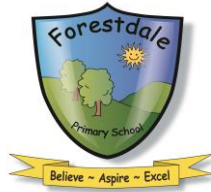


Forestdale Primary School



At Forestdale Primary School we **believe** every child is given the best opportunities to **aspire** in their learning and to **excel** in their standards. This is reflected in the school value words which we expect all staff and children to demonstrate.

Acceptable Use of the Internet/E-Safety Policy

2022

Forestdale School is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment.

Introduction

The *Acceptable Use of the Internet/e-Safety Policy* provides an important part of our school's safeguarding provision for pupils. As with all aspects of child protection, it is everybody's responsibility to ensure that every reasonable step is taken to keep our children safe at all times. The school has a designated e-Safety Coordinator, who is also a Designated Safety Lead. This document sets out the School's aims and strategies of the usage of the Internet by pupils, staff and visitors.

Definition

- the School deems inappropriate or undesirable material to be obscene, offensive, illegal or inaccurate
- pupils/staff/visitors should not feel or become uncomfortable, threatened or worried by material or information on websites or from e-mail
- pupils/staff/visitors must not violate copyright or download material without permission

Aims

- that all pupils/staff/visitors will feel safe when using the Internet and when sending or receiving e-mails
- all pupils/staff/visitors will be able to use the Internet and web-mail during term time or in holiday periods if working within school. Staff are able to access their web-mail via the internet.

The purpose of using the Internet in school

The purpose of Internet use in school is to: raise educational standards; to promote pupil achievement; to support the professional work of staff; and to enhance the school's management functions. 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. Pupils will be taught how to use the internet properly for their own safety and security.

Teaching using the Internet

A core part of our Computing curriculum, is how children can keep themselves safe using the internet and ICT in general. Pupils will be taught what Internet use is acceptable and what is not and will be given clear objectives for Internet use. 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. Staff 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, retrieval and evaluation.

Different ways of accessing information from the internet will be used depending upon the nature of the material being accessed and the age of the pupils.

- Access to the internet may be by teacher (or sometimes other-adult) demonstration.
- Pupils may access teacher-prepared material, rather than the open internet.
- Pupils may be given a suitable web page or a single web site to access
- Pupils may be provided with lists of relevant and suitable web sites which they may access.
- Pupils will only be allowed to use the internet once they have been taught the Rules of Responsible Internet Use and the reasons for these rules. Pupils accessing the internet for independent research will be reminded of these rules and teachers will endeavor to ensure that these rules remain uppermost in the children's minds as they monitor the children using the internet.

Awareness of the policy

All staff and parents have access to the School e-Safety Policy and its importance is explained. Staff and children are aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential. Parents' attention is drawn to the School e-Safety Policy in: newsletters; the school prospectus; Parent Forum; and through specific e-safety pages on the website. The school maintains a current record of all staff and pupils who are granted Internet access. All users read and sign the 'Acceptable ICT Use Policy' before using any school ICT resource. Parents are informed that pupils are provided with supervised Internet access. The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990. The Head Teacher and Governing Body ensure that the e-Safety Policy is implemented and compliance with the policy monitored.

Evaluating and monitoring content

Pupils and staff are informed that Internet use will be monitored (The school uses software which monitors appropriate internet usage). Staff who manage filtering systems or monitor ICT use are supervised by senior management and have clear procedures for reporting issues. The school ensures that the copying and subsequent use of Internet derived materials by staff and pupils complies with copyright law. If staff or pupils discover unsuitable sites, the URL (address), time, date and content is reported to the e-Safety Coordinator. In Computing lessons, pupils are taught to be critically aware of the materials they read and are shown how to validate information before accepting its accuracy.

Published Content

Our school web site is intended to:

- Provide accurate, up-to-date information about our school.
- Enable pupils to publish work to a high standard, for a very wide audience including pupils, parents, staff, governors, members of the local community and others.
- Celebrate good work.
- Provide pupils with the opportunity to publish their work on the internet.
- Promote the school.
- Events such as Sports' days, Christmas Plays etc. where photographs are taken, letters sent to parents will include a footnote, reminding parents/carers that photographs should only be taken of their child or family members and that these are photographs are for family use only.

