Sutton on the Forest CE VC Primary School
Acceptable and Responsible Internet Use Policy
e-safety

Rationale
At Sutton on the Forest Primary School we recognise that the internet is an open communication channel, available to all. Anyone can send messages, discuss ideas and publish material with little restriction. These features make it a valuable resource used by millions of people every day. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. Internet access is an entitlement for pupils who need to show a mature and responsible approach to its use. The Internet is an essential element in 21st century life for education, business and social interaction. Our school has a duty to provide pupils with quality Internet access as part of their learning experience.

The purpose of Internet access in our school is to:
- help raise educational standards
- to promote pupil achievement
- to support the professional work of staff and to enhance the school's management information and business administration systems.

How does the Internet benefit education?
Benefits include:
- Access to worldwide educational resources including museums and galleries.
- Inclusion in Government initiatives such as the DfE ICT in Schools and the Virtual Teacher Centre (VTC).
- Education and cultural exchange between pupils worldwide.
- Immediate access to up to the minute news and current events.
- To enable children to access VLP such as Mathletics and Purple Mash
- Cultural, vocational, social and leisure use in libraries, clubs and at home.
- The opportunity for staff and pupils to discuss with experts in a variety of fields.
- Professional development for thorough access to national developments, educational resources and good curriculum practice.
- Communication with support agencies, professional associations and colleagues.
- Improved access to technical support including remote management of networks.
- Exchange of curriculum and administrative data with LA and DfE.

However, much of the material on the Internet is published for an adult audience with content which is unsuitable for children, and would be restricted elsewhere. We also recognise that email and chat communication can provide opportunities for adults to make contact with children for inappropriate reasons.

Aims

At Sutton on the Forest Primary School, in line with policies that protect pupils from other dangers, we aim to:

- provide pupils with as safe an Internet environment as possible and teach them to be aware of and respond responsibly to the risks.
- protect our school from possible legal challenge wherever possible. The legal system continues to struggle with the application of existing decency laws to computer technology. It is clearly an offence to hold images of child pornography on computers and to use Internet communication to "groom" children. However, the possession of other obscene or offensive material is not clearly defined. The Computer Misuse Act 1990 makes it a criminal offence to "cause a computer to perform any function with intent to secure unauthorised access to any program or data held in any computer
- make it clear to users that the use of school equipment to view or transmit inappropriate material is "unauthorised". However, we are aware that a disclaimer is not sufficient to protect a school from a claim of personal injury and we will ensure that all reasonable and appropriate steps have been taken to protect pupils.
- Ensure that all staff will are aware of the risks of internet use and address these accordingly through training seeking advice and guidance from SSCB where necessary.

Scope of policy

This policy applies to all school equipment at any time including any laptops signed out by staff for use at home. Visitors should seek the Computing co-ordinator or Headteacher's permission before bringing their own equipment onto the premises.

Risk Assessment

The school will take all reasonable precautions to ensure that users access only appropriate material by using NYCC filtering system and children will not be allowed Internet access without the presence of an adult member of staff. Staff supervision is paramount in taking all reasonable precautions to ensure only appropriate material is accessed.

However, even with adult supervision, it is impossible to guarantee that particular types of material will never appear on a computer terminal or station. This is due to the international scale and linked nature of material on the Internet. Neither the school nor North Yorkshire LA can accept liability for inadvertent access to material accessed or to the consequences of such 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 annually. The Headteacher will ensure that the Internet policy is implemented and compliance with the policy monitored.

Policy Decisions

- No pupil will use PC systems / laptops without adult supervision.
- Pupils must have permission to use the Internet.

- Pupils may work independently when directed to a website which has already been vetted by the teacher.
- Free searching (use of general search engines) is forbidden to children without supervision.
- Only an adult, or children under supervision will do the downloading of files or images.
- Children will not use or be issued with individual e-mail accounts (adult staff may set up and use their own account). They must only use approved email accounts set up on the school system.
- Sent messages will be moderated by the teacher and must be polite, appropriate and justified.
- Pupils must not reveal personal details of themselves (home address, telephone number) or others in e-mail communication, or arrange to meet anyone.
- Pupils must immediately tell staff if they receive an offensive email.

