

# Warren Farm Primary School



## Internet Safe Use Policy 2022

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|--------------------------|------------|
| Date of Last review      | 25/09/2022 |
| Date agreed by governors | 10/11/2022 |
| Date of next review      | 10/11/2023 |

# Warren Farm Primary School

## Internet Policy

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

*Created by: Mark McLaughlin*

*Date: 25/09/2022*

*To be revised: September 2023*

### **2 Why is Internet use important?**

- *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 information and business administration systems.*
- *Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.*
- *Internet access is an entitlement for students who show a responsible and mature approach to its use.*
- *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.*

### **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 initiatives such as the DfES ICT in Schools and the Virtual Teacher Centre (VTC) <http://vtc.ngfl.gov.uk>;*
- *educational and cultural exchanges between pupils world-wide;*
- *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.*
- *mentoring of pupils and provide peer support for them and teachers*

#### **4 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.*
- *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, retrieval and evaluation.*

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

- *If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT co-ordinator.*
- *Schools should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.*
- *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.*

#### **6 How will e-mail be managed?**

- *Pupils may only use approved e-mail accounts on the school system.*
- *Pupils must immediately tell a teacher if they receive offensive e-mail.*
- *Pupils must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.*
- *Whole-class or group e-mail addresses should be used at Key Stage 2 and below.*
- *Access in school to external personal e-mail accounts may be blocked.*
- *Excessive social e-mail use can interfere with learning and may 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 not permitted.*

#### **7 How should Web site content be managed?**

- *The point of contact on the Web 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 clearly identified.*
- *Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs.*
- *Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.*
- *The headteacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.*

- *The Web 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.*

## **8 Can Chat be made safe?**

- *Pupils will not be allowed access to public or unregulated chat rooms.*
- *A risk assessment will be carried out before pupils are allowed to use a new technology in school.*

## **10 How can emerging Internet applications be managed?**

- *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 during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.*

## **11 How will Internet access be authorised?**

- *At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.*
- *Parents will be informed that pupils will be provided with supervised Internet access.*
- *Parents will be asked to sign and return a consent form.*

## **12 How will the risks be assessed?**

- *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 BCC 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 headteacher will ensure that the Internet policy is implemented and compliance with the policy monitored.*

### **13 How will filtering be managed?**

- *The school will work in partnership with parents, the LEA, DfE 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 Internet Service Provider via the ICT co-ordinator.*
- *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. The filtering strategy will be selected to suit the age and curriculum requirements of the pupil.*

### **14 How will the policy be introduced to pupils?**

- *Rules for Internet access will be posted in all rooms where computers are used.*
- *Pupils will be informed that Internet use will be monitored.*
- *Instruction in responsible and safe use should precede Internet access.*

### **15 How will staff be consulted?**

- *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 Internet 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.*

### **16 How will ICT system security be maintained?**

- *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, particularly where a wide area network connection is being planned.*
- *Personal data sent over the Internet will be encrypted or otherwise secured.*
- *Use of portable media such as memory sticks and CD-ROMs will be reviewed. Portable media may not be brought into school without specific permission and a virus check. Staff are encouraged to use Microsoft 365 for the transference of any information not a memory stick. Any information that needs to be sent to a third party containing information about children or staff should be sent via egress switch secure email.*
- *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 IT co-ordinator / network manager will ensure that the system has the capacity to take increased traffic caused by Internet use.*

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

- *Responsibility for handling incidents will be delegated to a senior member of staff.*
- *Any complaint about staff misuse must be referred to the 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;*
  - *informing parents or carers;*
  - *removal of Internet or computer access for a period .*

### **18 How will parents' support be enlisted?**

- *Parents' attention will be drawn to the School Internet Policy in newsletters, the school brochure and on the school Web site.*
- *Internet issues will be handled sensitively to inform parents without undue alarm.*
- *A partnership approach with parents will be encouraged. This could include demonstrations, practical sessions and suggestions for safe Internet use at home.*
- *Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parents.*

### **19 General statements**

- *We operate a clean desk clean screen policy. Always lock your screen or log off your computer if you are not working at it to avoid accidental sharing of information.*
- *Always consider the safety of data and if in doubt see our Data Protection Officer.*
- *Users should not send messages that contain any unsuitable material or defamatory statements about other individuals or organisations.*
- *Messages should not contain material or language that could be viewed as offensive to others or as contravening the City Council Equal Opportunities Policy, N.B. what may appear appropriate to one person might be misconstrued by another.*
- *Under no circumstances should a user access a site that contains sexually explicit or offensive material. If you find yourself connected to such a site inadvertently, you should disconnect from that site immediately, and notify your line manager.*

- *This policy should be read in conjunction with our GDPR Data Protection Policy.*
- *Action will be taken under the City Council's Disciplinary Policy against any users who are found to breach the policies outlined in these guidelines. Significant abuse, particularly involving access to pornographic or offensive or images constitute gross misconduct leading to summary dismissal.*



# Warren Farm Primary School

# Responsible Internet Use

## Rules for Staff and Students

The computer system is owned by the school. This Responsible Internet Use statement helps to protect students, staff and the school by clearly stating what use of the computer resources is acceptable and what is not.

