

Low Furness CE Primary School

'Learning Together Through Faith'

Policy for Internet and Electronic Media Use

We at Low Furness CE Primary School are committed to providing safe access to the Internet and Electronic Media.

Entitlement

The statutory Computing curriculum aims to ensure that all pupils:
'are responsible, competent, confident and creative users of information and communication technology' (Department for Education, 2013).

In delivering the curriculum, teachers need to plan for and make use of technology available in school, using web-based resources and equipment available.

Life-long learning and employment increasingly requires computer and electronic communications use so pupils need to develop the appropriate ICT life skills.

Access to the internet is a necessary tool for staff and pupils. It is an entitlement for pupils who show a responsible and mature approach towards its use.

The purpose of internet access in school is to raise educational standards, to support the professional work of staff and to enhance the school's management information and business administration systems.

Aims and objectives

To give pupils and staff the opportunities to:

- access world-wide educational resources, including museums and art galleries;
- participate in current, online initiatives;
- be included in government initiatives;
- gather information and have cultural exchanges between appropriate pupils in other schools, worldwide;
- access news and current events;
- use the internet safely for cultural and social development and for leisure;
- participate in discussions with experts in many fields;
- provide access to educational materials and good curriculum practice, leading to staff professional development;
- communicate with the advisory and support services, professional associations and colleagues;
- exchange curriculum and administration data with the Local Authority (LA) and Department for Education (DfE).

This policy applies to all school equipment at any time and all other Computing equipment brought onto the school premises. Staff and pupils should seek the permission before bringing their own equipment onto the premises.

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Filtering

In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that unsuitable material will never appear on a terminal.

Low Furness CE Primary School maintains a single point of access to the Internet through a central connection to the County Internet Service, BT Lancashire. The service provided by BT Lancashire includes Antivirus and content filtering software. The content filter is updated at least once a day so is kept fully up to date. However, no filtering system is perfect so websites can be added or removed by request from Low Furness CE Primary School (appendix 1).

Monitoring & Management

Pupils are prohibited from using the Internet without direct supervision of a teacher or staff member. That teacher or staff member must supervise pupils and has the primary responsibility of monitoring the use of the Internet is safe and appropriate.

- Parents are made aware of internet use in school, including safety procedures put in place and appropriate filtering. Some brief guidelines will be given, explaining the rules and responsibilities of safe Internet use in school (see appendix 3) along with information to advise on safe Internet use at home (see appendix 4);
- Photographs must not identify individual pupils in any way. Only group shots or pictures taken over the shoulder will be used;
- Full names will not be used anywhere on the school website, particularly alongside photographs;
- Parents will be informed that pupils will be provided with supervised internet access;
- Personal CD's and memory sticks may not be brought into school by pupils without permission;
- Responsibility for handling incidents is the Headteacher's;
- Rules for responsible internet use access will be posted near computer systems (see appendix 5).
- All staff, including teachers, supply staff, teaching assistants and support staff will be provided with the Internet Access Policy, and its importance explained;
- Pupils will be taught ways to validate information before accepting that it is necessarily accurate;
- Pupils will be taught to acknowledge the source of information, when using Internet material for their own use;

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- Pupils and teachers will be informed that Internet use will be supervised and monitored;
- 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 will be reported to the Internet Service Provider via the Computing co-ordinator;
- If staff require open but filtered Internet access, separate facilities will be provided;
- Pupils will be made aware that the writer of an e-mail or the author of a Web page might not be the person claimed;
- Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

Responsibility

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 Home 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 are clearly laid out for pupils in the school's "Rules for Responsible Internet Use" which are shared with all pupils and displayed near the computer terminals.

- Responsibility for handling incidents is the Headteacher's;
- Staff will work in partnership with parents and pupils to resolve issues;
- A pupil may have internet or computer access denied for a period of time as a sanction for inappropriate use of the Internet, this will depend on the nature of the incident;
- The use of ICT in Low Furness C.E. Primary School and the associated safety issues are discussed with all children throughout the school in a range of subjects;
- Internet safety will be included in the RSHE programme. This will cover both school and home use. Yearly Internet Safety assemblies will also take place.
- Pupils will be reminded of safe and appropriate use of the Internet as required. The computing curriculum expects pupils to be taught to:

Key Stage 1

- use technology safely and respectfully, keeping personal information private; identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies

