

Internet Safety Policy

At Crosshall Junior School we believe that information and communication technologies create valuable opportunities to improve children's learning. This is achieved by extending the range of information, resources and people they encounter. To use ICT effectively requires an awareness of the benefits and risks, the development of new skills and an understanding of appropriate and effective use both in and out of the classroom.

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 technologies such as web-based resources and e-mail. Computer skills are vital to access life-long learning and employment; indeed ICT is now seen as an essential life-skill.

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

Benefits of on-line connections

The NGFL (National Grid for Learning) connects all schools, using information communication technologies. It provides access to high quality educational resources within a safe area of the Internet. All sites linked to the NGFL conform to published standards and codes of conduct.

The benefits this will bring to Crosshall Junior School include:

- access to the world wide web, educational resources and people, which in turn provides access to a wide range of cultural, scientific and intellectual material that isn't freely or readily available in other forms;
- inclusion in government initiatives such as NGFL and the Virtual Teacher Centre;
- information and cultural exchanges between students world wide;
- discussion with experts in many fields for pupils and staff;
- staff professional development through access to educational materials and good curriculum practice;
- communication with the advisory and support services, professional associations and colleagues;
- exchange of curriculum and administration data with the LA and DCSF;
- Internet access which will be planned to enrich and extend learning activities.

Internet access and authorisation

Cambridgeshire LA provides Internet access to all educational establishments within the county. This includes filtering, which is managed remotely by the Eastern Area Broadband Network (E2BN). Access levels are set and managed remotely. These settings are constantly under review by Cambridgeshire LA.

Staff who believe that an inappropriate item has passed through the filter should report it to the school office, who will in turn report it to the Schools ICT helpline. 0845 045 0973

At Crosshall Junior School:

- pupils will be given clear learning objectives for Internet use;
- pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation;
- pupils will be taught how to use the Internet safely and how to be responsible Internet users;
- pupils will use the search engines approved by Cambridgeshire LA;
- pupils will be taught how to critically evaluate materials as well as learning good searching skills;
- pupils will be given sites which support the learning outcomes and are appropriate for the pupils' age and maturity;
- pupils will have the opportunity to publish work through access to a secure virtual learning environment.

Evaluating Internet content

Pupils in school are very unlikely to see inappropriate content in books due to the editing and previewing by publishers and teachers. This level of control is not so straightforward with Internet based materials. As a result, Internet teaching will include Internet content issues, including evaluating for authenticity, credibility and bias.

At Crosshall Junior School:

- pupils will be taught to evaluate the materials found for authenticity, validating information before accepting its level of accuracy;
- pupils will be taught safe and responsible behaviours when using the Internet;
- pupils will be taught to acknowledge the source of information, when using Internet material for their own use;
- pupils will be made aware that the writer of a source of information or email might not be the person claimed;
- pupils will be encouraged to tell a teacher immediately if they encounter any materials on the Internet that makes them feel uncomfortable;
- pupils will be made aware of the procedure to follow if inappropriate material is encountered. (see appendix one)

Internet use by adults

In order to ensure that all staff are fully informed of their roles and responsibilities regarding ICT in Cambridgeshire, we regularly remind staff of the key issues relating to the use of ICT in school and refer to the general guidance and advice obtained from Becta. All staff, including teachers, supply staff, classroom assistants and support staff, will be made aware of the Internet safety policy, the rules for responsible Internet use and have its importance explained. All adults are to read the guidance and sign the slip (see appendix two).

At Crosshall Junior School we will ensure that our pupils are aware and protected from the risks, and are 'Internet wise.' Therefore we:

- plan the curriculum content for Internet use to match the pupils ability;
- make sure pupils are aware of the specific rules for using the Internet safely;
- review sites before providing website to children;
- check government advice and recommendations;
- inform parents and seek their consent; (see appendix three).
- make sure pupils and parents are aware of the "Rules for Responsible Internet Use."

School Website

School websites are a valuable tool both for pupils and parents. They can inspire pupils to publish work to a high standard, for a range of audiences, creating a range of cross curricular opportunities for the pupils to work to. A website can celebrate children's work, promote the school, publish resources for projects or homework and provide day to day information about forthcoming events.

At Crosshall Junior School:

- the head teacher will delegate editorial responsibilities to a member of staff to ensure that content is accurate and the quality of presentation is maintained;
- the website will meet the school's accepted standard for publications;
- parental consent for the use of images on the website shall be sought;
- no names of individual children will be used;
- images of children will be taken in group shots, partial shots or over the shoulder rather than "passport" style images;
- the point of contact on the school website will be via the contacts page and no individual email identities will be published.
- See Appendix Four from guidance from DfES.

Using E-Mail

The government encourages the use of e-mail as an essential means of communication for both staff and pupils. Directed e-mail use can bring significant educational benefits and interesting projects between schools, both local and international. 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.