- Irresponsible use may result in the loss of Internet access.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- School computer and Internet use must be appropriate to the student's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers.
- Users are responsible for e-mail they send and for contacts made.
- Anonymous messages and chain letters are not permitted.
- The use of chat rooms is not allowed.
- The school ICT systems may not be used for private purposes, unless the headteacher has given permission for that use.
- Use for personal financial gain, gambling, political purposes or advertising is not permitted.
- ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.





# **Warren Farm Primary School**

## **Responsible Internet Use**

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

- **I will ask permission before using the Internet.**
- **I will use only my own network login and password, which is secret.**
- **I will only look at or delete my own files.**
- **I understand that I must not bring software or disks into school without permission.**
- **I will only e-mail people I know, or my teacher has approved.**
- **The messages I send will be polite and sensible.**
- **I understand that I must never give my home address or phone number, or arrange to meet someone.**
- **I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.**
- **I will not use Internet chat.**
- **I 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.**

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.



# Warren Farm Primary School

Headteacher, Gillian Barr

Aylesbury Crescent

1 April 2018

Dear Parents

## **Responsible Internet Use**

As part of your child's curriculum and the development of ICT skills, Warren Farm Primary School is providing supervised access to the Internet. We believe that the effective use of the World Wide Web and e-mail 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 Internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe Internet access if you wish. We also have leaflets from national bodies that explain the issues further.

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.

Yours sincerely

Mrs G. Barr  
Headteacher

## Sample Consent Form

Gaining pupils' and parents' agreement to the Rules for Responsible Internet Use is important but requires management. Some schools do this once each year at the same time as checking the home and emergency contact details. The Rules for Responsible Internet Use should be included with the letter to parents to ensure clarity.

For pupils above the age of 16 and not living at home or for pupils 18 or older, the school should be able to rely on the consent of the pupil alone. Otherwise parent's consent must be obtained. It is also wise to obtain parent's permission to publish pupil's work and to publish pupil's photographs on the school Web site, subject to strict safeguards,

|   |                     |
|---|---------------------|
| <b>Our School</b>   |                     |
| <b>Responsible Internet Use</b>   |                     |
| Please complete, sign and return to the school secretary  |                     |
| <b><i>Pupil:</i></b>  | <b><i>Form:</i></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><i>Signed:</i></b>   | <b><i>Date:</i></b> |
| <b>Parent's 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><i>Signed:</i></b>   | <b><i>Date:</i></b> |
| <b><i>Please print name:</i></b>  |                     |
| <b>Parent's 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><i>Signed:</i></b>   | <b><i>Date:</i></b> |

This consent form is based, with permission, on the Internet Policy of the Irish National Centre for Technology in Education.

# References

## Particularly for Parents and Children

### National Action for Children (NCH)

Parents Guide on Internet usage

[www.nchafc.org.uk/itok/](http://www.nchafc.org.uk/itok/)

### Bullying Online

Advice for children, parents and schools

[www.bullying.co.uk](http://www.bullying.co.uk)

### FKBKO - For Kids By Kids Online

Excellent Internet savvy for kids; KS1 to KS3

[www.fkbko.co.uk](http://www.fkbko.co.uk)

### Parents Information Network (PIN)

Comprehensive guidelines on Internet safety

[www.pin.org.uk](http://www.pin.org.uk)

### Parents Online

Interactive learning and safety advice, excellent presentation for parents.

[www.parentsonline.gov.uk/2003/parents/safety/index.html](http://www.parentsonline.gov.uk/2003/parents/safety/index.html)

### Kidsmart

An Internet safety site from Childnet, with low-cost leaflets for parents.

[www.kidsmart.org.uk](http://www.kidsmart.org.uk)

### Think U Know?

Home Office site for pupils and parents explaining Internet dangers and how to stay in control.

[www.thinkuknow.co.uk/](http://www.thinkuknow.co.uk/)

### Family Guide Book (DfES recommended)

Information for parents, teachers and pupils

[www.familyguidebook.com](http://www.familyguidebook.com)

### NCH Action for Children

Expert advice for children, young people and parents.

[www.nchafc.org.uk](http://www.nchafc.org.uk)

### Safekids

Family guide to making Internet safe, fun and productive

[www.safekids.com](http://www.safekids.com)

## Particularly for Schools

### Associations of Co-ordinators of IT (ACITT)

Acceptable use policy for the Internet in UK Schools, original straightforward text.

