

**West Bretton Junior & Infant
School**

**Responsible Use of the
Internet and E-mail**

References

Becta

Developing whole-school policies to support effective practice

<http://publications.becta.org.uk/display.cfm?resID=25934>

<http://www.becta.org.uk/schools/esafety>

<http://www.becta.org.uk/leaders/governors>

YHGfL

<http://www.yhgfl.net/eSafety>

General

<http://www.kirklees-ednet.org.uk>

<http://www.Leedslearningnetwork.co.uk>

http://www.ofcom.org.uk/advice/media_literacy/medlitpub/medlitpubrss/

<http://www.tda.gov.uk/teachers/hottopics/esafety.aspx>

<http://www.digizen.org/cyberbullying/fullguidance/>

<http://www.nya.org.uk/information/111564/youthworkandsocialnetworking/>

http://www.clusterweb.org.uk/kcn/e-safety_home.cfm

Resources

www.gowild.org/esafety

From here you will find a wealth of links to resources that will support the teaching of safety and Cyberbullying.

Responsible Use of the Internet and e-mail Policy

Context

“Children and young people need to be empowered to keep themselves safe – this isn’t just about a top-down approach. Children will be children – pushing boundaries and taking risks. At a public swimming pool we have gates, put up signs, have lifeguards and shallow ends, but we also teach children how to swim.”

Professor Tanya Byron **Safer children in a digital world: The report of the Byron Review**

<http://www.dcsf.gov.uk/byonreview>

It is Government policy to connect all schools to the Internet. The Internet and e-mail can be used by students of all ages, by teachers and by managers and it is intended to ensure that the Internet and e-mail will become a useful educational resource for schools, students and teachers. Home Internet and e-mail use is also increasing and it is becoming an important part of learning and communication during leisure time.

However, the Internet is managed by a worldwide collaboration of independent agencies. Without appropriate measures, access to unsuitable materials is possible and security of computer systems could be compromised.

This Responsible Use of the Internet and E-mail Policy has been agreed to ensure that Internet and e-mail use supports the school's educational aims and that the school's responsibilities to students and parents are met.

This Responsible Use of the Internet and e-mail Policy is included as part of the school's ICT policy and relates to other policies, in particular that for behaviour and for personal, social and health education (PSHCE).

This Responsible Use of the Internet and e-mail Policy has been created after full consultation with staff and governors and will be reviewed on a yearly basis.

The Purpose of Internet and e-mail access:

We are providing Internet and e-mail access in order to:

- Raise educational standards
- Support curriculum development in all subjects
- Support the professional work of staff as its use is now considered an essential professional tool
- Enhance the school's management information and business administration systems
- Enable electronic communication and the exchange of curriculum and administration data with the LA, the examination boards and others

1. The educational benefits of using the Internet and e-mail include:

- Access to world-wide educational resources and information including museums, art galleries, research data, news and current events
- Information and cultural exchanges between students world-wide
- Discussion with experts in many fields for students and staff
- Access to educational materials and good curriculum practice to support staff professional development
- Communication with advisory and support services, professional associations and colleagues
- Increasing cultural, social and leisure activities in libraries, clubs and at home
- Exchanging information between different bodies, e.g. LA & DSF
- Providing a means of communication between staff & pupils, parents & others in the community
- Obtaining a range of technical support
- Encouraging electronic literacy

2. The Internet and e-mail can provide an effective medium for learning where:

- Internet and e-mail access is planned to enrich and extend learning activities as an integrated aspect of the curriculum
- Students are given clear objectives for Internet and e-mail use
- Students are provided with lists of relevant and suitable web sites & links to e-pals
- Students are educated to take responsibility for Internet and e-mail access
- Students will be made aware that the writer of an e-mail or the author of a web page may not be the person they claim to be and are taught to validate information before accepting it as true, an important aspect of higher levels of subject teaching
- Students are taught to observe copyright when copying materials from the web and to acknowledge their sources of information
- Access is reviewed to ensure it still meets curriculum needs

- Students are taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV
- The whole staff have been given opportunities to discuss the issues around developing good teaching strategies

3. Access to the Internet and e-mail:

In school Internet access is regarded as a necessary part of the statutory curriculum and access to the Internet and e-mail will only be authorised on the basis of educational need.

