pupil:</b>	<b>Year:</b>
<b>Pupil's Agreement</b> I have read and I understand the school Rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.	
<b>Signed:</b>	<b>Date:</b>
<b>Parent/Carer Consent for internet access</b> I have read and understood the school rules for responsible Internet use and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.	
<b>Signed:</b>	<b>Date:</b>
<b>Please print name:</b>	
<b>Parent/Carer Consent for Web Publication of Work and Photographs</b> I agree that, if selected, my son/daughter's work may be published on the school Web site. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.	
<b>Signed:</b>	<b>Date:</b>