

INTERNET SAFETY POLICY

Doc: QBPS 45
Issue: 03
Date: October 2016
Review Date: October 2018

INTERNET SAFETY POLICY

QUEEN BOUDICA COMMUNITY PRIMARY SCHOOL

PREPARED BY:

Anita Andrews
Senior Teacher

REVIEWED & APPROVED BY:

Curriculum Committee
(October 2016)

ISSUE AND REVISION RECORD

<u>Date</u>	<u>Issue No.</u>	<u>Details</u>	<u>Review Date</u>
April 2009	01	Original	April 2009
September 2014	02	Various minor changes	September 2016
October 2016	03	Addition to 'responsibility' section Addition of 'Parents and Carers' section	October 2018

INTERNET SAFETY

Queen Boudica Primary School's Internet Safety Policy is designed to clarify issues pertaining to filtering and internet monitoring for all users of the school network, whether adults or children.

Filtering

Queen Boudica Primary School will maintain a single point of access to the internet through a central connection to the Local Authority's Internet Service. At this access point an internet filtering system is maintained to block material inappropriate to children. Among the items filtered are obscene visual depictions, child pornography or material harmful to minors. It should be noted that, due to the nature of the Internet, no filtering system can be totally perfect; therefore, all staff will be vigilant for any material considered harmful or inappropriate and report this immediately to the Headteacher.

Monitoring

The teacher or staff member supervising any pupil has the primary responsibility of monitoring the internet for pupil safety and appropriate use. Pupils are not permitted to use the internet without direct supervision of a teacher or staff member. The Local Authority's Internet Service provides a monitoring system that can record the internet sites accessed.

If the school suspects that deliberate misuse of the internet has taken place then the matter will be dealt with as per the procedures laid out in the Behaviour and Discipline Policy. Abusive, inappropriate, racist or sexually explicit emails and texts sent by pupils using school equipment will be treated as a serious breach of the Behaviour & Discipline, Policy, also Anti-Bullying Policy and could be considered as 'cyber' bullying.

All staff and visitors are expected to use school equipment for the purpose it is intended, and any deliberate misuse will be considered as a serious breach of conduct.

Messaging

Messaging includes posting items such as text to a bulletin board, discussion groups, use of email, and 'chat' features including instant messaging. Pupils are prohibited from using messaging, except within the classroom between the teacher and pupils enrolled in an individual class, or within other schemes approved by the school (such as DB Primary which is our approved Virtual Learning Platform). Additionally, email accounts provided as part of DB Primary are allowed. These accounts are under the direct supervision of an assigned teacher. Queen Boudica Primary School will maintain the right to monitor all messaging on its system, and to take action if it suspects that an individual is misusing the system.

Responsibility

Planned e-safety sessions will be provided as part of Computing/PHSE lessons and will be regularly revisited. Pupils will be taught in all sessions involving use of the internet to be critically aware of the materials/content the success online and will be encouraged to adopt safe and responsible use both within and outside of school.

In lessons where internet use is pre-planned, pupils will be guided to sites which teachers have checked as suitable to their use. Staff will remain vigilant in monitoring the content of the websites that children visit.

Each user must take responsibility for his or her use of the computer network and internet.

If a pupil accesses an offensive or harmful site by mistake, they must click on the 'Whistle' (whistleblowing) button or switch off the monitor and report what has happened to a member of staff.

Similarly, if a pupil notices that another pupil has accessed such a site, they must also report it to a member of staff.

These responsibilities will be clearly laid out for pupils in the school's 'ICT Code of Conduct' which is shared with all pupils and displayed by each class in their classroom.

Identification of Pupils on the Web

Pupils' work published on the web will not be identified by their surnames.

The publication of photographs of groups of pupils on the school website can be motivating for the pupils involved, and provide a good opportunity to promote the work of the school. Such photographs will only be used for educational purposes and the identity of children will be protected. The full name of a pupil will never be included alongside the photograph.

Parents and carers who do not wish their child's photograph within a group picture to be used on the school website, are asked to notify the school office in writing.

Confidentiality of Pupil Information

Personal information concerning Queen Boudica Primary School pupils will not be disclosed or used in any way on the school website without the specific permission of a parent or guardian. Pupils are not permitted to provide private or confidential information about themselves or others on the Internet.

Parents/Carers

Parents and carers play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. Queen Boudica Primary School will take every opportunity to help parents and carers understand these issues through informing them about national and local e-safety campaigns, newsletters and parent and carer information evenings. Parents and carers will be encouraged to support the school in promoting good e-safety practice and to follow guidelines on the appropriate use of digital and video images taken at school events, access to parents' sections of the website and their children's personal devices in the school.

APPENDIX 1

Recommendations for internet use by pupils at home

Personal Safety for Children

The school will endeavour to offer training to support parents with helping their children use the internet safely at home eg. 'Think You Know Training' for parents of children aged 8 and above.

When using the internet:

- Children should never reveal personal information such as their name, home address or phone number or any information that might allow someone to locate them.
- Children should never agree to meet a person face-to-face whom they have 'met' on the internet without their parent's permission and without an adult being present.
- If someone attempts to arrange a meeting with a child through the internet, the child must report this communication to their parent/carer.
- All forms of messaging should not be used by children at home unless explicitly approved and supervised by parents (e.g video messaging, Skype, etc)
- Children should choose screen names carefully (eg. *Soccer_Kicks* is better than *Pretty_Sally13*).
- Children should never phone an online 'acquaintance' without parental permission because caller ID can trace a phone number, and from that information the child's address can be found.
- Nobody should reply to harassing, threatening, racist or sexual messages sent via email or mobile phone, but should report any such communication immediately to their parent/carer, and they in turn should notify the police.

Filtering at home

There are a number of filtering programs that allow parents to block sites and monitor their child's use of the internet, including the time of day, number of hours and types of access (such as chat, web, or newsgroup activities). It is recommended that parents use this type of filtering if their child will be using the internet without direct parental supervision.

Filtering can be set to restrict all internet use when parents are not home.

For more information refer to:

<http://www.childnet-int.org/>

<http://www.getnetwise.org/>

<http://www.safekids.com/>

<http://home.bt.com/tech-gadgets/internet/tips-to-help-children-use-the-internet-safely-11364017048963>

<http://www.sky.com/mysky/latestnews/article/my-sky-updates/2014-05/keeping-children-safe-online-matters/>

Location of Computers in the Home

It is recommended that parents place computers used by children in communal areas of the home. The best place for a home computer used by a child is in an area such as the living room or kitchen. The worst place is a child's bedroom.

Parent /Child Dialogue

It is recommended that parents:

- Have constant dialogue with their child about what they are doing online.
- Encourage their child to show them what they are doing.
- Consider reinforcing the school's 'Code for Internet Use' at home.

Violations

The internet has much value in today's world and is available in many public places, including our libraries. If a child violates the home 'Code of Internet Use', it is recommended that parents try to use the situation as an occasion for learning in the first instance, rather than immediately 'pulling the plug' on all home internet access.

Reporting

It is imperative that any illegal or suspicious contact with a child on the internet is reported to the police immediately.