[www.g2fl.greenwich.gov.uk/acitt/resources/assoc/aup97.doc](http://www.g2fl.greenwich.gov.uk/acitt/resources/assoc/aup97.doc)

### NAACE / BCS

A guide for schools prepared by the BCS Schools Committee and the National Association of Advisers for Computer Education (NAACE)

[www.naace.org](http://www.naace.org) (publications section)

### DfES Superhighway Safety

Essential reading, both Web site and free information pack. Telephone: 0845 6022260

<http://safety.ngfl.gov.uk>

### KS2 Internet Proficiency Scheme [www.becta.org.uk/corporate/corporate.cfm?section=8&id=2758](http://www.becta.org.uk/corporate/corporate.cfm?section=8&id=2758)

A Becta, DFES and QCA pack to help teachers educate children on staying safe on the internet

### Internet Watch Foundation -

Invites users to report illegal Web sites

[www.iwf.org.uk](http://www.iwf.org.uk)

### Data Protection

New Web site from the Information Commissioner

[www.informationcommissioner.gov.uk/](http://www.informationcommissioner.gov.uk/)

**Kent Web Skills Project**

Discussion of the research process and how the Web is best used in projects.

[www.kented.org.uk/ngfl/webskills/](http://www.kented.org.uk/ngfl/webskills/)

**Click Thinking: Scottish Education Department**

Comprehensive safety advice

[www.scotland.gov.uk/clickthinking](http://www.scotland.gov.uk/clickthinking)

**Kent ICT Security Policy**

An overview of the need to secure networks with Internet access.

[www.kent.gov.uk/eis](http://www.kent.gov.uk/eis) (broadband link)

**Copyright**

Irreverent but useful coverage of the main aspects of copyright of digital materials, US-based.

[www.templetons.com/brad/copymyths.html](http://www.templetons.com/brad/copymyths.html)

**Internet Users Guide**

A guide to network resource tools, a book (ISBN 0-201-61905-9) or free on the Web.

[www.terena.nl/library/gnrt/](http://www.terena.nl/library/gnrt/)

**Alan November – The Grammar of the Internet**

Article explaining how to evaluate Web sites and information

[www.edrenplanners.com/infolit/](http://www.edrenplanners.com/infolit/)

**DotSafe – European Internet Safety Project**

A comprehensive site with a wide range of ideas and resources, some based on Kent work.

<http://dotsafe.eun.org/>

**Cybercafe**

Internet proficiency through online games for KS2, with a free teacher's pack.

[http://www.gridclub.com/home\\_page/hot\\_headlines/cyber.shtml](http://www.gridclub.com/home_page/hot_headlines/cyber.shtml)

## Notes on the legal framework

**The Computer Misuse Act 1990** makes it a criminal offence to gain access to a computer without permission. The motivation could be the technical challenge, data theft or to damage the system or data. The Rules for Responsible Internet Use remind users of the ownership of the school computer system.

**Monitoring** of data on a school network could contravene Article 8 of the European Convention of Human Rights and Fundamental Freedoms, e.g. the right to respect for private and family life, which is protected by the Human Rights Act 1998. The Telecommunications (Lawful Practice) (Interception of Communications) Regulations 2000 also limit monitoring. The 2000 Regulations apply to all forms of electronic monitoring and interception irrespective of whether the material monitored is generated by private use or in the course of the school's day to day activities.

A school may only monitor authorised private use of a computer system if it can justify monitoring on the basis that it is lawful, necessary and in the interests of amongst other things, the protection of health or morals or for the protection of the rights and freedoms of others. Schools should ensure that the monitoring is not out of proportion to the harm that could be done if the monitoring did not take place.

Schools could start by banning private use of a school's computer system, but then allow private use following application to the head teacher. The Rules for Responsible Internet Use, which every user must agree to, contain a paragraph that should ensure users are aware that the school is monitoring Internet use.

In order to defend claims that it has breached either the 2000 Regulations or the Human Rights Act 1998, a school should devise procedures for monitoring, ensure monitoring is supervised by a senior manager and maintain a log of that monitoring.

The following legislation is also relevant:

**Data Protection Act 1984/98** concerns data on individual people held on computer files and its use and protection.

**Copyright, Design and Patents Act 1988** makes it an offence to use unlicensed software

**The Telecommunications Act 1984** Section 43 makes it an offence to send offensive or indecent materials over the public telecommunications system.

**Protection of Children Act 1978**

**Obscene Publications Act 1959 and 1964** defines “obscene” and related offences.

#### **References:**

Brief introduction to dangers and legal aspects of the Internet.

[www.bbc.co.uk/webwise/basics/user\\_01.shtml](http://www.bbc.co.uk/webwise/basics/user_01.shtml)

List of useful law resources; see copyright and Internet sections.

<http://link.bubl.ac.uk/law>

HMSO: Full text of all UK legislation and purchase of paper copies.

[www.legislation.hmso.gov.uk](http://www.legislation.hmso.gov.uk)