

Emmbrook Infant School



E-Safety Policy

Responsibility of: Communication, Behaviour and Safeguarding Committee (CBS)

Date of Review: Spring Term 2018

Background

The statutory curriculum requires pupils to learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum, teachers need to plan to integrate the use of communications technology such as web-based resources and e-mail. Computer skills are vital to access life-long learning and employment; indeed we must consider ICT a life-skill.

Most technologies present risks as well as benefits. Internet use for home, social and leisure activities is expanding and being used by all sectors of society. This brings young people into contact with a wide variety of influences, some of which could be unsuitable. It is important that schools, libraries and youth clubs, as well as parents, adopt strategies for the responsible and safe use of the Internet.

The Internet is an open communications channel, available to all. Applications such as the Web, e-mail and chat all transmit information over the wires and fibers of the Internet to many locations in the world at low cost. Anyone can send messages, discuss ideas and publish material with little restriction. These features of the Internet make it an invaluable resource used by millions of people every day.

Some of the material is published for an adult audience and is unsuitable for pupils. In addition, some use the Web to publish information on weapons, crime and racism that would be more restricted elsewhere. Sadly e-mail and chat communication could also provide opportunities for adults to make contact with children for inappropriate reasons. 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.

Schools need to protect themselves from possible legal challenge. The legal system is still struggling with the application of existing decency laws to computer technology. It is clearly an offence to hold images of child pornography on computers but the possession of other obscene or offensive materials is not clearly covered. The Computer Misuse Act 1990 makes it an offence to "cause a computer to perform any function with intent to secure unauthorised access to any program or data held in any computer". Schools can help protect themselves by making it clear to users that the use of school equipment to view or transmit inappropriate material is "unauthorised".

Core Principles of Internet Safety

The Internet is becoming as commonplace as the telephone or TV and its effective use is an essential life-skill. Unmediated Internet access brings with it the possibility placing of pupils in embarrassing, inappropriate and even dangerous situations. A policy is required to help to ensure responsible use and the safety of pupils.

The Emmbrook Infant School E-Safety Policy is based upon the Kent NGfL E-Safety Policy. Both are built on the following five core principles:

Guided educational use

Significant educational benefits should result from curriculum Internet use including access to information from around the world and the abilities to communicate widely and to publish easily. Internet use should be planned, task-orientated and educational within a regulated and managed environment. Directed and successful Internet use will also reduce the opportunities for activities of dubious worth.

Risk assessment

21st Century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks – to become “E-Safe”. Schools need to ensure they are fully aware of the risks, perform risk assessments and implement a policy for Internet use. Pupils need to know how to cope if they come across inappropriate material.

Responsibility

Internet safety depends on staff, schools, governors, advisers, parents and, where appropriate, the pupils themselves taking responsibility for the use of Internet and associated communication technologies. The balance between education for responsible use, regulation and technical solutions must be judged carefully.

Appropriate strategies

This document describes strategies to help to ensure responsible and safe use. They are based on limiting access, developing responsibility and on guiding pupils towards educational activities. Strategies must be selected to suit the school situation and their effectiveness monitored. There are no straightforward or totally effective solutions and staff, parents and the pupils themselves must remain vigilant.

The school will appoint an e-Safety Coordinator. This role may overlap with the Child Protection Coordinator.

The E-Safety policy is part of the ICT Policy and School Improvement Plan and relate to all other policies including those for behaviour and for citizenship.

- *Our Internet Policy has been written by the school, building on the Kent NGfL policy and government guidance. It has been agreed by the senior management and approved by governors and the PTA. It will be reviewed annually.*

2. Why is Internet use important?

- The Internet is an essential element in 21st 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.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

3. 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;*
- *inclusion in government nationwide initiatives such as the National Grid for Learning (NGfL) and the Virtual Teacher Centre (VTC);*
- *cultural, vocational, social and leisure use in libraries, clubs and at home;*
- *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 with support services, professional associations and colleagues;*
- *improved access to technical support including remote management of networks;*
- *exchange of curriculum and administration data with the LEA and DfES.*

4. How will Internet use enhance learning?

Increased computer numbers or improved Internet access may be provided but effective use and quality of learning must also be addressed. Developing good practice in Internet use as a tool for teaching and learning is clearly essential. Teachers need to help pupils learn to extract the meaning from the mass of information provided by the Web. Often the quantity of information needs to be cut down and staff could guide pupils to appropriate websites.

- *The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils. (Emmbrook uses the Wokingham Borough filter).*
- *Pupils will be taught what is acceptable and what is not and given clear objectives for Internet use.*
- *Internet access will be planned to enrich and extend learning activities. Access will be reviewed to reflect the curriculum requirements and age of pupils.*
- *Staff should 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 of knowledge location and retrieval.*

5. How will pupils learn to evaluate Internet content?

Information received via the Web, e-mail or text message also requires good information handling skills. In particular it may be difficult to determine origin and accuracy, as the contextual clues present with books or TV may be missing or difficult to read.