Teachers will need to develop good practice in the use of Internet and e-mail as a tool for teaching & learning.

a) In Primary School:

- Internet and e-mail access will be part of a planned activity
- At Key Stage 1, access to the Internet and e-mail will be with direct teacher or adult supervision. Pupils will only access teacher-prepared materials, or researched sites and selected e-pals
- At Key Stage 2, Internet and e-mail access will be granted to a whole class or group as part of the scheme of work, after a suitable introduction to the Rules for Responsible Internet and e-mail use and will always be supervised by an adult
- Parents will be informed that pupils will be provided with supervised Internet and e-mail access where it is important to their education and will be asked to sign and return an agreement form (see appendix 1)

4. The school will take all steps to ensure that Internet and e-mail access is appropriate and safe:

In common with other media such as magazines, books and video, some material available via the Internet and e-mail is unsuitable for students. The school will take all reasonable precautions to ensure that such material is inaccessible. This is facilitated by the school taking their Internet access through YHGFL (Yorkshire & Humber Grid for Learning), which provides secure, filtered Internet access for schools. However, due to the international scale and linked nature of information available via the Internet and e-mail, it is not possible to guarantee that particular types of material will never appear on a computer. Neither the school nor the LA can accept liability for the material accessed, or any consequences thereof. Any unsuitable content found is reported and filtered out.

5. Responsibilities of the school:

- Staff, parents, governors and advisers will work to establish agreement that every reasonable measure is being taken to protect pupils
- The Headteacher will ensure that the policy is implemented effectively

- Policy and procedures will be reviewed as students' Internet and e-mail use expands and their ability to retrieve information develops
- School has clear procedures, which are known to all staff, for reporting incidents; such as a written log kept of accidental access to unacceptable web sites
- The school will ensure that occasional checks are made on files to monitor compliance with the school's Responsible Use Policy and students will be informed that such checks are made
- The school will ensure that students are always supervised when using the Internet and e-mail
- All machines with Internet and e-mail capability are accommodated in public areas and that their use is frequently monitored
- The school will check that the sites selected for student use are appropriate to the age and maturity of students
- Where applicable a range of fully tested, approved sites will be copied to the school intranet and website
- The school will only use an Internet and e-mail service provider with a proxy server to filter the material available to students (YGHFL).
- The school will ensure that students cannot disable the proxy server or interfere with protection software
- The school will ensure that virus protection is installed and updated regularly
- Any material that the school suspects is illegal will be referred to the appropriate authorities, including the police.
- The school will ensure systems to protect students are reviewed and improved regularly
- Rules for the use of the internet and e-mail are posted near computers and clearly visible
- Children will be taught the use of new technologies in a way that will keep them safe without limiting their opportunities for creation and innovation.
- Learning how to use new technologies safely will encompass technologies provided by the school and those owned by pupils (both fixed and portable eg: Mobile and camera phones)
- Children will be made aware of the dangers of cyberbullying and will be encouraged to report any concerns to staff. These will be dealt with immediately and reported to parents.

6. Responsibilities of staff and students:

- If staff or students discover unsuitable sites, the URL (address) and content will be reported to the Internet Service Provider
- Schools will ensure that students are told what to do should they encounter any material that makes them feel uncomfortable
- Students will not be given access to Chat lines or unrestricted access to Newsgroups
- Students will be informed that checks can be made on files held on the system
- Students using the Internet and e-mail will be supervised appropriately
- The Responsible Use of the Internet and e-mail Agreement will be shared with students and their agreement to its rules will be obtained.