Key Stage 2

- use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact

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Planning and use of the Internet

- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirement;
- Pupils will be given clear objectives for internet use;
- Staff will select sites which will support the learning outcomes planned for the pupils' age and maturity;
- Approved sites should be bookmarked;
- Staff and pupils will not be allowed to access public chat rooms, including social network sites;
- Staff and pupils will not access inappropriate sites that could put others at risk;
- At Key Stage 1, pupils have supervised access to specific approved on-line materials;
- At Key Stage 2, internet access will be granted to a whole class as part of the scheme of work, after a suitable education in responsible internet use;
- Pupils using the Internet will be supervised by an adult;
- If staff or pupils discover unsuitable sites, the URL (address) and content will be immediately reported to the Internet Service Provider via the Computing coordinator.

Messaging and Social Media

Messaging includes posting items such as text to a bulletin board, discussion groups, use of email, and "chat" features including instant messaging. Social Media covers a range of applications including, Facebook, Snapchat, Instagram and Twitter. Pupils are prohibited from using messaging, except within the classroom between the teacher and pupils enrolled in an individual class and social media sites are inaccessible through the school network. UKCCIS guidance is used in regards to other inappropriate use on communication, such 'sexting.'

Low Furness CE Primary School maintains the right to monitor all messaging on its system.

Low Furness CE Primary School is committed to educating our pupils about both the possibilities and dangers the use of electronic communication offers. We recognise that the use of social media outside of school is beyond our control but support our pupils, and their families, by providing information and advice about age limits and staying safe online. We accept that although most social media sites require users to be aged 13 years and over in order to register, many of our pupils have accounts. We are committed to the pastoral care of all our pupils and the use of electronic communication that impacts on the wellbeing of any child will be dealt with swiftly and according to school policy.

Low Furness Facebook page

Low Furness has a 'closed ' Facebook page. Prospective members are required to answer questions as to their reasons for wanting to join and applications have to be approved by the Administration team. The Admin team also approve all posts before they are published to the page. Any inappropriate comments will be removed as soon as possible. All parents must opt in and give permission for their children to appear on Facebook. All staff are aware of children who do not have

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permission to appear on the Facebook page. Facebook is GDPR compliant and a copy of their certificate can be found in the office with all other data compliance certificates.

Parental use of the Low Furness Facebook page

School recognises that parents/carers may have issues surrounding school that they wish to raise. However, raising concerns or complaints on the school Facebook page is never appropriate and school will not respond to issues or complaints raised in such a way. Channels such as private conversations with the teacher, Head teacher or appropriate Governor are the correct way to proceed. Failing this, the formal complaints procedure should be used.

Publishing on the Web

The school website is used to share important information about Low Furness CE Primary School with parents, children and governors. Children's work and photographs may be published on the website assuming appropriate parental permission has been received. Full names of children will not be published. Photographs on the website are protected and cannot be copied.

Security

Low Furness CE Primary School provides a secure network for the school community through the County Internet Provision from BT Lancashire (see appendix 1).

Confidentiality of Pupil Information

Personal information concerning pupils will not be disclosed or used in any way on the school website without the specific permission of a parent or guardian. Personal data will not be sent over the Internet. (see also Data Protection Policy)

Responsible Internet Use

The computer system is owned by the school and is made available to pupils to further their education and 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.

Before Internet access is permitted, staff and pupils must sign a copy of the appropriate Acceptable Internet Use Statement (appendices 2 and 3).

Appendices

1. BT broadband and Cumbria IT online services information.
2. Responsible Internet Use – Staff
3. Responsible Internet Use – Pupils
4. Recommendations for Internet use at home
5. General rules for responsible internet use
6. Consent form – photography and use of images

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Reviewing the policy

The policy will be reviewed as part of the school's evaluation cycle. The policy is due for review in Summer 2024.

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Appendix 1

BT Lancashire Secure Schools' Network

About the Service

What is it?

The BT Lancashire secure schools' network is a private 'Walled Garden' environment, maintaining a secure and a safe environment for pupils and staff to access online resources and content.

Why do I need it?

To ensure that pupils, staff and computer systems are best protected against the potential threats of accessing online resources/content and the wider internet.

What are the benefits?

All data both inbound and outbound on BT Lancashire Services school broadband connections is checked by a series of firewalls, filters and gateways to determine that the data is safe and allowed.

