ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

Barleyfields Road, Wetherby
West Yorkshire LS22 6PR

INTERNET ACCESS POLICY
(e-safety)

'This school is committed to safeguarding and promoting the wellbeing of all our children, and expects our staff and volunteers to share this commitment'.

Reviewed	- January 2018
Next review	- January 2020

INTERNET ACCESS POLICY

'This school is committed to safeguarding and promoting the wellbeing of all our children, and expects our staff and volunteers to share this commitment'

1. The Internet in School

   - Rationale and entitlement
   - Aims
   - Objectives
   - Responsibilities
   - Equal opportunities
   - Special Needs
   - Resources
   - Parental Involvement

2. The Internet in the Curriculum

   - Teaching and Learning
   - Internet use and Effective Learning
   - Email
   - Web Publishing
   - Live Communications

3. Internet Access

4. Security at St. Joseph's Catholic Primary School

5. Complaints / Problems

6. Review of the Policy

1. THE INTERNET IN SCHOOL

Rationale and Entitlement
The purpose of the Internet access in school is to raise or develop the achievement and skills of pupils, to support the professional work of staff and to enhance the school's management information and business administration systems.

Access to the Internet is a necessary tool for all staff and students irrespective of gender, race, religion, culture or ability. It is an entitlement for students who show a responsible and mature approach with the intention to gain useful or entertaining resource.

The appropriate use of the Internet is providing a number of benefits to schools. These benefits include:-

- **Resources**
  - Providing access to documentation including on-line publishing of documents (school's policies, lesson plans, activities, etc).
  - Access to world-wide educational resources including museums and art galleries.
  - Inclusion in government initiatives and the Learning Platform.
  - Information and cultural exchanges between pupils worldwide.
  - Discussion with experts in many fields for pupils and staff.

- **Staff Professional Development**
  - Access to educational materials.
  - Sharing good practice with colleagues.
  - Communication with the advisory and support services, professional association and colleagues.

- **Administration**
  - More regular communication with schools and more immediate responses to inquiries.
  - Improves access to technical support including remote management of networks.
  - Method to publish information to schools that will free more resources for teaching and learning.
  - Management of the school network from a single source, thus reducing the overall cost of performing this role.
  - Added value through access to Leeds IT systems (e.g. finance and payroll).
  - Added value through the creation of a secure effective communication system between each other that can improve the transfer of information and data.

- **E-mail**
  - Provision of a quick method of communication between pupils, staff and officers of the authority.
  - Provision of a centrally maintained email system that can give pupils an email address that will remain constant throughout their education in any Leeds school.
  - **Security will be the responsibility of the Headteacher Louise Milivojevic and Mrs Alison Waterhouse (Computing coordinator). Connect Up will ensure security is in place.**

- **Security**
  - Provision of a buffer between Leeds schools and the Internet designed to both protect users and enhance performance.
  - Secure filtered Internet access.
  - Filtered email for staff and pupils.
  - Email anti-virus – scan all unencrypted external and internal email delivered to Schools broadband, using anti-virus system that we keep constantly up to date.
  - Sophos anti-virus distribution – community license, supply software media and documented instructions to enable the School ICT Support to deploy and maintain Sophos anti-virus software on all its servers (however it is the school's responsibility to ensure their servers, laptops and workstations are constantly updated).
  - Microsoft Critical Updates: distribution of Microsoft critical security updates services SUS and MSUS (school's responsibility to ensure computers are kept updated).
  - Statutory UK ISK monitoring laws – records all Internet usage and email. Miss Louise Milivojevic or Mrs Jayne Ward (Designated staff for Child Protection) will be informed if grooming or abuse is suspected.

Aims
- To provide pupils with their entitlement as set out in the National Grid For Learning (NGFL) initiative and QCA documents for ICT.
- To use the Internet safety and effectively.
- To protect school from undesirable content.
- To develop a school website.
- To raise the awareness of staff and pupils to the benefits of Internet access.

