



## INTERNET SAFETY POLICY

### Rationale

Use of the Internet is commonplace and Internet safety depends on staff, schools, governors, advisers and parents to take responsibility for the use of the Internet.

### Principles for Acceptable Use of the Internet

Use of school computers by pupils must be in support of the aims and objectives of the school and National Curriculum.

### Online activities encouraged include:

- The use of email and computer conferencing for communication: between colleagues, between pupils(s) and teacher(s), between pupil(s) pupil(s), between schools and industry.
- Use of the Internet to investigate and research curriculum areas.
- The development of pupils' competence in ICT skills and their general research skills.

### Online activities not permitted include:

- Searching, viewing or retrieving materials that are not related to the aims of the curriculum
- Copying, saving or redistributing copyright-protected material, without approval.
- Subscribing to any services or ordering goods or services, unless specifically approved by the school.
- Playing computer games or using social media sites unless specifically approved by the school.
- Using the network in such a way that use of the network by other users is disrupted (for example, downloading large files during peak usage times; sending mass email messages).
- Publishing, sharing or distributing any personal information about a user (such as home address, email address, phone number etc).
- Downloading software.
- Any activity that violates a school rule.

Access to the Internet will be withdrawn from students who fail to maintain acceptable standards of use

### Guidelines

Children will:

- Have equal access to email in a safe & secure environment.
- Have equal access to a variety of approved websites through the Intranet.
- Children will be taught all the skills in order to use Internet & email as an ICT tool.
- Children will use Internet & email to support, enhance & develop all aspects of curriculum.
- Children will develop Internet & email skills at the appropriate level regardless of race, gender, intellect and emotional or physical difficulties.
- Children will be reminded of safe searching and laptops, trolleys and classrooms will have posters to remind children of this.
- Children will receive specific Internet Safety skills as part of Child Exploitation and Online Protection Service (CEOPs) and their ICT and PSHE curriculum delivery

### Specific Guidance

### **Guidance on the use of email**

Email is still the most common use made of the Internet. This fast and cheap method of communication is available to all staff and pupils. Unfortunately, certain pupils perceive email as a way to send secret offensive messages. Anyone receiving unwanted email should report it immediately to their class teacher or IT co-ordinator. Anyone caught sending such messages should have their access to the technology denied. An email address for the class or in certain instances for groups of pupils makes more sense for certain email-based projects. It also avoids disappointment for individual pupils who do not get replies to their messages.

### **Guidance for All Users**

Staff are encouraged to use ICT resources in their teaching and learning activities, to conduct research, and for contact with others in the education world. Electronic information-handling skills are now fundamental to the preparation of citizens and future employees in the Information Age. Staff are encouraged to investigate the possibilities provided by access to this electronic information and communication resource, and blend its use, as appropriate, within the curriculum. They should model appropriate and effective use, and provide guidance and instruction to pupils in the acceptable use of the Intranet/Internet.

When using the Internet, all users are expected to comply with all laws and government regulations concerning copyright, libel, fraud, discrimination and obscenity and all school staff are expected to communicate in a professional manner consistent with the rules of behaviour governing employees in the education sector.

Pupils are responsible for their good behaviour on the school networks, just as they are on and off school premises. While the use of information and communication technologies is a required aspect of the National Curriculum, access to the Intranet/Internet is a privilege – not a right. It will be given to pupils who act in a considerate and responsible manner, and may be withdrawn if they fail to maintain acceptable standards of use.

Staff should ensure that pupils know and understand that, in addition to the points found under online activities which are not permitted on page 1 of this document, no Intranet or Internet user is permitted to:

- Retrieve, send, copy or display offensive messages or pictures.
- Use obscene or racist language.
- Harass, insult or attack others.
- Damage computers, computer systems or computer networks.
- Violate copyright laws.
- Use another user's password.
- Trespass in another user's folders, work or files.

### **Supervising and Monitoring Usage**

Teachers should guide pupils toward appropriate materials on the Intranet/Internet. This will avoid a great deal of time wasting as well as going some way towards monitoring the sites accessed by pupils.