- E-mail sent to external organisations must be authorised before sending, in the same way as a letter written on school headed paper.

Social networking and personal publishing
- The school Filtering System blocks access to social networking sites
- Newsgroups are also blocked
- Pupils are told never to give out personal details which may identify them
- Pupils and parents are advised that the use of social network spaces outside school is inappropriate for primary aged pupils.
- Work is carried out with all pupils on a regular basis, e.g. assemblies, to remind them on these risks.

Cyberbullying
Bullying is never acceptable and at Sutton on the Forest Primary we have policies and procedures in place to tackle any incidents. However, although we recognise the value of ICT there may be instances where technology is used negatively, to bully children. Some features of cyberbullying are different from other forms of bullying in that:
- It is 24/7 and can invade home/personal space.
- The audience can be very large and reached rapidly
- People who cyberbully may attempt to remain anonymous. The person cyberbullying may never be in the same personal space as their target.
- The profile of the bully and the target. Cyberbullying can take place both between peers and across generations; teachers have also been targets. Bystanders can also become accessories to bullying e.g. by passing on a humiliating image.
- Some instances of cyberbullying can be unintentional e.g sending a 'joke' or saying something negative online which they don't expect to be forwarded or viewed outside their immediate group.
- Many cyberbullying incidents can themselves act as evidence.

Cyberbullying and the law
The school community has a duty to protect all its members and provide a safe,

healthy environment. The Education and Inspections Act 2006 (EIA2006) outlines some legal powers which relate more directly to cyberbullying Head teachers have the power' to such an extent as is reasonable' to regulate the conduct of children when they are off site. The EIA also provides a defence for school staff in confiscating items such as mobile phones from pupils.

Bullying is not a specific criminal offence in UK law, there are laws that can apply in terms of harassing or threatening behavior (Protection from Harassment Act 1997, The Malicious Communications Act 2003 and the Public Order Act 1986.

Preventing Cyberbullying

The best way to deal with cyberbullying is to prevent it happening in the first place therefore we will:

- Ensure that all members of the school community have a shared definition of cyberbullying and their responsibilities towards the responsible use of ICT.
- Update policies and practices on a regular basis
- Ensure all members of the school know how to report instances of cyberbullying
- Promote the positive use of ICT
- Evaluate the impact of prevention activities.

Responding to Cyberbullying

- Support. Give reassurance and inform parents.
- Investigate the incident and record.
- Work with the bully and apply any sanctions.
- For more information visit the below websites:
- http://www.parentsprotect.co.uk/cyberbullying.htm
- http://www.kidscape.org.uk/cyberbullying/

Authorising Internet Access

- The school agrees to Internet access based on educational or professional development needs without prior permission.
- Other reasonable use of the Internet may be allowed but must be agreed to by the School Management Team before use.
- 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 or pupil may leave or a pupil's access be withdrawn. There will be a separate access for students and supply staff using class log-ins.
- At Key Stage 1 Internet access is mainly through adult or teacher demonstration. However, children may access teacher prepared files or materials e.g. Mathletics, Purple Mash
- At Key Stage 2 Internet access will be granted to the whole class based on a lesson need that corresponds to the ICT or cross curricular Schemes of Work. Children must first have been given a suitable introduction to rules for responsible use of the Internet. They must also apply individually by agreeing to abide by the Acceptable and Responsible Internet Use Statement. (Appendix 2)
- Pupils will be allowed supervised use of the Internet for research or reference outside of class time (e.g. break times or after school clubs).

Parents will be informed at the beginning of the academic year of supervised Internet access relevant to their education. Parents must sign and return a permission slip allowing this access (see Appendix 1).

