Policy on safe Internet use

including acceptable use.

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Safe surfing and using e-mail at school

Access to the internet will enable pupils to explore thousands of libraries, databases and other information sources. Combined with e-mail, it forms an important part of learning how to use computers productively. Most of the computers at St Peter's are enabled for internet access; however, the children do not have free and open access to these. Children may use the computers only as part of supervised lessons or with the permission and knowledge of teachers. Internet content is screened through the use of South West Grid for Learning's filter system. 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. For this reason we feel it is essential to involve parents to share the responsibility of protecting their children from undesirable materials. Therefore, before being allowed to use the internet or email within school, all children must obtain parental permission and both they and you must sign and return our Home School Agreement as evidence of your approval and their acceptance of these school rules.

Social media

Online chat rooms

We do not encourage the use of online chat rooms and do not allow children to use them on computers at school.

Facebook

We actively discourage the use of Facebook by children under the age of 13. Children do not have the necessary skills and maturity to deal with the issues thrown-up by Facebook, which is why the 13 year old rule is set by the site. We will write to the parents of any child we suspect of using Facebook (or similar sites) to warn them of the dangers of using this website.

Mobile phones

Many children are given mobile phones at a very young age. Again, we discourage this practice and deal with any incidents involving mobile phones by advising parents not to give them to their children, unless for safety reasons. However, we do encourage children to learn the SMART rules, which include using their phones respectfully and sensibly.

The school web site

Links and search engines: All of the links, to external websites, featured in the "links" section of the site are checked to ensure they point to child friendly sites. The search engine links we provide are for dedicated "child friendly" search engines and directories only.

Submitted web pages etc: We have a facility to allow children to create and publish their own web pages. All such pages are checked by a teacher or by the webmaster to ensure they do not contain explicit personal information (e.g. address, telephone numbers etc.) before they are added to the site.

Photograph policy

We have strict rules about what is an acceptable photograph to be used on our website and in our school publications: we only include images which do not clearly identify individuals and full names are never used in connection with a photograph. Pictures are also subject to acceptable content (dress, activity, etc.).

Guidance for staff:

- Avoid using children's names (first name or surname) in photograph captions. If the child is named, avoid using his or her photograph. If the photograph is used, avoid naming the child.
- Only use an image of a child is they have consented by signing the home school agreement for a child to be photographed/videoed. Do not use if they have expressly written to the school asking for images not to be use.
- Only use images of children in suitable dress to reduce the risk of inappropriate use. Some activities – swimming, drama, gymnastics and athletics for example – present a much greater risk of potential misuse.
- Be wary when using images of children on the website. Images accompanied by personal information, eg, this is X who likes to collect stamps – could be used by an individual to learn more about a child prior to grooming them for abuse.
- Do not allow photographers unsupervised access to children.
- Do not approve photography sessions outside the event or at a child's home.

General Advice – at home or at school

This is our general guidance when teaching children about safe internet and mobile phone use (SMART rules):

SAFE

Keep safe by being careful not to give out personal information when you're chatting or posting online. Personal information includes your email address, phone number and password

MEETING

Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present. Remember online friends are still strangers even if you have been talking to them for a long time.

ACCEPTING

Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!

RELIABLE

Someone online might lie about who they are and information on the internet may not be true. Always check information with other websites, books or someone who knows. If you like chatting online it's best to only chat to your real world friends and family

TELL

Tell your parent, carer or a trusted adult if someone or something **makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.**

Social media

Facebook, Twitter and other forms of social media are increasingly becoming an important part of our daily lives.

- Our school uses Facebook and Twitter to communicate with parents and carers. The staff are responsible for all postings on these technologies and monitors responses from others.
- Staff are not permitted to access their personal social media accounts using school equipment at any time.
- Pupils are not permitted to access their social media accounts whilst at school
- Staff, governors, pupils, parents and carers are regularly provided with information on how to use social media responsibly and what to do if they are aware of inappropriate use by others. Parents and carers are regularly reminded that Facebook is not appropriate for Primary School age children.

- Staff, governors, pupils, parents and carers are aware that the information, comments, images and video they post online can be viewed by others, copied and stay online forever.
- Staff, governors, pupils, parents and carers are aware that their online behaviour should at all times be compatible with UK law.

Rationale

Computers and the use of the Internet are a valuable resource for learners of all ages. It is increasingly providing the focal point of educational content within the UK. St Peter's acknowledges that computers and the internet do have the potential for inappropriate use and access to undesirable material and that we have a duty of care to protect our pupils.

The purpose of this policy is to set out the procedures by which the school will minimise the misuse of computers and associative technology.

General use of Computers

- The use of school computers will be permitted only for purposes directed by the school;
- Users are not permitted to access and amend another user's work without permission;
- All computers connected to the internet will be protected by anti-virus software which will be kept up to date to check for the latest viruses;
- No files should be brought in from home and loaded on the school system without the permission of the ICT coordinator;
- The school reserves the right to look at any files on their systems including text, graphics and e-mails;
- The school reserves the right to deny access to school computer systems.

Internet Access

- The school provides Internet access for educational purposes and should only be used by staff, pupils and members of the community for these purposes;
- The school uses the Devon County Council recommended Internet Service Provider and connects to the service via the filtered service. Pupils cannot use computers without filtered access;
- Where reasonably possible, all Internet access by pupils is supervised by a member of staff or other responsible adult;
- No pupil, member of staff or community user is permitted to access material that is illegal or potentially offensive using school systems;
- The copyright and intellectual property rights of material using the school system will be respected;

Use of e mail

- Pupils will be given email access at the discretion of the staff. Group e-mail addresses will be used for many purposes;
- Any user of the school e-mail system must not use the system to communicate offensive, suggestive or defamatory material;
- E-mail messages sent and received from school systems should not be considered private. Pupils and staff should expect that e mails could be inspected at any time.

Publishing on the Internet

The school has its own web site and on-line virtual learning environment. Ultimate responsibility for the content of these sites rests with the Headteacher in-line with the following guidelines

- The school is registered under the Data Protection Act;
- No personal information will be published without the individual's permission;

St Peter's Rules for Responsible Internet Use

We use the school computers and Internet connection for learning. These rules will keep everyone safe and help us be fair to others.

We understand the importance of emerging technologies for children's education and personal development but recognise that safeguards need to be in place to ensure children are kept safe at all times.

I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.

I will not deliberately browse, download or upload material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to a member of staff.

I will not send anyone material that could be considered threatening, bullying, offensive or illegal.

I will not give out any personal information such as name, phone number or address.

I will not reveal my passwords to anyone.

I will not arrange to meet someone unless accompanied by a member of staff or a parent.

I understand that all my use of the Internet and other related technologies will be monitored and logged and can be made available to the staff.

I understand that these rules are designed to keep me safe and that if they are not followed my **parent/ carer may be contacted.** I understand that if I deliberately break these rules, I could be stopped from using the internet or computers.