Internet access for pupils in schools should be available only on computers that are in highly-used areas of the school. Machines, which are connected to the Intranet/Internet, should be in full view of people circulating in the area. Pupils should be supervised when using the Intranet/Internet services.

Teachers and Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. While normal privacy is respected and protected by password controls, as with the Internet itself, users must not expect files stored on the school's intranet or school servers to be absolutely private.

A Filtering and Monitoring Team, made up of the DSL, Office Administrator and a Governor will regularly monitor the effectiveness of the filtering and monitoring security measures and the logging of action taken.

### **Filtering External Websites**

It is an absolute requirement that access to the Internet provided to staff and pupils in any school or educational institution through any Internet Service Provider (ISP) is a blocked or filtered service. Appledore uses Computeam Connect and Securely which is a blocking service, updated regularly. All users should be aware that the LA can and does track and record the sites visited and the searches made on the Intranet/Internet by individual users.

Parents are informed that school provides filtered and monitored access to the Internet for pupils. However, they should also be aware that with these emerging and constantly changing technologies there is no absolute guarantee that a pupil

cannot access materials that would be considered unsuitable. The chance of just coming across such materials is highly unlikely, but it obviously increases in direct proportion to the amount of time and effort an individual puts into their search. If you are unfortunate enough to come across any offensive web pages, whilst using school equipment, you are obliged to make a note of the address and report it to the South West Grid for Learning help desk and our technical support specialists.

### **Google Classroom**

- When using Google Classroom and the Gsuite Apps, students will use approved class email accounts under supervision of a teacher or parent/guardian.
- Students will not send or receive any material that is illegal, obscene, defamatory, or that intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the Internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

### **Remote Online Learning**

In circumstances where teaching cannot be conducted on the school premises, teachers may use Google Classroom, Google Meet, or other platforms approved by school as platforms to assist with remote teaching where necessary.

In the case of Google Classroom and Google Meet, parents/guardians are required to grant access to their child to have a school Gmail address. Parents/guardians will be provided with the password and will be expected to monitor their child's use of the Gmail address and Online Platforms and agree to monitor their child's participation in any such lessons conducted on the Online Platforms.

Discussion forums on Google Classroom will only be used for educational purposes and will always be supervised.

### **Delivery of live online remote lessons for 1:1 and groups Adult**

#### **Supervision**

Teachers must confirm at the start of the session that an adult is in the room and will remain in the room for the duration of the lesson. If there is no adult present then the lesson will not go ahead

#### **Safeguarding**

All teachers will be subject to a DBS check and wear their identification lanyard at all times during the lessons.

Teachers and Tutors will record all lessons.

Teachers are to follow the schools safeguarding policy if they have any concerns related to a pupil and parents should follow the schools complaints policy if they wish to make a complain

#### **Appropriate Language**

As with all school based communications, the intent and language of messages must be at all times professional by all parties concerned, including family members.

Staff members conducting lessons and parents viewing a lesson must ensure there is no background noise and that the other people within recording earshot are aware of the lesson and remain appropriate at all times.

#### **Communication**

Communication with teachers is via Google Classroom and under no circumstances should a teacher share their personal contact details. Private chat or sharing of images between staff and children is unacceptable and prohibited.

Live/recorded lessons use Google Meet and pupils and parents can contact their teacher via the Google Classroom comments facility.

#### **Professional Appearance**

Students, parents and staff are expected to be dressed appropriately for remote teaching and learning. Clothing, worn by a student or staff member, which does not meet this expectation, is not acceptable and lessons should be stopped immediately and reported to the Headteacher of Appledore School.

#### **Teaching & Learning Environment**

Both students and staff must be physically located in safe working spaces, appropriate for online lessons; a lounge, kitchen or study is appropriate, a bedroom or bathroom is not

Pupils must be in a room with or near an adult so that the adult can hear or see the lesson taking place and it is the responsibility of the parent/carer to ensure that this is happening.

Staff should be in a room where others (who are not staff members) cannot see, be seen or listen. If this is not possible, then headphones must be worn and screens angled away from the view of others.

If working from home, staff should ensure that they position themselves in appropriate areas, for example, not in staff bedrooms; and the background should be blurred or neutral, for example no personal photographs.

**This policy is reviewed annually.**