Maintaining a Secure Computer System

- The LA filters the school's internal network via a firewall.
- Virus protection software is installed and is updated as is reasonably practicable.
- Security strategies will be discussed with the Local Authority as appropriate.
- The use of CD-ROMS and memory USB sticks by children is discouraged and may only be used in exceptional circumstances.
- Staff may use them vigilantly, reporting screen displays immediately.
- Staff should also be mindful of viruses when using memory sticks between machines.
- The ICT Technician, will ensure system capacity is reviewed to take the ever-increasing use of the Internet.
- Children's work is subject to monitor at any time by that child's class teacher or the Computing co-ordinator.
- Children store any saved files within their allocated drive and folder.
- Files not attributed to allocated areas are subject to immediate deletion.

Data Protection

- Staff must only use encrypted memory sticks.
- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Procedures for Reporting Inappropriate use of I.T.

- Responsibility for handling incidents will be delegated to the Computing co-ordinator in consultation with the Headteacher.
- User reports immediately, but discreetly, to the supervising adult.
- The supervising adult turns off the monitor but not the base unit.
- A message is sent to the Computing co-ordinator or Headteacher.
- The Computing co-ordinator privately reviews the nature of the material and logs the terminal number/location, the date, time and nature of material found, who found it and the user login if appropriate.
- This information is forwarded to the Headteacher who will accept responsibility, or allocate responsibility to the Computing co-ordinator, for dealing with the incident.

Depending on the seriousness of the incident:

- Pupils and parents will be informed of the incident and complaints procedure.
- Parents and pupils may need to work in partnership with staff to resolve an issue.
- There may be occasions when the police must be contacted.
- Early contact will be made to establish the legal position and discuss strategies.
- A pupil may have Internet or computer access suspended.

- If unsuitable sites are discovered the URL (address) and content will be reported to the Local Authority as the Internet service provider.

Any complaint about staff misuse must be referred to the Headteacher.

Staff Internet Use

Staff must only access computers using their own accounts. Staff use of the Internet is restricted to professional use only. The Internet on school computers should not be used for any political purposes, personal gain or social use e.g. personal emails, booking holidays, private financial matters or social networking. Restrictions also apply to any laptops that are booked out for use at home. Staff may book out laptops, in accordance with school procedures, but it is advisable that **all school laptops should not be linked to the Internet outside of school premises.**

Keeping staff and pupils aware of their Conditions of Use

All staff and adults working in school will be given a copy of the 'Acceptable and Responsible Use of Internet Policy' and its importance explained. Users will be required to sign an agreement indicating their acceptance of school policy before being issued with a logon account. If they feel unprepared for Internet use then the Computing co-ordinator will spend time tutoring the basics to them. Reassurance and discussion are always available from the Computing co-ordinator Rules for Acceptable use of IT will be posted near all computer systems (see Appendix 2).

Children will be reminded at the beginning of every academic year of the rules of acceptable use of IT.

Parental Support

Parents' attention will be drawn to the Acceptable and Responsible Internet Use document in newsletters and on the school website. Internet issues will be handled sensitively to inform parents without undue alarm. A partnership approach with parents will be encouraged. Home use is increasing at possibly a faster rate than school use and parents must be made aware/reminded of the dangers of unrestricted access. Supervised use of the Internet at home is encouraged. The school is available to discuss any issues/concerns about the Internet or other IT use.

Interested parents will be referred to organisations such as PIN (Parents Information Network), Parents Online and National Action for Children.

All staff/students/volunteers are expected to comply fully with the school's Acceptable and Responsible Internet Policy. Failure to do so may be a disciplinary offence.

Review

The Governing body will review this policy every three years. The Governors may, however, review the policy earlier than this if the government introduces new legislation, or if the Governing Body receives recommendations on how the policy

may be improved.

Dear Parents,

As part of pupils' curriculum enhancement and the development of ICT skills, Sutton on the Forest Primary School provides supervised access to the Internet.

In using this facility pupils may exchange electronic mail with recipients arranged by the school or be involved in researching information using suitable websites as part of their learning.