Objectives
- To develop strategies to use the Internet.
- To encourage suitable use through the implementation of a contract with users.
- To develop the skills necessary for the creation of a website.
- To promote the use of the Internet as a learning tool.
- To promote learning platform environment.
- To promote use of live communication and blogs making sure again detrimental content is restricted.

Responsibilities

The role of the Headteacher, Louise Milivojevic, is to ensure that all staff are:
- Given opportunities to discuss the issues associated with Internet access and develop appropriate teaching strategies.
- Given appropriate training.
- Internet use if embedded into the teaching of computing.
- Internet Safety is embedded into the curriculum.
- Aware that the monitoring of Internet access takes place for both staff and pupils.
- Provided with or have access to the Internet Acceptable User Policy and its importance explained.
- New staff are required to read Safeguarding policies including Acceptance User Policy for Internet In School and sign to register they have received the appropriate safety information.
- Activity reports are mentioned regularly and action taken as necessary.
- Parents' attention will be drawn to the policy in newsletters, the school brochure and on the school website.
- A module on responsible Internet use will be included in the PSHE programme covering both school and home use.
- New facilities will be thoroughly tested before pupils are given access.
- The policy is implemented and reviewed as necessary: bi-annually.

The Role of the Staff is to ensure that:
- Rules for Internet access are posted near computer systems.
- There is equality of access within the classroom.
- They inform the designated person of any problems.
- They supervise pupils when they access the Internet.
- They use the Internet in a responsible manner, in line with Schools Broadband guidance.
- They follow the Privacy Notices and Acceptable Use Policy

The Role of the Pupils:
- To read and understand the rules for responsible use guidance or have them explained by a member of staff where necessary.
- To access the Internet in a sensible manner.
- To report to an adult any material they receive that they consider offensive or inappropriate.
- To refrain from giving their name, address or contact numbers to any person without permission from a parent, carer or teacher.
- To be aware of and understand the Privacy Notice for pupils

The Role of the Parents/carers:
- To promote sensible and appropriate use of the Internet of their child in school and at home.
- To model appropriate use of the Internet.
- To read and understand the school policies.
- To read and understand the Families Privacy Notice and Acceptable Use Policy

The Role of the Governors is to ensure that:
- An Internet Usage Policy is written.
- All staff have been given the opportunity to discuss the policy.
- The policy is ratified and reviewed as necessary: bi-annually.
- To read and understand the Privacy for Governors

Equal Opportunities
To make sure that all pupils receive the National Curriculum entitlement, it is essential that opportunities are provided for pupils to access the Internet, regardless of gender, race, religion, ethnic group, culture or ability. It is equally important that all staff are given the opportunity to access the Internet.

Special Needs
Computing is seen to be a positive tool for children with Special Educational Needs. Access to the Internet is therefore a vital link with which communication to the outside world can be achieved. Access to the Internet can also stimulate children to develop their ideas and research independently.

Resources
It is expected that resources will be used from the Internet for teaching and learning materials. It is vital school acknowledges the origination of resources, authenticate the author, examine the target audience and discriminate between what is fact and fiction.

Parental Involvement
Due to the increased use of Internet in homes, the school will try to increase the involvement of parents/guardians in developing safe Internet practices. The school may be able to help parents plan appropriate, supervised use of the Internet at home, thereby raising parental awareness of the dangers that pupils may face when access to the Internet in unrestricted. School will ensure that regular Internet Safety Presentations are delivered that are in line with the new curriculum and take into account the rapid enhancements made in computing.

Strategies:
- A careful balance between informing and alarming parents will be maintained.
- Demonstrations and practical IT sessions for parents will be organised to encourage a partnership approach.
- Joint home/school guidelines on Internet Safety established.
- Parents/guardians are required to read the rules for responsible Internet use and sign a permission slip for their child, giving permission for that child to access the Internet at school – as set out in the Home School Agreement.
- Suitable educational and leisure activities that make responsible use of the Internet will be developed with parents.
- Parental involvement with online programmes used by school.

