# Policy on the Safe use of the Internet

Calder House welcomes the opportunity for communication and research represented by computer technology and the use of the internet.  The teaching of computer skills is a discreet subject as well as a cross-curricular activity.

Internet use is a part of the statutory curriculum.  As an essential element in 21$^{st}$ Century life, education, business and social interaction, our school needs to provide pupils with quality Internet access as part of their learning experiences.  The aim of Internet use in school is to promote pupil achievement, to support the professional work of staff and to enhance the school's management of information and business administration systems.

## Benefits of Internet Use

Use of the Internet to benefit teaching and learning for our staff and pupils includes:

- Engaging the interest of our pupils and encouraging a desire to learn.
- To provide online activities to support learning.
- Access to world-wide educational resources such as online art galleries.
- Opportunity to exchange information with pupils from other schools including schools in different countries.
- Inclusion in government initiatives such as the National Grid for Learning (NGfL) Staff professional development through access to national initiatives, educational materials and good curriculum practice.
- Communication with support services.
- Exchange of curriculum and administrative data with relevant local authorities and the DfE.

## How will this be achieved?

 *"Pupils in the schools that had 'managed' systems had better knowledge and understanding of how to stay safe than those in schools with 'locked down' systems. Pupils were more vulnerable overall when schools used locked down systems because they were not given enough opportunities to learn how to assess and manage risk for themselves."* Ofsted Inspecting e-safety 2012

In response to the findings of Ofsted, Calder House **has now moved to an open system** (discontinuing the use of Net Nanny, our previous filtering system). All children are closely monitored whilst using school computers and this gives the ideal situation to work with the children on e-safety issues and equip them with the knowledge and understanding to keep them safe.

No child is able to use school computers or school iPads unsupervised and small class sizes and the layout of the Silver Room and other classrooms means that any online activity can be monitored at all times.

The use of interactive white boards in the class room are always supervised by staff trained on e-safety issues. Staff have also received training on how best to use the school iPads in class and how best to keep children safe when using these devices. **Children are not allowed to bring into school devices that can access the internet (such as mobile phones / tablets etc).**

All children have to sign the Responsible Internet Use sheet to ensure that they have read and understood the potential dangers. See Appendix 1.

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## Managing the Internet: Inherent Dangers

With such a vast amount of information available on the internet, steps need to be taken to make its use as safe as possible, and to address possible problems including links to inaccurate or unsuitable material and unsolicited e-mails.

It is recognised that as pupil's skills improve, the dangers of unsupervised internet access increase. The school has particular concerns in the following areas:

- Chat rooms
- Inappropriate e-mails
- Pornographic and violent websites
- Inappropriate merchandising sites
- Grooming online
- Cyberbullying

In an attempt to protect pupils from such dangers all staff involved in internet access will observe the following guidelines:

## Staff Guidelines

1. Pupils will not be allowed unsupervised use of the computers and school iPads at any time.
2. It is against school rules for any child to bring into school any electronic device including mobile phones that permit internet access, and all parents are asked that they will do their part in ensuring that this rule is observed.
3. To manage the transition from a locked down system to a more managed system we will actively instruct pupils in the nature of the risks and how to manage them. (OFSTED April 2013 'Inspecting ICT'). We will monitor the situation carefully responding immediately to any concerns by either staff or pupils.
4. Pupils will be specifically taught that on no account may they give out personal information on the internet and the reason for this will be explained. Specifically teaching will include "stranger danger" warnings and the fact that someone on the internet may lie about who they are – how someone who appears to be a child may in fact be a predatory group of adults. Pupils in school are not permitted to visit chat rooms or social media sites.
5. Pupils may only email using their coded names and on no account may they order any purchase. Emailing will generally be confined to their parents or each other. Pupils may only communicate with those known to them and/or those approved by the teacher. Pupils will be expected to write in a polite and appropriate way and messages should be authorised before being sent. In this context bullying will be discussed and awareness of how to handle cyberbullying raised. If any unsolicited or offensive mail is received then staff will immediately inform the Subject Leader for Computing and the Headteacher.
6. If any access to websites with inappropriate or unsuitable content is discovered then the address and content will be reported to the Subject Leader for Computing and the Headteacher.
7. All staff, including teachers and support staff, will be provided with a copy of this policy and must accept the terms of responsible use before using any online resource in school.
8. The responsibility for handling any incidents or complaints about misuse will be that of the Headteacher.
9. Personal memory sticks may not be brought into school by pupils without specific permission.
10. Parental consent will be obtained to the posting of pupil photographs on the school website and staff will ensure that pupils are not identified by their full names.
11. The Headteacher will ensure that the school's Policy on the Safe Use of the Internet is implemented and compliance with the policy monitored.

At least every other year the school will invite the NSPCC into school who, as part of their presentation, will warn both pupils and parents of stranger danger on the internet. Parents will also be invited to an annual e-safety meeting at school.

## Staff Use of Internet and e-mail facility

Staff are welcome to access the internet and use the school computer for personal e-mails providing that:

1. No inappropriate sites are visited.
2. No information about any pupil is sent anywhere, without the express permission in writing of the Headteacher.
3. School guidelines regarding photographs and images of children are strictly followed.
4. No e-mails are sent by staff to pupil's home computers nor are staff personal email addresses given to pupils.
5. Staff do not access the internet for personal use or send or collect personal e-mails during lessons or at other pupil contact times.
6. The personal use of school computers is in staff non-contact times.
7. Drinks or other liquids **may not** be placed in proximity to any school computer or iPad.

Staff are expected to be familiar with the school's Policy on Social Media and to adhere strictly to it.

When using the computers for any purpose, staff must ensure that printing is completed and computers have been logged off when they finish.

## The School's Web Site

Our school Web Site can be found at www.calderhouseschool.co.uk.  We follow the Wiltshire County Council guidelines regarding photographs and images of children.

**(Reviewed and updated October 2017)**

# Calder House 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 class network login and password, which is secret.

- I will only open or delete my own files.

- I understand that I must not bring into school and use software or files without permission.

- I will only e-mail and open attachments from 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.

- If 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, e-mails I send 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.

Name:

_____

Signed:

_____

Date:

_____