- Students will be encouraged to take collective responsibility for acceptable use of the Internet and e-mail in school
- Students must obtain permission before downloading software from the Internet

7. The management of e-mail in school:

- E-mail is regarded as an essential means of communication and schools should take appropriate steps to monitor its use and content
- Communication using e-mail will be organised to ensure it is for appropriate educational use and not for private or personal messages
- The language and content of e-mails should be of an appropriate level expected of any written work and should ensure that the good name of the school is maintained
- The forwarding of chain letters and anonymous letters is banned
- Staff and students should be aware that all e-mail on the school system is regarded as public and as such will be monitored
- Pupils will only be given e-mail access for educational activities through a secure account
- Where students are given individual e-mail accounts these are only granted where a high level of trust can be assumed for its responsible use
- E-mail messages on school business should be regarded as having been sent on headed notepaper and reflect a suitable tone and content
- E-mail and the Internet should not be used to order materials or undertake any activity which incurs a cost to the school unless specifically authorised by the school
- Staff and students should be made aware of the potential for virus infection through the sending of files attached to e-mails
- Excessive personal use should be considered time wasting

8. Publishing material on the school's web site:

- The school will maintain editorial responsibility for any school initiated web site to ensure that content is accurate and quality of presentation is maintained
- The school will maintain the integrity of the school web site by ensuring that responsibility for uploading material is never handed over to students and that passwords are protected
- The web site will comply with the school's guidelines for publications
- Students will be taught to publish for a wide range of audiences which might include governors, parents or younger children
- All material must be the author's own work, should credit any other work included, state clearly the author's identity or status and not break copyright
- The point of contact on the web site will be the school address, e-mail and telephone number. Home information or individuals' e-mail addresses will not be published
- School should obtain permission from parents for the use of pupils' photographs. Group photographs should not have a name list attached. Identities of students must be protected at all times and parents may be consulted about publishing work from pupils.

9. Procedure for dealing with complaints and breaches of conduct:

- Any complaints or breaches of conduct will be dealt with promptly
- Responsibility for handling incidents will be given to a senior member of staff
- Students and parents will be informed of the procedure
- Parents and students will need to work in partnership with staff to resolve any issues arising
- The facts of the case will need to be established, for instance to ascertain whether the issue has arisen through home Internet and e-mail use or through contacts outside school
- As with drugs issues, there may be occasions when the police must be contacted. Early contact will be made to establish the legal position and discuss strategies
- Sanctions for irresponsible use will be linked to the school's Behaviour Policy and will consist of the following actions depending on circumstances:
 - verbal warning
 - interview by head
 - letter home to inform parent or carer or verbal contact with parents
 - temporary withdrawal of Internet and e-mail privileges
 - permanent withdrawal of computer access
 - exclusion from school
 - referral to police

10. Informing staff, students and parents:

- All staff including teachers, supply staff, classroom assistants and support staff will be involved in developing and reviewing the Responsible Use of the Internet and e-mail policy
- All staff supervising Internet and e-mail use will be given appropriate training on their use
- Parents' attention will be drawn to the Policy in newsletters, the school brochure, the school web site and will be given guidance on e-safety through leaflets and information from relevant organisations
- Demonstrations and practical IT sessions for parents may be organised to encourage a partnership approach
- Parents and students will sign a Responsible Use of the Internet and e-mail agreement. This will be different for FS/KS1 and KS2 (see appendix 2)
- Staff, Governors and Visitors will be expected to sign their Acceptable use Agreement (see appendix 3)
- Rules for Internet and e-mail access will be posted near computers with Internet access (see appendix 4)
- Teaching responsible Internet and e-mail use and e-safety, covering both school and home use, will be encompassed into the curriculum.

11. Security of School systems

- Security strategies will be considered by the ICT co-ordinator and reviewed regularly
- Care will be taken when transmitting personal data over the Internet and the protection of personal data on computers, laptops and memory devices.
- Virus protection will be installed and updated regularly

Letter for Parents

Dear Parents

Responsible Use of the Internet and e-mail

As part of students' curriculum enhancement and the development of ICT skills, we provide supervised access to the Internet and e-mail.

Students will be able to exchange electronic mail with partner schools and research information from museums, libraries, news providers and suitable web sites as part of their programme of learning.

Although there have been concerns about students having access to undesirable materials, we are taking positive steps to deal with that possibility. We obtain our Internet access through Yorkshire & Humber Grid for Learning, which operates a strong filtering system, which restricts access to inappropriate materials and is continually updating its database of known offensive sites. We use e-mail through a carefully controlled system, which ensures that pupils are not exposed to risk from outsiders gaining their e-mail address. All our screens are in public view and, as stated above, access will be supervised.