The only contact details on our website are the school address, e-mail and telephone number. Staff or pupils' personal information is not published. The website respects intellectual property rights and copyright.

Photographs that include pupils are selected carefully and written permission is gained from all parents in school to publish photographs. Pupils' full names are not used anywhere on the website, particularly in association with photographs. Pupils' work can only be published with the permission of the pupil and parents. Images of staff are not published without consent.

The head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate

Social Networking

Social networking sites can connect people with others for a wide range of purposes, including educational purposes. Forestdale does not use social media sites within its curriculum, however the safe use of these sites is taught to children as part of the e-safety curriculum. Teachers must not communicate with pupils through private social networking sites, even on educational matters, but should use official sites sanctioned by the school.

We are aware that bullying and grooming can take place through social networking especially when a space has been setup without a password and others are invited to see the comments. All teachers are aware of, and trained in, the PREVENT strategy and are particularly vigilant in respect of internet use and potential signs of radicalization. Any such incidents are reported immediately to a DSL.

Managing Emails

Pupils may only use approved e-mail accounts on the school system and must immediately tell a teacher if they receive offensive e-mail. Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission. Use of words included in the filtering/checking 'banned' list are detected and logged. The forwarding of chain letters is not permitted. Any external emails will be authorized by an adult.

Emerging Technologies

Many emerging communications technologies offer the potential to develop new teaching methods and learning tools. A risk assessment needs to be undertaken on each new technology, and effective practice in classroom use should be developed. The safest approach is to deny or severely control and restrict access until a risk assessment has been completed and safety demonstrated. Please refer to the mobile technologies policy.

Children are not allowed mobile phones or smart devices with microphones/cameras in school unless with prior agreement – the device will not be available to the child however it may be kept safe in school for collection at the end of the day.

Managing Information Services

The security of the school information systems are reviewed regularly. Virus protection is updated regularly. Personal data sent over the Internet is encrypted or otherwise secured. Portable media may not be used without specific permission followed by a virus check. Where they are used to store personal information they are encrypted. Unapproved system utilities and executable files are not allowed in pupils' work areas or attached to e-mail. Files held on the school's network are regularly checked. The ICT subject leader/network manager reviews system capacity regularly. All staff's mobile equipment is encrypted.

Protecting Personal data

The quantity and variety of data held on pupils, families and on staff is expanding quite quickly. While this data can be very useful in improving services, data could be mishandled, stolen or misused. The Data Protection Act 1998 applies to anyone who handles or has access to information concerning individuals. Everyone in the workplace has a legal duty to protect the privacy of information relating to individuals. The act sets standards (eight data protection principles), which must be satisfied when processing personal data (information that will identify an individual). The eight principles are that personal data must be: 1. Processed fairly and lawfully. 2. Processed for specified purposes. 3. Adequate, relevant and not excessive. 4. Accurate and up-to-date. 5. Held no

longer than is necessary. 6. Processed in line with individuals rights. 7. Kept secure. 8. Transferred only to other countries with suitable security measures. Personal data is recorded, processed, transferred and made available in compliance with to the Data Protection Act 1998.

E-Safety Complaints

Formal complaints of Internet misuse are dealt with by a senior member of staff. Any complaint about staff misuse must be referred to the Head teacher. Pupils and parents are informed of the complaints procedure. Sanctions for pupils within the school discipline policy include: interview/counselling by year lead or senior leader; informing parents or carers; removal of Internet or computer access for a period. Complaints of a child protection nature must be dealt with in accordance with school child protection procedures. Pupils and parents will be informed of the complaints procedure. Any complaint about staff misuse must be referred to the head teacher.

Communications Policy

E-safety rules will be posted in all networked rooms and discussed with the pupils at the start of each year. Pupils will be informed that network and Internet use will be monitored.

Date: March 2022

Head teacher: *D Foster*

Ratified by Chair of Governors:

To be reviewed annually