Inappropriate material should not be visible to pupils using the Web. This is not easy to achieve and cannot be guaranteed. It is a sad fact that pupils may be confronted with inappropriate material, despite all attempts at filtering. Pupils will be taught what to do if they experience material that they find distasteful, uncomfortable or threatening.

More often, pupils will be judging reasonable material but selecting what is relevant to their needs, for instance to answer a homework question. Pupils will be taught research techniques including the use of subject catalogues and search engines. They will be encouraged to question the validity, currency and origins of information – key information handling skills. They will also use alternative sources of information for comparison purposes where available and as appropriate.

Using Internet derived materials in pupils' own work requires at least an understanding that straight copying is worth little without a commentary that demonstrates the selectivity used and evaluates significance. Respect for copyright and intellectual property rights, and the correct usage of published material will be taught.

- *If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the System Administrator.*
- *Teachers must ensure that the use of Internet derived materials by pupils complies with copyright law. The Headteacher must ensure that the use of Internet derived materials by staff complies with copyright law, although this may be delegated to the ICT Co-ordinator.*

6. How will e-mail be managed?

The government encourages the use of e-mail as an essential means of communication. Directed e-mail use can bring significant educational benefits and interesting projects between schools have been created.

However, the use of e-mail requires that the implications for the school and for the pupils have been thought out and that appropriate safety measures have been put in place. Un-regulated e-mail can provide a means of access to pupils that bypass the traditional school boundaries.

In the school context, e-mail should not be considered private and most schools, and indeed firms, reserve the right to monitor e-mail. There is a balance to be achieved between monitoring that is necessary to maintain the safety of pupils and the preservation of human rights, both of which are covered by recent legislation.

- *Pupils may only use approved e-mail accounts on the school system. (Pupils who have left may communicate through admin e-mail).*
- *Whole-class or group e-mail addresses should be used at Key Stage 1 and below.*
- *Access in school to external personal e-mail accounts may be blocked and is banned.*
- *Excessive social e-mail use can interfere with learning and will be restricted.*
- *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 banned.*

7. How should the Learning Platform content be managed?

Discussion: Many schools have created excellent Learning Platform sites that inspire pupils to publish work of a high standard. Web sites can celebrate pupils' work, promote the school and publish resources for projects or homework. Editorial guidance will ensure that the Learning Platform site reflects the school's ethos that information is accurate and well presented and that personal security is not compromised. Learning Platform and paper publication content is likely to overlap and the editorial team will ensure common values and quality control.

Although there are many ways to obtain information about schools and pupils, for instance a school newsletter, a school's Learning Platform site can be accessed by anyone on the Internet. Publication of information will be considered from a security viewpoint. Material such as staff details or a detailed plan of the school will not be published on the intranet.

Photographs that include pupils add a liveliness and interest to a Learning Platform site that is difficult to achieve in any other way. Nevertheless the security of staff and pupils must come first. **The publishing of pupils' names with photographs is not acceptable**

Strategies include using relatively small photographs of groups of pupils and using photographs that do not show faces at all. "Over the shoulder" can replace "passport-style" photographs but still convey the educational value of the activity. With imagination it is possible to replace many personal photographs with self-portraits or images of pupils' work or of an activity such as a science investigation. A check should be made that pupils in photographs are appropriately clothed.

Photographs of a pupil should not be published without the parent's or carer's written permission. Permission is given when a child enters the school and maybe withdrawn at the parent's discretion.

- *The point of contact on the Learning Platform 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 and will not enable individual pupils to be identified.*
- *Pupils' full names will not be used anywhere on the Learning Platform site, particularly associated with photographs.*
- *Written permission from parents or carers will be obtained before photographs of pupils are published on the school Learning Platform site.*
- *The Headteacher or nominee will take overall editorial responsibility and ensure content is accurate and appropriate.*
- *The Learning Platform 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.*
- *Staff keep mobile phones with cameras in cupboard and only use school cameras for children's pictures. Staff don't use mobile phones when children are present. See mobile phone policy.*

8. Personal publishing

- *Children will adhere to the rules for using the Learning Platform when publishing personal comments.*
- *A risk assessment will be carried out before pupils are allowed to use a new technology in school.*

9. How can emerging Internet uses be managed?

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

The safety of virtual communities depends on users being validated by the community and clearly identifiable in all communication. Within the safe community, or an appropriate sub-set of the community, the risks presented by communications facilities such as chat, e-mail and message boards become much safer. Examples of virtual communities include www.think.com and www.superclubsplus.com.

The school will endeavour to keep up to date with new technologies in order to assess their usefulness to the school's objectives as well as the risks associated with them.

- *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 by pupils within the school grounds, and if brought into school should be left with the class teacher or given to the office.*

10. How will Internet access be authorised?

The school should allocate Internet access for staff and pupils on the basis of educational need. It should be clear who has Internet access, and who has not. In a primary school, where pupil usage is fully supervised, all pupils in a class will be authorised as a group. As most pupils will be granted Internet access, it may be easier to manage lists of those who are denied access. Parental permission will be required in all cases.