2. THE INTERNET IN THE CURRICULUM

Teaching and Learning

The Internet is an essential element in 21st century life for education, business and social interaction. St. Joseph's Catholic Primary School has a duty to provide pupils with quality Internet access as part of their learning experience. Internet use is part of the statutory curriculum and a necessary tool for staff and children. Pupils will use computing in the form of desk top computers, ipads and cameras.

Internet Use and Effective Learning

St. Joseph's Catholic Primary School will provide Internet access which will be designed expressly for pupil use and will include filtering appropriate to the age of the pupils.

Strategies:
- Pupils will be taught what Internet use is acceptable and what is not, and given clear objectives for Internet use.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location and retrieval and evaluation.
- Pupils will be taught how to evaluate Internet content.
- The school will ensure that the use of Internet derived materials by staff and pupils comply with copyright law.
- Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Email

Email has become an essential means of communication. As part of the National Curriculum Orders, pupils need to use email. Pupils need to be taught that the content of email should be something that they would not mind being read aloud. This should prevent content of an undesirable nature being written and sent. The St Joseph's domain email is checked for inappropriate language and therefore content management is made a little easier.

Neither the school nor the council will be liable under any circumstances for any injury, distress, loss or damage to the pupil or parents, which may arise directly or indirectly from the pupils' use of unauthorised use of those facilities or email.

Guidelines
- Email must only be used in school for educational purposes.
- Key Stage 2 pupils will be given an individual email account. This assumes a

high level of trust and pupils will be asked to sign the 'Rules for Responsible Internet Use Statement'. Pupils are restricted to sending with the St Joseph's school domain using their school email account.

- In-coming and outgoing email will be regarded as public and will be monitored.
- Messages sent using the school domain name should be regarded in the same way as messages written on school headed paper.
- The forwarding of chain letters will be banned, as will the use of chat lines.
- Excessive social chit-chat wastes pupils time and computer resources and will be discouraged.
- The sending of any sensitive personal data, for example home address, photographs or telephone numbers relating to the user or any other person is forbidden.
- Users will be held responsible for email sent from their account.

Web Publishing

A website can celebrate pupils' work, promote the school and publish resources for projects or homework. Ground rules are important to ensure that the website reflects the school's ethos and that the information is accurate and well presented.

As the school's website can be accessed by anyone on the Internet, the security of staff and pupils must be considered carefully. Although common in newspaper reports the publishing of pupils' names beside photographs that identify individuals must be considered inappropriate on web pages. While any risks might be small, the parents' perception of risk must also be taken into account in devising an appropriate policy.

ICT Leeds City Council or the council will not be made liable under any circumstances for any injury, distress, loss or damage to the pupil or parents who may arise directly or indirectly from the publishing of information on the website.

Guidelines
- Miss Milivojevic has responsibility for the School website but has delegated sections to other members of staff such as class pages and subject specific pages to ensure that quality of presentation is maintained.
  - The website will comply with the school's guidelines for publications.
  - Pupils will be made aware that the quality of their work published on the web needs to reflect the diversity of the audience.
  - All material must be the author's own work, or where permission to reproduce has been obtained, clearly marked with the copyright owner's name.
  - The point of contact on the website should be the school address and telephone number. Home information or individual email identities will not be published.
  - Photographs must not identify individual pupils.
  - Full names will not be used anywhere on the website.
  - Written permission from pupils and their parents will be sought before any photographs are published on the school website.

3. INTERNET ACCESS

How will the school ensure Internet Access is Safe?

Access to appropriate information should be encouraged and Internet access must be safe for all members of the school community from youngest pupil to teacher and administrative officer. Authorised users are given a unique username and password generated by a central body, outside of school. Individuals will be responsible for their own password security.

Through using Schools Broadband, the following strategies are used to try to ensure staff and pupils are protected, content reviewed and sites blocked.

The filtering software used as part of Schools Broadband contains a number of lists or categories of (Uniform Resource Locator) URLs that can be marked as allowed or denied. These lists are updated frequently.