An Acceptable Use Agreement has been produced to help keep your child safe when using ICT in school. Please read and discuss the Acceptable Use Agreement with your child and return the agreement, together with the slip below acknowledging your agreement to the use of the Internet and e-mail in school.

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

Yours sincerely

Headteacher

Student name..... Class

I have read the Responsible Use of the Internet and e-mail agreement and give permission for my child to use the Internet and e-mail in School. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task. I have read and discussed the Pupil Acceptable Use Agreement with my child.

Signed.....(parent /carer)

Date.....

KS2 Pupil Acceptable Use of the Internet and E-mail Agreement

The school has installed computers with Internet and e-mail access to help our learning. These rules will keep us safe and help us be fair to others.

- I will only use ICT in school for school purposes and will ask permission first.
- I will be responsible for my behaviour when using ICT in school or at home because I know that these rules are to keep me safe.
- I will not change or create passwords or login procedures or interfere knowingly with any computer settings.
- I will only use my own school e-mail address when e-mailing and e-mail people my teacher has approved.
- I will only open e-mail attachments from people I know, or who my teacher has approved.
- I will not tell other people my passwords for the Learning Platform, school network or for other learning websites.
- I will only open/delete my own files.
- I will make sure that all ICT related contact with other children and adults is appropriate and polite.
- I will not deliberately look for, save or send anything that could offend others.
- If I accidentally find anything inappropriate on the Internet or have unpleasant messages sent to me, I will tell my teacher immediately.
- I will not give out my personal details such as my name, phone number, home address, photograph or school.
- I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I know that my use of ICT can be checked and that my parent or carer contacted if a member of school staff is concerned about my safety.

Signature Pupil..... Class.....

Signature Parent..... Date

FS & KS1 Pupil Acceptable Use of the Internet and E-mail Agreement

Think then Click

These rules help us to stay safe on the Internet



We only use the internet when an adult is with us

We can click on the buttons or links when we know what they do.



We can search the Internet with an adult.

We always ask if we get lost on the Internet.



We can send and open emails together.

We can write polite and friendly emails to people that we know.



I have discussed the above rules with my child and talked about E-safety at their level.

Signature Pupil _____

Class... ..

Signature Parent.....

Date

Staff, Governor and Visitor Acceptable Use Agreement

ICT and the related technologies such as email, the Internet and mobile devices are an expected part of our daily working life in school. This policy is to help ensure that all staff are aware of their professional responsibilities when using any form of ICT and to help keep staff, governors and visitors safe. All staff are expected to sign this policy confirming their undertaking to adhere to its contents at all times. Any concerns or clarification should be discussed with Mrs Jill Womersley

- I will only use the school's email / Internet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Headteacher or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number or personal e-mail address to pupils or parents.
- I will only use the approved email system for any communications with pupils, parents and other school related activities.
- I will ensure that personal data (such as data held on the administration system) is kept secure and is used appropriately. Personal data can only be taken out of school or accessed remotely when authorised by the Headteacher or Governing Body and with appropriate levels of security in place.
- I will not install any hardware or software on school equipment without the permission of Mrs Helen Bickerdike.
- I will report any accidental access to inappropriate materials immediately to the Headteacher.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils' and/ or staff will only be taken, stored and used for professional purposes in line with data protection policy and with written consent of the parent, carer or staff

member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher in line with data security policy.

- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to the Headteacher.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's E-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.

User Signature

I agree to follow this acceptable use policy and to support the safe use of ICT throughout the school

Signature Date

Full Name(print)

Smile and Stay Safe Poster Example Upper KS2

Safety Rules to be displayed next to all computers in school

Smile and stay safe

Staying safe means keeping your personal details private, such as full name, phone number, home address, photos or school. Never reply to ASL (age, sex, location)

Meeeting up with someone you have met online can be dangerous. Only meet up if you have first told your parent or carer and they can be with you.

Information online can be untrue, biased or just inaccurate. Someone online may not be telling the truth about who they are - they may not be a 'friend'

Let a parent, carer, teacher or trusted adult know if you ever feel worried, uncomfortable or frightened about something online or someone you have met or who has contacted you online.

Emails, downloads, IM messages, photos and anything from someone you do not know or trust may contain a virus or unpleasant message. So do not open or reply.