- *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 pupil's access.*
- *At Key Stage 1 and Foundation, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.*
- *Parents are informed that pupils will be provided with supervised Internet access (an example the letter is included as an appendix).*
- *Parents will be asked to sign and return a consent form. Please see the sample form later in this document.*

11. How will the risks be assessed?

As the quantity and breadth of the information available through the Internet continues to grow it is not possible to guard against every undesirable situation. The school will need to address the issue that it is difficult to remove completely the risk

that pupils might access unsuitable materials via the school system. It is wise to include a disclaimer such as the following.

- *In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only 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 Wokingham Borough 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 SLT and ICT subject leader will ensure that the Internet policy is implemented and compliance with the policy monitored.*

12. How will filtering be managed?

Internet access must be appropriate for all members of the school community from youngest pupil to teacher and administrative staff. Teachers might need to research areas including drugs, medical conditions, bullying, racism or harassment. In such cases, legitimate use should be recognised and restrictions removed temporarily.

Our internet access is provided via the Wokingham Borough Council. Our filtering is delivered by Websense. Despite careful design, filtering systems cannot be completely effective due to the speed of change of Web content.

- *The school will work in partnership with parents, the LEA, 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 E-Safety Coordinator.*
- *Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.*
- *Any material that the school believes is illegal must be referred to the Internet Watch Foundation (please see references given later).*
- *Filtering strategies will be selected by the school in discussion with the filtering provider where appropriate. Where possible, the filtering strategy will be selected to suit the age and curriculum requirements of the pupil.*

13. How will the policy be introduced to pupils?

- *Rules for Internet access will be posted near all computer systems.*
- *Pupils will be informed that Internet use will be monitored.*
- *Instruction in responsible and safe use should precede Internet access.*
- *A module on responsible Internet use will be included in the PSHE/ICT programme covering both school and home use.*
- *All children will be introduced to the dolphin and taught how to use it.*

14. 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 Policy will only be effective if all staff subscribe to its values and methods. Staff must understand that the rules for any WBC employee on Internet misuse are quite specific. Instances of misuse resulting in dismissal have occurred. If staff have doubts as to the legitimacy of any aspect of their Internet use in school, they should discuss this with their line manager to avoid any possible misunderstanding.

Internet use is widespread and all staff including administration, caretaker, governors and helpers should be included in appropriate awareness raising and training. Internet use should be included in the induction of new staff, for instance in the selection of appropriate modes of expression in e-mail communication to prevent confusion. In commerce, e-mail is used extensively and is often considered to be a legal document.

- All staff must accept the terms of the 'Responsible Internet Use' statement before using any Internet resource in school.
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the School E-Safety Policy, and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- The monitoring of Internet use is a sensitive matter. Staff who operate monitoring procedures should be supervised by senior management.
- Staff development will be carried out regularly in the safe and responsible Internet use and the school E-Safety policy will be provided as required.

15. How will ICT system security be maintained?

It is important to review the security of the whole system, from user practice to Internet service provider (ISP). At the simplest level, occasional checks on user's files, temporary Internet files and history files can reveal potential mischief.

Local Area Network security issues include:

- The user must act reasonably. Loading non-approved software could cause major problems. Permission to load non-approved software should be sought from the ICT technician or E-safety Coordinator. Good password practice is required including logout after use.
- The workstation should be secure from casual mistakes by the user.
- Cabling should be secure and wireless LANs safe from interception.
- The server operating system must be secured to a high level.
- Virus protection for the whole network must be installed and current.
- The school ICT systems will be reviewed regularly with regard to security.*
- Virus protection will be installed and updated regularly.*
- Security strategies will be discussed with the LEA, where appropriate.*
- Personal data sent over the Internet will be encrypted or otherwise secured.*

- Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to e-mail.*
- Files held on the school's network will be regularly checked.*
- The ICT Coordinator and/or ICT Technician will ensure that the system has the capacity to take increased traffic caused by Internet use.*

16. How will complaints regarding Internet use be handled?

Parents and teachers must know how and where to report incidents. Prompt action will be required if a complaint is made. The facts of the case will need to be established, for instance whether the Internet use was within or outside school. Transgressions of the rules may be minor and can be dealt with by the teacher as part of normal class discipline. Other situations could potentially be serious and a range of sanctions will be required, linked to the school's behaviour policy. Complaints of a child protection nature must be dealt with in accordance with LEA/KCPC child protection procedures.

- Responsibility for handling incidents will be delegated to a senior member of staff.
- Any complaint about staff misuse must be referred to the E-Safety subject leader and Headteacher.
- 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 drugs 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: - interview/counselling by a senior member of staff; - informing parents or carers; - removal of Internet or computer access for a period, which could prevent access to school work held on the system.

17. How will parents' support be enlisted?

The school will make every effort to ensure parents are aware of the dangers that can exist where pupils may have unrestricted access to the Internet but, outside of the school IT environment parents are fully responsible for managing the access children have. The school can offer help through planning appropriate use of the Internet at home with parents if required and by drawing Parents' attention to the E-Safety policy in newsletters, the school brochure and on the school Learning Platform site.

- *Internet issues will be handled sensitively to inform parents without undue alarm.*
- *Organising e-safety evenings for parents/carers.*