With Internet access comes the responsibility of the user to only access materials considered to be of educational value or in the context of a primary school.   North Yorkshire Local Authority and   Sutton on the Forest staff will make every effort to preserve free and safe Internet access to responsible pupils, however it is impossible to guarantee control of all accessed materials.

Users, must, therefore, be held responsible for the way they use ICT facilities at Sutton on the Forest Primary School.

I enclose a copy of rules for the acceptable use of IT employed here at Sutton on the Forest Primary School. It is recommended that if Internet access is allowed at home you adopt a similar set of rules and use an appropriate piece of security software.

Please return this academic year's permission slip to your child's class teacher.

Should you wish to discuss any aspect of Internet use please telephone me to arrange an appointment.
Yours sincerely
Mrs Botham

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Permission for Internet Access

Parents/Carer's permission   **Pupil's Agreement**
I give permission for access to the Internet   I agree to follow the rules on the
terms set out in the letter.   Responsible Internet Use.

  Signed _____   Signed_____

  Print Name _____   Print Name_____

  Date _____   Date _____
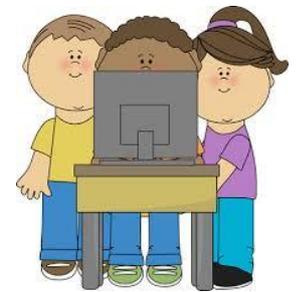
Rules for Acceptable Use of ICT

At Sutton on the Forest Primary School, we care about our pupils and want to promote mature users of IT. Many of our computers have Internet access. This is to help with our learning. The following rules are to keep you safe. Following them also helps us to use IT fairly and sensibly.

- I will only access the computer network with my class teacher`s permission.

- I will not open or access anyone else's file in any way.

- I will only use the school computers for schoolwork and homework.

- I will not bring in CD-ROMs or memory sticks from outside school and try to use them on school computers.

- I will ask permission from a member of staff before sending any work to any printer.

- I will only use the Internet with adult supervision.

- I will only E-Mail people if my teacher has given me both permission and E-Mail addresses to use and to send to.

- Any messages I write or send will be polite and responsible.

- I will not give out my personal details (home address or telephone number) or arrange to meet anyone over the Internet.

- To help protect other pupils and myself, I will tell a teacher if I see anything unpleasant or anything I am unhappy with when I am using a computer.

- If I receive anything unpleasant or messages I do not like I will tell my teacher immediately.

- I will only download or copy any file or image under the supervision of my teacher.

- I understand that the school may check my computer files and Internet sites I visit.

Sutton on the Forest Primary School
Responsible Internet Use Statement /
Staff

The computer system is owned by the school and is made available to staff to enhance their professional activities including teaching, research, administration and management. The school's Internet Access Policy has been drawn up to protect all parties – the pupils' the staff and the school. The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

Staff requesting Internet access should sign a copy of this Acceptable Use Statement and return it to the Computing co-ordinator or Headteacher for approval.

- Activity that threatens the integrity of the school ICT system or activity that attacks or corrupts other systems is forbidden
- Users are responsible for all email sent and for contacts made that may result in an email being received
- Posting anonymous messages and forwarding chain letters is forbidden
- Copyright of materials must be respected
- All Internet activity should be appropriate for staff professional activity or pupils' education
- The same professional levels of language and content should be applied as for letters or other media, particularly as email is often forwarded or may be sent inadvertently to the wrong person
- Use for personal financial gain, gambling, political purposes or advertising is forbidden
- Users must only access those sites and materials relevant to their work in school
- Users must log off when they leave the room
- Users will be aware when they are accessing inappropriate material and should expect to have their permission to use the system removed
- Staff should not give their password or email address to pupils

This applies to both hardware in school and any staff laptops signed out for use at home.

Any material breach of this will result in disciplinary action

Full Name _____   Post _____

Signed _____   Date_____

Access Approved _____   Date _____