At Crosshall Junior School:

- pupils may only use approved internal e-mail accounts supplied by the school;
- pupils can use their individual STARz accounts;
- pupil e-mail activity is limited to internal school accounts;
- pupils must immediately tell a teacher if they receive an inappropriate 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;
- e-mails may not be sent to any external accounts.

Misuse procedure

The main protection against misuse will be the education of the children in the correct use of the Internet and its potential risks. By becoming responsible users of the Internet, the risks will be minimised. A system of sanctions will be in place, which will be invoked in the event of deliberate or persistent misuse of the Internet. (see appendix five)

Appendix One

Inappropriate web site proforma

Name of person making the report	
Date	
URL of site (www)	
Brief description of site	
Please return to:	
Action taken	
Date	

Notes:

Appendix Two

Acceptable Internet Usage Statement

The computer systems within school are made available to students, staff, and other adults to further their education and to enhance professional activities including teaching, research, administration and management. The school's Acceptable Use Policies have been drawn up to protect all parties – the students, the staff, other adults and the school - and are reviewed on a regular basis. Staff and other adults wishing to use the school's computer systems, email or Internet should sign a copy of this Acceptable Use statement and return it to the ICT subject leader for approval.

- All Internet activity should be appropriate to the pupil's education or the member of staff's roles and responsibilities.
- 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.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- Copyright of materials must be respected;.
- Posting anonymous messages and forwarding chain letters is forbidden.
- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media.
- Use of the network to access inappropriate material is forbidden.
- If you access any site on the Internet which you feel is inappropriate, report it in writing as soon as possible. Retain a copy of the report and return the proforma to the identified member of staff.

I have read statement above and agree to abide by the conditions. I understand that misuse of schools computer systems, email or the Internet are serious offences and could lead to disciplinary procedures, up to and including dismissal.

Full name

Signed

Date

Head teacher

Date

Appendix Three

Dear Parents

Responsible Internet Use

As part of your child's curriculum and the development of ICT skills, Crosshall Junior 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 J Elliott
Headteacher

Mr J East
ICT Subject Leader

Crosshall Junior School
Responsible Internet Use

Please complete, sign and return to the school secretary

Pupil:

Class:

Pupil's Agreement

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.

Signed:

Date:

Parent's Consent for Internet Access

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.

Signed:

Date:

Please print name:

Parent's Consent for Web Publication of Work and Photographs

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.

Signed:

Date:

Appendix Four

Guidance on personal information on school websites.

Inclusion of personal information

Personal information which is published on the World Wide Web becomes visible to millions of computer users world wide. Publishing personal information on the Web can result in unwelcome contact from strangers. In addition, the fact that the Web as a whole can be searched makes certain people vulnerable if their names are published.

School staff can find more information on privacy and child protection from BECTA, the Government's lead agency for Information and Communications Technology (ICT) in education, covering the United Kingdom. <http://schools.becta.org.uk>

Personal information includes names, photographs or information which clearly identifies an individual. There are a number of issues to consider:

Registration for Data Protection

Web pages need to be covered as part of the Data Protection Notification. The County Council's Notification covers the publication of names and professional interests of staff and external professional contacts on the World Wide Web.

Schools have their own registrations and these may need to be amended if the school has Web pages including personal information. Further information about data protection or changing your notification can be done at no charge by phoning the Council's Data Protection Officer, tel: (01223) 717268, or email data.protection@cambridgeshire.gov.uk To amend the registration you will need to describe the type of data that you want to hold and the reason that you want to include it.

Alternatively, you can contact the Information Commissioner's Office www.dataprotection.gov.uk tel: (01625) 545745, fax: (01625) 524510, Email: data@dataprotection.gov.uk Specific guidance on data protection and the Internet has been published by the Information Commissioner's Office.

Obtaining consent from the people concerned

Under the 1998 Data Protection Act, you must obtain consent from people before publishing any personal information about them on the Web. It must be possible to withhold consent. In the case of children under the age of 16, parental consent must be obtained.

It is important that people, particularly parents, understand what they are agreeing to.

The information will be visible and searchable world wide. If you do not want to be located for any reason (e.g. domestic violence) then you may not want your name used on the Web. If your child is particularly vulnerable in any respect (e.g. is adopted) then you may not want their photo to appear on the Web.

Prudence

Even if the Data Protection Registrar allows particular data to be published we recommend that you:

do not publish home addresses or phone numbers of children;

only publish home addresses or phone numbers of adults if you have a good reason to do so and if you have obtained their explicit consent;

do not publish surnames of children;

do not publish photos of children identified by their first name;

do not provide email links directly to children from Web pages.

Appendix Five

The sanctions for constant or persistent misuse of the Internet.

Child to be warned about their inappropriate use of the Internet and to be reminded about using the Internet safely.

Child's name to be given to ICT Leader and Head teacher.
Account suspended

Child to have a meeting with the head teacher.

Parental involvement. Meeting with child, class teacher, parents and headteacher.

If the child consistently or deliberately continues to disobey the rules they will not be allowed to use the Internet.