Broadband and Online Services Bundle

Our Broadband and Online Services bundle incorporates a range of essential products and services to support your school. These are designed to complement a range of broadband options provided via the BT Lancashire broadband network.

The 2020/2021 Broadband and Online Services bundle includes the following features:

Broadband

- High capacity
- Designed for Education to support media rich learning
- Unlimited data usage
- Fully managed service support, includes our high specification managed router (no additional charges for fault resolution callouts or replacement of school router)
- All our broadband products include connection to our Secure Schools Network for added e-security protection.

Filtering

Internet Filtering

Our broadband service includes access to our Netsweeper filtering for safe internet access, with inclusive local control features that can also integrate with your school's Active Directory.

Secure Schools Network

Connection to the BT Lancashire private high capacity schools network (WAN), providing enhanced network security protection for pupils/staff.

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Email for Schools

Our inclusive email service uses the Education version of Microsoft Office 365, a cloud-based service which includes staff and student email including group calendaring.

It also includes Sophos antivirus protection and telephone and online support for all of the above.

Contact

For all technical and service support calls contact our ICT Support Desk askICT@btlancashire.co.uk or **0300-123-6797** select **Option 1**.

For general advice, complaints and assistance with non-technical problems, contact educationservice@btlancashire.co.uk.

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Appendix 2

Responsible Internet Use Statement - Staff

- Access should only be made via the authorised account and password, which should not be made available to any other person;
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden.
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail 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 e-mail 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 access only those sites and materials relevant to their work in school. Users will be aware when they are accessing inappropriate materials and should expect to have their permission to use the system removed;
- Staff should not give their email address to pupils.

Any material breach of this will result in disciplinary action.

Full name post

Signed date

Access granted date

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Appendix 3

Rules for Responsible Internet Use - Pupils

The school has computers and internet access to help our learning. These rules will keep everyone safe and help us be fair to others.

- I will not access other people's files;
- I will only use the computers for school work and homework;
- I will not bring CD's or a memory stick into school, without prior permission;
- I will ask permission from a member of staff before using the internet;
- The messages I send will be polite and sensible;
- I will not give my home address, telephone number, email address or personal website details, or arrange to meet someone, unless my parent, carer or teacher has given permission;
- To help protect other pupils and myself, I will tell a teacher if I see anything I am unhappy with or I receive messages I do not like;
- I understand that the school may check my computer files and may monitor the internet sites I visit.

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Dear Parents

Responsible Internet Use

As part of pupils' curriculum enhancement and the development of information and communication technology skills, Low Furness CE Primary School is providing supervised access to the internet.

Although there are concerns about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in school. Our school internet access provider operates a filtering system that restricts access to inappropriate materials.

The access your child will have to the internet will be highly planned for and appropriate to enhance their educational needs.

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

Yours sincerely

Mrs S Little

Headteacher

(A welcome letter and leaflets are also provided to parents highlighting the use of internet in the school. Created by E-Safety leader Mr Wilson.)

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Appendix 4

Recommendations for Internet use by pupils at home

Personal Safety for Children

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 or guardian.
- Instant messaging should not be used by children at home unless explicitly approved and supervised by parents.
- Children should choose screen names carefully (e.g. 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 or sexual messages but should report any such communication immediately to 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://windows.microsoft.com/en-GB/windows/set-up-family-safety#set-up-family-safety=windows-7>

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Location of Computers in the Home

It is recommended that parents place computers used by children in a heavy traffic area 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.

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 establishing a "Code for Internet Use" for the 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.

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Appendix 5

Rules for Responsible Internet Use

These general rules that will keep everyone safe and help us be fair to others.

- I will not access other people's files.
- I will use the computers only for schoolwork and homework.
- I will not bring memory sticks or CD's into school without permission.
- I will ask permission from a member of staff before using the Internet.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send will be polite and sensible and will be written in English – not 'text' language.
- I will not give my home address, phone number or any other personal details to anyone and will notify my teacher immediately if anybody asks me for this information.
- I will not arrange to meet anyone, and will notify my teacher immediately if anybody asks me to do this.
- To help protect other pupils and myself, I will tell a teacher if I see anything I am unhappy with or I receive a message I do not like.
- I understand that the school can check my computer files and the Internet sites I visit.

Appendix 6

SEE POLICY FILE