Some of the categories are listed below:

- Alcohol
- Gambling
- Phishing
- Pornography
- Profanity
- Proxy Anonymizer
- Safe Search
- Weapons

Using the above categories, a filtering policy has been established for groups of Leeds Learning Network users. These groups are arranged by age but organised by Key Stage. Teachers may need to research areas including drugs, medical conditions, bullying or harassment. In such cases, legitimate use must be recognised and the user protected from possible accusation of inappropriate use.
The disallowed categories are assigned to each Key Stage. Sites that are within disallowed categories are blocked automatically. This mechanism provides an additional 'safety' check. It also allows for many more sites than it would conventionally be available using the simple 'allowed list' system used by other filtering applications.

None of these systems can be completely effective in isolation therefore a combination of approaches is used. It is acknowledged that adequate supervision is essential.

Guidelines
- Pupils will be informed that Internet use will be supervised and sites selected will be monitored.
- Users will inform the computing co-ordinator (Alison Waterhouse) if their password is being used by another person or has been lost.
- The school will work in partnership with parents, DfES and Schools Broadband to ensure systems to protect pupils are reviewed and improved.

- Senior staff will ensure that occasional checks are made to ensure that the filtering methods selected are effective in practice.
- If staff or pupils discover unsuitable sites, the URL and content will be reported to the Schools Broadband via the Computing co-ordinator, appropriate measures will be used to ensure the process to select appropriate material is adequate.
- Name of computing co-ordinator (Alison Waterhouse) to be posted near computers.

4. SECURITY AT ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

In common with other material such as magazines, books and videos, some material available via the Internet is unsuitable for pupils. The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that unsuitable material will never appear on a terminal.
Neither Schools Broadband nor Leeds City Council can accept liability for the material accessed, or any consequences thereof:

- The use of computer systems without permission or of purposes not agreed by the school could constitute a criminal offence under the computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed.
- Staff, parents, governors and advisers will work to establish agreement that every reasonable measure is being taken.
- The headteacher will ensure that the policy is implemented effectively.
- The school will abide by the Date Protection Act 1998.

How will the Security of School ICT Systems be maintained at St Joseph's Catholic Primary School?

Schools Broadband and Connect Up has put in place a system of logins that encourages users to be responsible for their own Internet access. It is essential that users log out, and this needs to be reinforced as good practice whenever possible. Maintaining security of the school systems is of paramount importance as sensitive data is stored within it. Internet access and email content will be automatically monitored and regular reports will be produced to the headteacher/computer coordinator.

Guidelines
- Security strategies as discussed with the LEA will be implemented.
- The network manager will ensure that the system has the capacity to take increased traffic caused by Internet use.
- The security of the whole system will be reviewed with regard to threats to security from Internet access.
- Personal data sent over the Internet will be encrypted or otherwise secured.
- Virus protection will be installed and updated regularly.
- Use of memory sticks will be reviewed. Personal memory sticks may not be

brought into school without specific permission and a virus check.
- Use of email to send attachments such as system utilities will be reviewed.

Third Party Providers
The school may use third party providers to supply media sessions. These providers will have full DBS clearance. All images or work will be protected via the secure Junior Jam website.

5. COMPLAINTS/PROBLEMS

How will Complaints Regarding Internet use be handled?

Prompt action will be required if a complaint is made. The facts of the case will need to be established, for instance whether the issue has arisen through Internet use inside or outside school. The school will need to discuss procedures for dealing with transgressions and these may be linked to the school's behaviour policy. Transgressions of the rules may be minor, whereby a temporary ban on Internet use will be adequate or major where a permanent ban may be required. Serious cases may necessitate the involvement of the police or a local authority officer

Guidelines
- Responsibility for handling incidents will be given to senior members of staff.
- Pupils and parents will be informed of the complaints procedures.
- Parents and pupils will need to work in partnership with staff to resolve issues.
- As with drugs issues, there may be occasions when police may be contacted. Early contact will be made to establish the legal position and discuss strategies.

6. REVIEW OF THE POLICY

Our Internet Access Policy has been written by a team of Governors and Senior Staff building on the Leeds e-Safety Policy and Government guidance. This policy has been approved by The Governing Body, discussed with all staff and will be reviewed on a bi-annual basis, or earlier if necessary.